

**Educate ...  
Achieve ...  
Excel ...**

**Training  
Central**



**Associated Employers**

**Winter 2022-2023**

# Virtual HR Fast Track

**All Sessions: 1:00 pm - 3:00 pm(MST)**

Back when, there was no such thing as "HR." Simply hand out cut-and-dried information, and make sure said employee consumes said information and signs a pile of paperwork. But today, HR processes are integral to the success of any business enterprise.

This Fast Track course will not only "upload" your internal HR functions into a whole new level of professionalism, but also assure HR best practices and compliance in your workplace.

## How You Will Benefit

Those who are new to the HR role will learn the essentials needed to be proficient in the general areas of employee-related activities. After this Winter Training Series, you'll be able to:

- Gain the confidence and knowledge to apply HR best practices to your work world
- Understand the complexities of Montana employment laws

- Administer and monitor every phase of the employment "life cycle"
- Create core procedural elements for incorporating HR best practices
- Serve as your company's in-house "people management" expert

### **Session #1 - 02/09/2023**

Recruitment, Hiring and Onboarding marks the beginning of the employee's "life cycle" at the organization. In this session, we map out HR's responsibilities and actions to take:

#### Recruitment:

- Understanding and marketing the job vacancy,
- Fielding inquiries, Processing applications, and Pre-Screening
- Standardizing the interview and selection process

#### Hiring:

- Second Interviews, Reference and Background Checks
- Reaching the decision – who to hire
- Making the Offer, Negotiations
- Hiring Legally and Montana Employment Laws

#### Onboarding:

- Orientation – Introductions, Company Information & Culture, Policies & Benefits
- Training – Learning the Job
- Supervisory Support and Feedback
- Social Support and Integration into the Organization

### **Session #2 - 02/16/2023**

HR plays a key role in Performance Management, Compensation and Compliance. In this second session of our series, we'll focus on these components:

- Compensation; time off/absences
- Compliance with required regulatory reporting
- Maintaining employee files

### **Session #3 - 02/23/2023**

Bringing it all together:

- HR's role in performance management – sounding board and system gatekeeper, as well as referee conflicts; handling complaints
- HR Best Practices
- Managing HR functions with electronic HRIS system
- Developing your role as strategic partner

### **Who Should Attend**

*This seminar is geared towards new human resources staff, as well as other management level individuals who want to strengthen their skills in the functional processes of HR.*

**Cost:** AE Member: \$195 / Additional Member: \$135 | Non-Member: \$275 / Additional Non-Member: \$225

# Virtual Drug & Alcohol:

**02/07/2023 | 9:00 am - 11:30 am (MST)**

## **Reasonable Suspicion Certification for Supervisors**

### 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

### **Who Should Attend**

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

### **Cost**

AE Member \$ 90  
Non-Member \$125

### **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.**



# Management Excellence

## A Virtual 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.

**Session #1 - 12/06/2022** *Emotional Intelligence & Effective Communication Utilizing the Everything DiSC Workplace Personality Assessment*

We will review the dimensions of behavior specific to DiSC and relate them to personal experiences by the instructor, as well as the management team. We will look closely at each team member's profile and classical pattern and discuss how each can and should relate to others on the team that has differences.

**Session #2 - 12/20/2022** *Conflict Management: Handling Difficult Employee Behaviors*

You'll learn to identify performance problems and various types of behavior problems, and you will learn to confront them in a positive and productive way.

**Session #3 - 01/03/2023** *Coaching for Improved Performance*

This seminar focuses on helping leaders define and enhance their coaching role. The seminar progresses through defining a coach in regards to Guide, Teacher, Motivator and Mentor.

**Session #4 - 01/17/2023** *Discipline & Termination; Pain Free Performance Appraisals*

The workshop will give managers the tools to understand the fair, right and legal way to discipline and discharge employees. Understanding and effectively utilizing a performance appraisal system will be explored as well.

**Session #5 - 01/31/2023** *Developing the New Leader*

We explore the idea of how to put people first, which ultimately leads to keeping productivity and motivation high. We learn that being honest and building and maintaining trust with your staff are the two major components of how we lead effectively.

**Session #6 - 02/14/2023** *Effective Team Dynamics*

This workshop focuses on the skills needed to successfully build and maintain a productive employee team framework. Topic areas include creating a team identity, the characteristics of an effective versus ineffective team, and setting team goals and norms.

### **All Sessions**

**9:00 am  
to  
11:00 am  
(MST)**

### **Cost**

AE Member	\$540
Additional Member	\$415
Non-Member	\$750
Additional Non-Member	\$560



*Virtual training uses the GoToMeeting platform.  
Classes must be attended live, as they will not be recorded*

*Pricing for virtual training is per participant*



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup> recertification activities."

"The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval."



**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](mailto:reg@aehr.org) to cancel. Substitutions are welcomed with prior notice.

# Training Without Travel

## Winter 2022-2023 Webinar Series

### Understanding Mandatory OSHA 300 Logs

Date: 12/07/2022

- \* Who is required to maintain OSHA records?
- \* What forms must be used, and how do I complete them?
- \* Injury versus Illness and other Criteria
- \* First Aid versus Medical Treatment
- \* The 5-Step Process

### Burnout: It's Real and You Can Help!

Date: 12/21/2022

- \* What burnout can mean for different people
- \* Recognizing what may be burnout
- \* How work and burnout collide
- \* Mental health awareness in the workplace
- \* Helping your employees be less stressed, at least at work

### Discipline & Termination in Montana

Date: 01/04/2023

- \* Overview of Montana Wrongful Discharge from Employment Act
- \* Establishing good cause
- \* Due process
- \* Grounds for immediate termination
- \* Conducting a disciplinary action

### Protecting Your Employees & Your Organization from Retaliation

Date: 01/18/2023

- \* What is retaliation
- \* How can it happen
- \* Culture of Dialogue
- \* Penalties for retaliation
- \* Five tips for creating a workplace free from retaliation

### Making the Most of Meetings

Date: 02/01/2023

- \* Model for superior facilitation
- \* Model for successful meetings
- \* Managing team potential ahead of time
- \* Driving the team to perform
- \* Continuous improvement of team results

### The Montana HR Hour

Date: 02/15/2023

- \* Montana Human Rights Act overview
- \* Montana Maternity Leave Act overview
- \* Montana Wrongful Discharge from Employment Act overview
- \* Establishing good cause
- \* Importance of due process

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

**To Register:** Phone: 406.248.6178 | Email [reg@aeht.org](mailto:reg@aeht.org) | Online: [www.associatedemployers.org](http://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 - \$90 Non-member Companies - \$125  
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-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>."



"Associated Employers is a recognized provider of recertification credits. HR Certification Institute® (HRCI®) pre-approved these programs for 1 HR (General) credit per hour of instruction towards aPHR<sup>TM</sup>, PHR®, PHRca®, SPHR®, GPHR®, PHRI<sup>TM</sup> and SPHRI<sup>TM</sup> recertification."



**See the reverse side for Training Central Classroom Schedule**