

# Training Central



Associated Employers

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

**Fall 2023**

# Management Excellence: A Leadership & Management Development Seminar Series

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.

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



### Cost:

AE Member \$650\* Additional Member \$500  
Non-Member \$1,000\* Additional Non-Member \$750



8:30 am - 4:30 pm (MDT)				
Location	Facility	Day 1	Day 2	Day 3
Billings	AE Training Room	10/03/2023	10/05/2023	10/10/2023
Bozeman	BW Plus GranTree Inn	10/19/2023	10/31/2023	11/02/2023

## HR "FAST TRACK"

Back when, there was no such thing as "HR," we would 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 give you an overview of basic HR functions and give you best practices to ensure compliance in your workplace.

### 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.*

## LEARNING OBJECTIVES

### Recruiting & Hiring

- Understanding and marketing the job vacancy,
- Fielding inquiries, Processing applications, and Pre-Screening
- Standardizing the interview and selection process
- Hiring legally
- Importance of onboarding and orientation

### Life Cycle of an Employee:

- HR's role in performance management
- Maintaining employee files and records
- Basic employment law information
- Handling complaints, investigations, and corrective actions

## 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 the half-day session, you will be able to:

- Gain the knowledge to apply HR best practices to your work world.
- Use recruiting and onboarding to place and keep your most valuable asset.
- Use a basic understanding of employment law to monitor compliance.
- Understand the basics of handling employee complaints and resolving conflicts.
- Have the tools to run a compliant internal investigation.
- Have confidence in your role with HR processes.



### Cost:

AE Member \$160 Additional Member \$115  
Non-Member \$190 Additional Non-Member \$155

8:30 am - 12:30 pm (MDT)		
Location	Facility	Date
Missoula	BW Grant Creek Inn	09/26/2023

# Employee Life Cycle Phase I: Finding & Engaging Employees Today

## WHO SHOULD ATTEND

*Anyone in the organization who makes employment decisions in your organization or does new hire on-boarding or orientation.*

In this course, we will cover Phase I of the employee life cycle which is the beginning of their work with your organization. We will discuss the importance of these first impressions of your organization to the employee and how those impressions lead to quality candidates and loyal employees. Employees have choices when looking for work, they are not only looking at the job, but also at the employer, so as employers we must be sure we are on point with our beginning processes to make sure we make the best choices from our candidate pools. Once we have made those choices, our next duty is to show the employee they have made the right choice in how we treat them once they are on board and throughout their cycle of employment with us.

## LEARNING OBJECTIVES

### Recruiting & Interviewing

- Writing effective job descriptions
- Targeting applicants & marketing openings
- Screening applications and candidates
- When and why to conduct background checks
- Questions: What can I ask?
- Scoring the interviews
- Choosing the right candidate

### Hiring & On-Boarding:

- Stages of on-boarding
- Things to consider in building your organization's program
- Tips & tricks to maximize your success

### Orientation:

- What to do before the first day
- What to do on the first day
- Follow up meetings during the first 3 months
- New employee "mentoring" program

## 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 the half-day session, you will be able to:

- Gain the knowledge to apply HR best practices to your work world.
- Understand the important role an effective recruiting and interviewing process plays in attracting the best candidates.
- Learn how important it is to have a great on-boarding program to retain new employees.
- Understand orientation basics.
- Have confidence in your role with HR processes.

**9:00 am - 12:00 pm (MDT)**

Location	Facility	Date
Missoula	BW Grant Creek Inn	10/24/2023

### Cost:

<i>AE Member</i>	<i>\$160</i>	<i>Additional Member</i>	<i>\$115</i>
<i>Non-Member</i>	<i>\$190</i>	<i>Additional Non-Member</i>	<i>\$155</i>

# Drug & Alcohol: 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

## 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.**

## WHO SHOULD ATTEND

**Owners, managers, supervisors and human resource professionals will benefit by attending this seminar.**

Cost: *AE Member* \$ 90  
*Non-Member* \$125



Location	Facility	Date	Time
Great Falls	Holiday Inn	09/28/2023	9:00 am - 11:30 am (MDT)
Bozeman	BW Plus GranTree Inn	11/01/2023	2:00 pm - 4:30 pm (MDT)
Billings	AE Training Room	11/16/2023	9:00 am - 11:30 am (MST)



# Training Without Travel Fall 2023 Webinar Series

## Facts & Myths of Drug & Alcohol Testing in Montana

Date: 09/06/2023

- Who can be tested?
- What types of testing can you perform?
- When can you start testing?
- Where do you get more information?
- Why should you drug & alcohol test?

## Unemployment Insurance: Managing Claims & Costs

Date: 09/20/2023

- Fundamental concepts
- Avoiding UI claims
- Receiving a claim/employer's response
- Receiving UI determination/employer's appeal
- Strategies in managing claims

## Tips for Managing Your Time

Date: 10/04/2023

- Time management defined
- Time management process
- Scheduling time and tasks
- Time wasters to avoid
- Procrastination

## Independent Contractor vs. Employee: What is the Difference?

Date: 10/18/2023

- Federal overview
- State overview
- Three areas of control
- Twenty criteria for determination
- Employer pitfalls for improper classification

## Mentor's Guide to Coaching

Date: 11/01/2023

- Coach defined as Guide, Teacher, Motivator or Mentor
- Types of mentoring
- Benefits of mentoring
- Do's & Don'ts
- Goals & Objectives

## Developing the New Leader

Date: 11/15/2023

- How to put people first
- Honesty with staff
- Building trust with staff
- Transitioning from peer to supervisor
- Delegation

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

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

**To Register:** Phone: (406) 248-6178 Email: [reg@aehr.org](mailto:reg@aehr.org)  
(208) 228-9685 Online: [www.associatedemployers.org](http://www.associatedemployers.org)



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**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.