

Training Without Travel

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

Writing Effective Job Descriptions

09/10/2025

This practical course provides guidance on how to create clear, accurate, and legally sound job descriptions. Participants will learn how to define key responsibilities, qualifications, and performance expectations to support recruitment, performance management, and compliance efforts.

HOW YOU WILL BENEFIT

- Define the purpose of job descriptions
- Identify the key elements of an effective job description
- Gather and organize the necessary information
- Write complete, accurate, and objective job descriptions
- Comply with employment laws

The Meeting Guide

09/24/2025

Ever thought to yourself this meeting is an hour I'll never get back, or this meeting could have been an email? This course is a guide to how to have meetings that are actually productive, get things done, and do not feel like a waste of anyone's time.

HOW YOU WILL BENEFIT

- Learn about different types of meetings
- When to have a meeting or not
- Meeting in person, online or hybrid and best practices for all
- Keeping meetings on track
- Keeping meetings meaningful and productive

Emotional Intelligence & Effective Leadership

10/08/2025

While some may think of Emotional Intelligence as a business buzzword, those working in HR and other communications and employee relations fields know that the higher the EQ, the better the employee. We will discuss what Emotional Intelligence and EQ mean and what focusing on raising the awareness and scores of your employees leads to better communication, leadership and productivity.

HOW YOU WILL BENEFIT

- What is Emotional Intelligence and why it matters
- The five components of EI
- What is EQ and why it matters
- How to find your EI score
- Improving your EI score

Social Media in the Workplace: What's an Employer to Do?

10/22/2025

For all of the fun and entertainment social media can provide, it can be a slippery slope for employers and employees. In this course we will cover social media policies and what employers have a right to say no to and what they do not. We will also cover ways for employees to keep their social media private and not affect their employers.

HOW YOU WILL BENEFIT

- Policy "do's" and "don'ts"
- Free speech and privacy for employees
- Discipline/termination for social networking infractions
- Fear of handling difficult employee behaviors
- Tips to confront

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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.**

Organizational Culture: Creating & Maintaining Your Ideal Workplace

11/05/2025

We all want that wonderful, fulfilling place to work, don't we? But how do we get there? This course will help you identify where you are, why you might be there and how to get your workplace to a more ideal culture. Remember that in our current world, culture is one of the main reasons you keep or lose employees, so getting it right really matters.

HOW YOU WILL BENEFIT

- Defining your current organizational culture
- Define what you want in your workplace culture
- Identifying behaviors that may hurt your culture
- Ways to create behaviors for improvement
- Tips on maintaining that ideal workplace culture

Developing the New Leader

11/19/2025

This webinar is designed around the concept that a Manager/Supervisor needs to learn to lead as opposed to just manage. Where management means doing things right; leadership means doing the right things. The program shows the value of creating a caring environment where individuals are given the opportunity to thrive.

HOW YOU WILL BENEFIT

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

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

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

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