

Training Without Travel

Fall 2024 Webinar Series

Effective Presentation Skills

Date: 09/04/2024

- Classroom management
- Personal management
- Presentation communications checklist
- Handling questions & answers
- Mistakes to avoid

Employee Records: Organized & Legal

Date: 09/18/2024

- What files do you want to have?
- Who should have access?
- Where do you properly store them?
- When can you dispose of them?
- Why follow best practices?

Wage & Hour Part I: Exempt Employees

Date: 10/09/2024

- Exempt employees defined
- Importance of job descriptions in determining exempt status
- Explanation of each exemption
- Paying exempt employees
- Docking exempt employee wages

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

Wage & Hour Part II: Non-exempt Employees

Date: 10/23/2024

- 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)

Effective Interviewing & Successful On-Boarding

Date: 11/06/2024

- Interviewing basics
- What is on-boarding and why is it so important?
- On-boarding vs. Orientation
- Stages of on-boarding
- Things to consider in building your organization's program

Developing the New Leader

Date: 11/20/2024

- How to put people first
- Honesty with staff
- Building trust with staff
- Transitioning from peer to supervisor
- The art of delegation

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 - \$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

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

Email: reg@aehr.org
Online: www.associatedemployers.org



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM."



"Associated Employers is a recognized provider of recertification credits. HR Certification Institute® (HRCI®) pre-approved these program for 1 HR (General) credit per hour of instruction towards aPHRTM, PHR®, PHRca®, SPHR®, GPHR®, PHRITM and SPHRjTM recertification."





Training Central[®]

Fall 2024

Drug & Alcohol: Reasonable Suspicion Certification for Supervisors

Location	Facility	Date
Billings	AE Training Room	11/13/2024 9:00 am - 11:30 am (MST)
Bozeman	Date and facility to be announced	
Great Falls	Date and facility to be announced	

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

Management Excellence (Three day series)

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

Location	Facility	Day 1	Day 2	Day 3
Billings	AE Training Room	09/17/2024	09/24/2024	10/01/2024
Bozeman	Dates and facility to be announced			

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

Navigating the Multi-Generational Workforce

8:30 am - 12:00 pm (MDT)

Location	Facility	Date
Missoula	BW Plus Grant Creek Inn	09/17/2024

Cost: AE Member \$160* Additional Member \$115
Non-Member \$190* Additional Non-Member \$155

* 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.

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See the reverse side for Training Without Travel Webinars