Training Without Travel
Summer 2024 Webinar Series

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

ADA: A Primer for Employers
Date: 06/05/2024

- Governing law
- Definition of a disability
- Essential job duties
- Reasonable accommodation
- Retaliation

Effective Communication: Do More Than Hear, Listen
Date: 06/12/2024

- Define listening and hearing
- Why don't we listen well?
- Filters- what they are and why they matter
- Diversity in communication
- What's your platform?

Conducting Background & Reference Checks
Date: 07/10/2024

- When and why employers conduct background checks
- Types of background and reference checks
- Complying with Fair Credit Reporting Act (FCRA) & other applicable laws
- Roadmap for considering adverse action
- Responding to employment inquiries

I-9 Compliance: As Easy as 1, 2, 3.
Date: 07/24/2024

- Avoiding common mistakes when completing the I-9 form
- Importance of accuracy and timeliness
- Developing internal procedures
- Conducting self-audits
- Staying current with I-9 rules and regulations

Workplace Investigation Essentials
Date: 08/07/2024

- Identifying the need for conducting a workplace investigation
- Knowing the steps to conducting a thorough investigation
- Importance of maintaining confidentiality and avoiding retaliation
- Steps to completing your findings
- Properly maintaining the investigation file

Conflict Management: Handling Difficult Behaviors
Date: 08/21/2024

- Conflict overview
- Coping techniques
- Ideas to resolve conflict
- Employee basic needs
- Behavior patterns of difficult people

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.

<u>*Cost per webinar:*</u> AE Member Companies - $125   Prospective member Companies - $155
Price is for one (1) login. Additional logins are available for $10 each.
Registration includes 30 day access to recorded version

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