

Preventing Harassment & **Discrimination in the Workplace**

The unfortunate topic of harassment in the work environment continues to be forefront nationally. With Diversity, Equity, Inclusion and Justice being worked more and more in the culture of workplaces, this class can help your team understand when they may run afoul of our efforts to be a more welcoming workplace.

HOW YOU WILL BENEFIT

- Gain insight from knowledge and experience of facilitators who have multiple years of Human Resource Management experience
- Share questions and information with program participants
- Explore and discuss human resource best practices
- Identify proactive approaches to organization culture
- Understand steps to take to remedy situations

October 28, 2021

8:30 am - 12:00 pm

<i>CITY</i>	FACILITY
Missoula	BW Plus Grant Creek Inn



WHAT YOU WILL COVER

- Governing Law •
- Forms of Harassment
- Discrimination Defined
- Learn about the American with Disabilities Act (ADA)
- Importance of Retaliation Awareness
- How to Prevent & Respond to Harassment

Owners, managers, supervisors, staff and Human Resource professionals will benefit by attending this course.

Cost:

AE Member Non-Member \$125 / Additional Member \$150 / Additional Non-Member \$ 95 \$125

Management Excellence A Leadership & Management **Development Seminar Series**

Today's leaders have varying levels of relationships and responsibilities with their staff. Leaders are coaches, counselors, problem solvers and goal setters. This seminar will explore how today's leaders can maintain technical expertise while demonstrating an



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effective style of leadership. Competencies that will be gained from this session include personal, interpersonal and group skills. Leaders will be able to apply these skills in the arenas of one-on-one situations, facilitation of group performance and becoming an overall effective leader.

HOW YOU WILL BENEFIT

- Analyze and enhance your interpersonal skills to help you communicate, listen, and handle conflict in the workplace
- Learn how to be more influential with others
- Recognize your Strengths and Development Opportunities and how to minimize your weaknesses by maximizing your strengths
- Enhance your performance management abilities
- Learn how to maximize results while managing aroup dynamics

Cost:

<u>WH</u>	<u>AT YOU</u>	WILL	COVER
\checkmark	DiSC Pers	onality Pro	ofile

- Communication
- Conflict Management
- Performance Management/Dialogue/Coaching ✓
- Discipline/Termination/Performance Appraisals \checkmark

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Team Building √

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√ Developing the Leader

AE Member Non-Member	\$550* \$700*	Additional Member Additional Non-Member	\$400 \$575	competencies needed to keep pace with their evolving leadership roles and responsibilities.
Cost:				develop individual, one-on-one and group
group dyna	mics			Leaders who attend this seminar will

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8:30 am - 4:30 pm					
Location	Facility	Day 1	Day 2	Day 3	
Billings	AE Training Room	09/02/2021	09/09/2021	09/16/2021	

* Register at least 14 days prior to the start of the training and receive a \$15 Early Registration Discount. 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** ٠
- Personal awareness & emotional intelligence
- Effective communication •
- Conflict management & behaviors of difficult ٠ people
- Coaching for improved work performance

Additional Non-Member

Culture of

Cost:

WHO SHOULD ATTEND

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

aching for improved work performance		8:30 am - 4:30 pm			
ture of Dialogue		CITY	FACILITY	DATES	
AE Member Additional Member Non-Member	\$180* \$135 \$245*	Bozeman	Best Western GranTree Inn	10/26/2021	

Drug & Alcohol: Reasonable Suspicion Certification for Supervisors

\$200

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

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.

Current regulations	CITY	FACILITY	DATES
 Mandated reasonable suspicion for supervisors training 	Bozeman	Best Western GranTree Inn	10/27/2021
<u>Cost</u> AE Member \$75 Non-Member \$100	Missoula	Best Western Grant Creek Inn	11/11/2021
	Billings	AE Training Room	11/11/2021

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.



9:00 am - 11:30 am

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.



"Associated Employers is SHRM-CP | SHRM-SCP recognized by SHRM Development Credits (PDCs) for the SHRM-CP^ś^M or SHRM-SCPsm.″

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 a recognized provider of recertification credits. HR Certification Institute® (HRCI®) pre-approved these program for 1 HR (General) credit per hour of (General) creat per hour of instruction towards aPHR™, PHR®, PHRc®, SPHR®, GPHR®, PHRi™ and SPHRi™ recertification."

