



Associated Employers

FALL
2021

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

Training Central

Preventing Harassment & Discrimination in the Workplace

October 28, 2021
8:30 am - 12:00 pm (MDT)

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.

CITY	FACILITY
Missoula	BW Plus Grant Creek Inn



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

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

Drug & Alcohol: 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

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.

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	10/27/2021
	GranTree Inn	
Missoula	Best Western	11/11/2021
	Grant Creek Inn	
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.

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 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 group dynamics

WHAT YOU WILL COVER

- ✓ DiSC Personality Profile
- ✓ Communication
- ✓ Conflict Management
- ✓ Performance Management/Dialogue/Coaching
- ✓ Discipline/Termination/Performance Appraisals
- ✓ Team Building
- ✓ Developing the Leader

"I was told to come here."

(to the Management Excellence class)

"I am glad I did. Taught me a lot."

~Cole Buechler

Leaders who attend this seminar will develop individual, one-on-one and group competencies needed to keep pace with their evolving leadership roles and responsibilities.

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

8:30 am - 4:30 pm (MDT/MST)				
Location	Facility	Day 1	Day 2	Day 3
Bozeman	BW GranTree Inn	10/26/2021	11/02/2021	11/09/2021

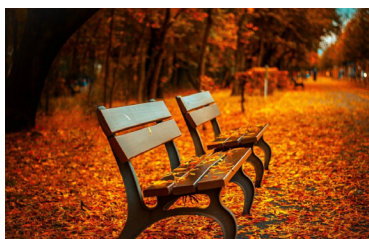
Cost:

AE Member	\$550*	Additional Member	\$400
Non-Member	\$700*	Additional Non-Member	\$575

* 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.

Training Without Travel



Fall 2021 Webinar Series

Webinars are held from noon to 1 p.m. (MDT)

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 - noon to 1 p.m. (MST)

- » 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."

