

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



Spring 2024



Training Central

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.

Live & Virtual Attendance Options

8:30 am - 4:30 pm (MDT)

Location	Facility	Date
Billings	AE Training Room	05/14/2024
Virtual Platform: GoToMeeting		

*This class will not be recorded.

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



WHAT YOU WILL COVER

Attorney Presentation:

- Montana Employment Basics to Include Wrongful Discharge
- Unemployment Basics
- Potential HR & Legal Catastrophes
- Various Leaves of Absence Transitions
- Roundtable & Q&A to Discuss Relevant Last-Minute Topics



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
Billings	AE Training Room	04/23/2024	9:00 am - 11:30 am (MDT)

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.

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	05/01/2024	05/08/2024	05/15/2024

Workplace Skills Development: Communication

In today's multi-generational workplaces, understanding communication skills, styles, and emotional intelligence skills are essential to your organization's objectives. Learning these styles and skills are key development measures for employees not only in their employment life cycle but in their personal development as well.

Communication is only accomplished when both the sender and the receiver understand the same information. Your success, both personally and professionally, is closely tied to your ability to effectively communicate. During this seminar, you will learn a simple, yet proven method of using your knowledge of "Type" preferences to become a more dynamic and efficient communicator. You will also learn the basics of emotional intelligence which enhances your communication skills and your ability to handle more complex communication issues.



HOW YOU WILL BENEFIT

- Personal awareness of how others see you
- Self-assess to determine your dominant behavioral style
- Understand how your "style" effects communications and relations with others
- Analyze the audience of the intended message to determine the best way to communicate and deliver the message
- Discover how you react and respond to triggers
- Discuss what motivates you
- Learn about your personal filters for the world around you

WHAT YOU WILL COVER

- DiSC Personality Profile-done online before seminar
- Different Personality Types & Communication Styles
- Active Listening
- Feedback & Understanding
- Personal Filters
- Emotional Intelligence

WHO SHOULD ATTEND

This course benefits everyone from entry-level positions to company owners.

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

Location	Facility	Date
Missoula	BW Grant Creek Inn	04/17/2024

Cost:

AE Member \$195* Additional Member \$150
Non-Member \$225* Additional Non-Member \$190

Training Without Travel

Spring 2024 Webinar Series

Managing Stress in the Workplace

Date: 03/06/2024

- Personal tips
- Management tips
- Interpersonal skills
- Conflict management
- Respect

Confronting & Coaching the Problem Employee

Date: 03/20/2024

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

Ethical Considerations in the Workplace

Date: 04/03/2024

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

Workplace Violence Prevention

Date: 04/24/2024

- What is workplace violence?
- When is workplace violence committed?
- What are the signs?
- What kind of threats should you watch for?
- How can you prevent workplace violence?

Harassment Prevention in the Workplace

Date: 05/08/2024

- Federal & State Law overview
- Devastating effects of harassment on the workplace
- Harassment defined
- Retaliation
- Roles in preventing harassment

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

Date: 05/22/2024

- 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

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

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 Prospective member Companies - \$125

Price is for one (1) login. Additional logins are available for \$5 each.

To Register: Phone: (406) 248-6178
(208) 228-9685

Email: reg@aehr.org
Online: 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 to cancel. Substitutions are welcomed with prior notice.

* 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.

Pricing for virtual training is per participant.