

# Training Without Travel



## Summer 2021 Webinar Series

### Conflict Management: Handling Difficult Behaviors

Date: 06/02/2021

- » Conflict overview
- » Coping techniques
- » Ideas to resolve conflict
- » Employee basic needs
- » Behavior patterns of difficult people

### Affirmative Action- Your Responsibilities

Date: 06/16/2021

- » Who is the OFCCP, and what is an Affirmative Action Plan?
- » Who needs to maintain an Affirmative Action Plan?
- » What do you do with the plan once you have it?
- » Painless ways to stay in compliance
- » Related reporting

### When HR Intersects with Payroll: The Technical Side of Paying Employees

Date: 07/07/2021

- » Learn about the five areas where HR and accounting intersect in your business.
- » Accounting can provide the payroll data so that HR can help ensure that employees are properly paid.
- » Maintain compliance with wage and hour laws.
- » Learn how to handle and document certain leaves of absences and other time off situations.
- » Coordinate shared functions for efficiency and to maintain employee confidential information.

**Webinars are  
held from  
noon to 1 p.m.**

### Workplace Investigation Essentials

Date: 07/21/2021

- » Identifying the need for conducting a workplace investigation
- » Knowing the steps to conducting a thorough investigation
- » Importance of maintaining confidentiality and avoiding retaliation
- » Steps to completing your findings
- » Properly maintaining the investigation file

### New Hire Orientation: The Key to Effective Hiring & Retention

Date: 08/04/2021

- » What to do before the first day
- » What to do on the first day
- » Follow up meetings during the first three months
- » New employee "mentoring" program

### I-9 Compliance: As Easy as 1, 2, 3.

Date: 08/18/2021

- » Avoiding common mistakes when completing the I-9 form
- » Importance of accuracy and timeliness
- » Developing internal procedures
- » Conducting self-audits
- » Staying current with I-9 rules and regulations

**To Register:** Phone: 406.248.6178 | Email [reg@aehr.org](mailto:reg@aehr.org) | Online: [www.associatedemployers.org](http://www.associatedemployers.org)

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recorded versions are available for purchase  
on our website two days after the live version.

#### Cost per webinar:

AE Member Companies - \$75    Non-member Companies - \$100  
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