



Associated Employers

*FALL
2021*

*EDUCATE... ACHIEVE...
EXCEL...*

Training Central

Note: Discounts DO NOT apply to Additional Members or Additional Non-Members.

Managing the Performance & Behaviors of our Staff

Conflict is inevitable in business relationships, just as it is in social relationships. Many managers and supervisors fear and avoid conflicts because they do not know how to deal with them. This seminar will help you to understand and deal with conflict, poor performance, and/or poor behavior for positive outcomes.

HOW YOU WILL BENEFIT

- Understand yourself and others through personality types
- Determine your preferred conflict resolution style through self-assessment
- Learn how to respond to conflict using a style that fits the situation
- Enable a more productive and comfortable work environment
- Feel more confident in managing conflict
- Learn how to effectively build trust and manage the performance of your employees



WHAT YOU WILL COVER

- DiSC Personality Profile
- Personal awareness & emotional intelligence
- Effective communication
- Conflict management & behaviors of difficult people
- Coaching for improved work performance
- Culture of Dialogue

WHO SHOULD ATTEND

Human Resource Managers, owners, managers and supervisors will benefit from attending this class.

Cost:	AE Member	\$180*
	Additional Member	\$135
	Non-Member	\$245*
	Additional Non-Member	\$200

CITY	FACILITY	DATES
Bozeman	Best Western GranTree Inn	10/26/2021

Drug & Alcohol:

9:00 am - 11:30 am

Reasonable Suspicion Certification for Supervisors

Who Should Attend

Owners, managers, supervisors and HR professionals will benefit by attending this seminar.

How You Will Benefit

- Learn how to identify the signs, symptoms and effects of alcohol or controlled substance use
- Learn how to approach an employee and initiate reasonable suspicion testing
- Learn proper documentation techniques
- Tips on how to deal with difficult situations

What You Will Cover

- Current regulations
- Mandated reasonable suspicion for supervisors training

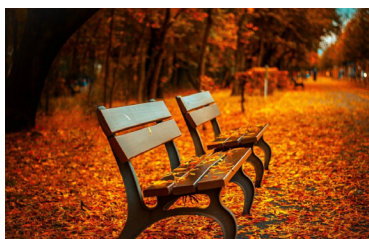
Cost	AE Member	\$ 75
	Non-Member	\$100

CITY	FACILITY	DATES
Bozeman	Best Western GranTree Inn	10/27/2021
Missoula	Best Western Grant Creek Inn	11/11/2021
Billings	AE Training Room	11/11/2021

State and Federal regulations require that supervisors of employees subjected to reasonable suspicion drug and alcohol testing attend a total of two hours of training on alcohol abuse and controlled substance use. The training will assist supervisors in determining whether reasonable suspicion exists to require an employee to undergo testing. The training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

Cancellation Policy: If you must cancel, please do so at least 2 business days prior to the start of training. Any cancellations received with less than 2 business days notice, will be billed as follows: \$30 for our Reasonable Suspicion class, \$50 for any half-day class, \$75 for any full-day class or \$100 for the Management Excellence Series. Please call our office at 406.248.6178 or email reg@aehr.org to cancel. Substitutions are welcomed with prior notice.

Training Without Travel



Fall 2021 Webinar Series

Webinars are held from noon to 1 p.m.

Effective Presentation Skills

Date: 9/8/2021

- » Classroom management
- » Personal management
- » Presentation communications checklist
- » Handling questions & answers
- » Mistakes to avoid

Employee Handbooks: To Have or Not To Have

Date: 9/22/2021

- » Why have an employee handbook?
- » Is an employer required to have a written employee handbook?
- » What should an employer consider when putting together a handbook?
- » Does the law require any policies?
- » What policies should I have?

HR 101: Short Course in Human Resources

Date: 10/6/2021

- » Recruiting process
- » New hire process
- » Employment process
- » Workers Compensation basics

Documentation: The Why & How for Supervisors

Date: 10/20/2021

- » Why documentation is so important
- » Who in your organization should document issues
- » Four main types of documentation
- » Why you should always partner with HR
- » How to write meaningful and useful documentation

Developing the New Leader

Date: 11/3/2021

- » How to put people first
- » Honesty with staff
- » Building trust with staff
- » Transitioning from peer to supervisor
- » Delegation

Succession Planning: Planning for the Future of Your Business

Date: 11/17/2021

- » Why it is so important
- » What you need to know going in
- » Steps in succession planning
- » Communication of the plan
- » Challenges to effective succession planning

To Register: Phone: 406.248.6178 | Email reg@aehr.org | Online: www.associatedemployers.org

Not available for the live version?

If these times do not fit your schedule, 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
Price is for one (1) login. Additional logins are available for \$5 each.



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM."



"Associated Employers is a recognized provider of recertification credits. HR Certification Institute® (HRCI®) pre-approved these program for 1 HR (General) credit per hour of instruction towards aPHRTM, PHR®, PHRca®, SPHR®, GPHR®, PHRITM and SPHRITM recertification."

