

Educate ...



Associated Employers

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Training Central

Fall 2025

ADA, Mental Health, & The Workplace:

Employer Obligations & Practical Responses

Navigating the intersection of employment law and mental health is increasingly critical for today's workplace leaders. This comprehensive training provides a practical overview of the Americans with Disabilities Act (ADA), its amendments, and related state laws as they apply to individuals with mental health conditions. Participants will gain clarity on legal obligations and discover effective strategies for managing disability-related issues with empathy, fairness, and legal compliance. Through case studies and real-life scenarios, this session emphasizes proactive communication, reasonable accommodation, and the interactive process.

HOW YOU WILL BENEFIT

- Understand the legal definitions of disability and mental illness under the ADA and state laws
- Recognize when and how mental health conditions may qualify as protected disabilities
- Confidently manage disclosure, confidentiality, and accommodation requests
- Avoid legal pitfalls such as retaliation, failure to accommodate, and improper documentation
- Apply a structured and supportive approach to complex employee behavior and performance concerns

Live & Virtual Attendance Options

1:00 pm - 4:30 pm (MDT)

Location	Facility	Date
Billings	AE Training Room	11/06/2025
Virtual Platform: Teams		

WHAT YOU WILL COVER

- The ADA, ADAAA, and state-level disability protections
- Defining and identifying mental health-related disabilities
- Conducting the interactive process and evaluating reasonable accommodations
- Managing performance and conduct standards lawfully
- Real-life case studies on anxiety, PTSD, cognitive impairments, and more
- Hidden compliance traps and best practices for documentation

Human Resource professionals and/or practitioners, supervisors, managers and owners will benefit from this session.

Virtual seminars will not be recorded for future view or purchase.

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

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.

Location	Facility	Date	Time
Great Falls	Holiday Inn	10/15/2025	9:00 am - 11:30 am (MDT)
Bozeman	BW Plus GranTree	10/22/2025	9:00 am - 11:30 am (MDT)
Billings	AE Training Room	10/29/2025	9:00 am - 11:30 am (MDT)

WHO SHOULD ATTEND

Owners, managers, supervisors and human resource professionals will benefit by attending this seminar.

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



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/MST)

Location	Facility	Day 1	Day 2	Day 3
Bozeman	BW Plus GranTree	10/14/2025	10/21/2025	10/28/2025 (MDT)
Billings	AE Training Room	11/05/2025	11/12/2025	11/19/2025 (MST)

Management Toolkit: Handling Employee Discipline

In Montana, employee discipline is a process and is different from any other state in how we approach employee discipline and termination. In this toolkit class, we will explore Montana's Wrongful Discharge Act and how it helps both employers and employees. We will also look at different ways you can use disciplinary actions to improve performance and gain a handle on controlling discipline issues in a timely manner.

HOW YOU WILL BENEFIT

- Learn to properly use your probationary period to your benefit
- Learn about Montana Wrongful Discharge Act
- Take a deep dive into different forms of discipline
- Learn to take control of discipline issues

WHAT YOU WILL COVER

- Montana Wrongful Discharge Act
- Forms of discipline and when best to use them
- Documentation
- Best practices for conversations on difficult issues



WHO SHOULD ATTEND

- Managers/Supervisors who may be tasked with employee discipline
- HR professionals looking for ideas on training managers/supervisors

Location	Facility	Date	Time
Missoula	BW Plus Grant Creek Inn	10/07/2025	8:00 am - 12:00 pm (MDT)

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

***Pricing for virtual training is per participant.
Virtual seminars will not be recorded for future view or purchase.***

Basics of AI In Depth

9:00 am - 11:00 am (MDT)

Everyone is aware of, might be using, or thinking of using AI in our workplaces. But what is AI? How does it work? Is it reliable? Through this course, we will discuss what AI is, what it does and how it can be used. We will explore how AI learns and the role of AI in our human services workplaces. Live examples of prompting will be shown and the varying answers you can get from different AI sources.

HOW YOU WILL BENEFIT

- Learn what AI truly is
- Explore how AI works and learns
- Learn about prompting and see live examples of prompts
- Learn how AI can help in the workplace
- Discuss the pitfalls of AI including energy consumption, incorrect information, bias and ethical issues

WHAT YOU WILL COVER

- AI Defined
- Functions of AI
- How AI Learns
- Role of AI in our Workplace

WHO SHOULD ATTEND

Anyone interested in learning more about AI and its functions.

Date: 09/23/2025

VIRTUAL Format: Teams

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

Harassment Prevention Training

9:00 am - 11:00 am (MST)

The unfortunate topic of harassment in the work environment never goes away and it is vitally important that your supervisors and employees are properly trained around harassment prevention awareness and how to handle potential situations that may arise in the workplace. This seminar will provide your supervisors and employees with the knowledge and tools needed to recognize problematic situations and to promote a harassment and discrimination-free workplace.

HOW YOU WILL BENEFIT

- Gain insight from knowledge and experience of facilitators who have multiple years of Human Resource Management experience
- Share questions and information with program participants
- Explore and discuss human resource best practices
- Identify proactive approaches to organization culture
- Understand steps to take to remedy situations

WHAT YOU WILL COVER

- Governing Law
- Negative Effects of Harassment in the Workplace
- Two Forms of Sexual Harassment
- Other Illegal Forms of Harassment
- Importance of Retaliation Awareness
- Legal Consequences of Illegal Harassment
- How to Prevent & Respond to Harassment

WHO SHOULD ATTEND

Owners, managers, supervisors, employees and Human Resource managers will benefit by attending this course.

Date: 11/13/2025

VIRTUAL Format: GoToMeeting

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

To Register: Phone: (406) 248-6178 Email: reg@aehr.org
(208) 228-9685 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.

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.

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

Training Without Travel

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

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

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"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 SPHRiTM recertification."

