

Training Without Travel

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

Respect & Etiquette for a Professional Environment

06/04/2025

For a thriving workplace culture, respect and professional etiquette are more important than ever. They not only shape our workplace culture but also drive business success with our internal and external communication. By fostering a culture of respect, remembering our good manners, recognizing the cost of rudeness and practicing professional etiquette, we can create a more harmonious and productive work environment.

HOW YOU WILL BENEFIT

- Define respect and professional etiquette
- Discuss ways to improve current workplace culture
- Ten commandments of good manners
- Cost of rudeness
- Telephone, cellular phone, and email professional etiquette

Best Practices for Downsizing: Layoffs & RIFs

06/18/2025

This webinar equips HR professionals, managers, and business leaders with the knowledge and tools needed to navigate organizational downsizing with integrity and compliance. Participants will learn best practices for planning and executing layoffs and reductions in force (RIFs), minimizing legal risk, maintaining employee morale, and supporting affected employees.

HOW YOU WILL BENEFIT

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

Documentation: The Why & How for Supervisors

07/09/2025

Human Resources and company policies and procedures rely on documenting the life cycle of our employees. Our unique employment laws in Montana rely on how well we document due process and good cause for discipline and termination in our state and these procedures are best practices for our neighboring states as well. This course will describe differing ways we can document and how to make our documentation useful for HR and policy purposes.

HOW YOU WILL BENEFIT

- Learn why documentation is so important
- Discuss who in your organization should document issues
- Go over the four main types of documentation
- Learn why you should always partner with HR
- How to write meaningful and useful documentation

Conflict Management: Handling Difficult Behaviors

07/23/2025

When performance problems and inappropriate behavior are ignored, they do not go away. They turn into bigger problems- for you and your organization. In this webcast, you'll learn to identify performance problems, and you'll learn to confront them in a positive and productive way.

HOW YOU WILL BENEFIT

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

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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**

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.

Facts & Myths of Drug & Alcohol Testing in Montana

08/06/2025

With legalization of marijuana, misunderstandings around what compliance means, and our unique laws around discipline and termination, we have some myth busting to do around drug testing in Montana. This course aims to help you uncover the facts and bust the myths around developing and using a drug testing policy for the health and safety of your employees and your workplace.

HOW YOU WILL BENEFIT

- Learn what a compliant policy in Montana must contain
- Which employees can be tested
- Learn the different types of testing you can use
- Discuss the testing types and why should test
- Learn where you get more information on drug testing

Workplace Investigation Essentials

08/20/2025

Gain the foundational skills needed to conduct fair, thorough, and legally sound workplace investigations. This course covers key steps including planning, interviewing, documentation, and reporting, with a focus on maintaining confidentiality, objectivity, and compliance throughout the process.

HOW YOU WILL BENEFIT

- 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

To Register: Phone: (406) 248-6178
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Email: reg@aehr.org
Online: www.associatedemployers.org

* 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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