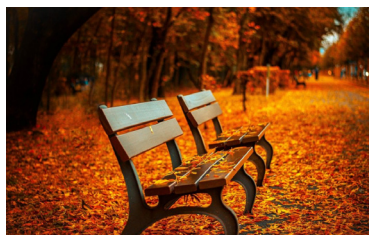


# Training Without Travel



## 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](mailto:reg@aehr.org) | Online: [www.associatedemployers.org](http://www.associatedemployers.org)

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