

Training Without Travel

Spring 2023 Webinar Series

Wage & Hour Part I: Exempt Employees

Date: 03/08/2023

- 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: 03/22/2023

- 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)

Confronting & Coaching the Problem Employee

Date: 04/12/2023

- 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. (MST/MDT)**

Ethical Considerations in the Workplace

Date: 04/26/2023

- 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: 05/10/2023

- 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

Benefit Administration Basics for Employers

Date: 05/24/2023

- History of employee benefits
- Benefits mandated by federal and state law
- Selecting employee benefit offerings
- Benefit administration basics
- Health benefits, retirement plans, leave benefits, and other benefits
- Communicating benefits to employees

To Register: Phone: 406.248.6178 | Email reg@aehr.org | Online: www.associatedemployers.org

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Cost per webinar:

AE Member Companies - \$90 Non-member Companies - \$125
Price is for one (1) login. Additional logins are available for \$5 each.



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