



Associated Employers

Training Central



Spring

2022

Educate ...

Achieve ...

Excel ...

Employment Law Seminar

Do you need to obtain a more thorough understanding of the vital responsibility of Human Resources? This seminar focuses on technical aspects as well as the operational and administrative issues Human Resource Managers face today. Various aspects of Employment Law are covered.



HOW YOU WILL BENEFIT

- Avoid costly litigation
- Confidently deal with complex employment law and employee relations issues
- Develop policies and procedures that do not violate federal statutes
- Protection from the damaging effects of uneducated employment decisions
- Gain knowledge and understanding from the legal experts from an area law firm

This class is intended for experienced and new Human Resource professionals, as well as non-human resource managers, who need to gain a better understanding of personnel-related issues.

Participation in both sessions is required. This seminar will not be recorded for future purchase.

WHAT YOU WILL COVER

Attorney Presentation:

- **Part I- April 20** (8:30 a.m. to 12:00 p.m. MDT)
 - Montana Employment Basics to Include Wrongful Discharge
 - COVID-19- An Employment Law Update
- **Part II- April 21** (8:30 a.m. to 12:00 p.m. MDT)
 - Montana Human Rights Act and the Effect of HB 702
 - Discussion to include various federal efforts to mandate vaccines/testing
 - Marijuana Legalization and the Effect on Employers

Virtual Format:

GoToMeeting

Cost: AE Member: \$160* / Additional Member: \$115 | Non-Member: \$225* / Additional Non-Member: \$180



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



What You Will Cover

- Current regulations
- Mandated reasonable suspicion for supervisors training

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.

9:00 am - 11:30 am (MDT)

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

Location	Facility	Date
Billings	AE Training Room	04/28/2022

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.

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.

"Thank you for all of the information! It's very helpful to hear your personal stories and experiences as they relate." ~Coralene Corbridge, Hanser's Wrecker Co.

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

Cost:

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

WHAT YOU WILL COVER

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



8:30 am - 4:30 pm				
Location	Facility	Day 1	Day 2	Day 3
Billings	AE Training Room	05/05/2022	05/12/2022	05/19/2022

Virtual Coaching for Improved Performance

This class will explore how managers and supervisors can help their employees and teams achieve higher productivity, job satisfaction, and higher retention rates through coaching. We often think of coaching only in disciplinary situations, but coaching should actually be happening throughout an employee's life cycle with your company. Employees who feel their supervisors and managers are present, in the know and encouraging them are much more likely to remain with that manager or supervisor for a longer term.

What You Will Cover

- ✓ Define what coaching is
- ✓ Define the 4 ways to coach employees
- ✓ Understand yourself in a coaching situation
- ✓ Understand how coaching develops and retains employees
- ✓ When to coach and when to discipline
- ✓ Discuss feedback

Who Should Attend

HR Professionals/Managers/ Supervisors who are tasked with leading employees

Virtual Format:

GoToMeeting

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

Date 04/19/2022
Time 9:00 am - 11:00 pm (MDT)

* 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.

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



Spring 2022 Webinar Series

Confronting & Coaching the Problem Employee

Date: 03/09/2022

- » Tips to confront
- » Importance of effective listening
- » Coaching process
- » Coaching performance vs. behavior
- » Where it goes next

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

Ethical Considerations in the Workplace

Date: 03/23/2022

- » Workplace ethics defined
- » Importance of ethical conduct in business
- » Basic ethical values
- » Ethical pitfalls
- » Decision making process

Board of Directors Development: Understanding and Applying the Difference Between Governance and Management

Date: 04/13/2022

- » Understanding the Board's role: make policy, plan for the future, and monitor results
- » Understand the Board and Administrator relationship
- » Teamwork
- » Effective board meetings
- » Board skills to strengthen accountability

Pain Free Performance Appraisals

Date: 04/27/2022

- » How do you help yourself in writing a performance appraisal?
- » What does an effective performance appraisal look like?
- » Feedback tips
- » Four keys to delivering effective performance feedback
- » Importance of documentation

Wage & Hour Part I: Exempt Employees

Date: 05/11/2022

- » Exempt employees defined
- » Importance of job descriptions in determining exempt status
- » Explanation of each exemption
- » Paying exempt employees
- » Docking exempt employee wages

Wage & Hour Part II: Non-exempt Employees

Date: 05/25/2022

- » Non-exempt employee defined
- » Definition of a work week
- » Hours worked defined to include travel time
- » Properly determining and paying overtime
- » Comp time & potential pitfalls (Independent Contractors, Volunteers)

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."

