

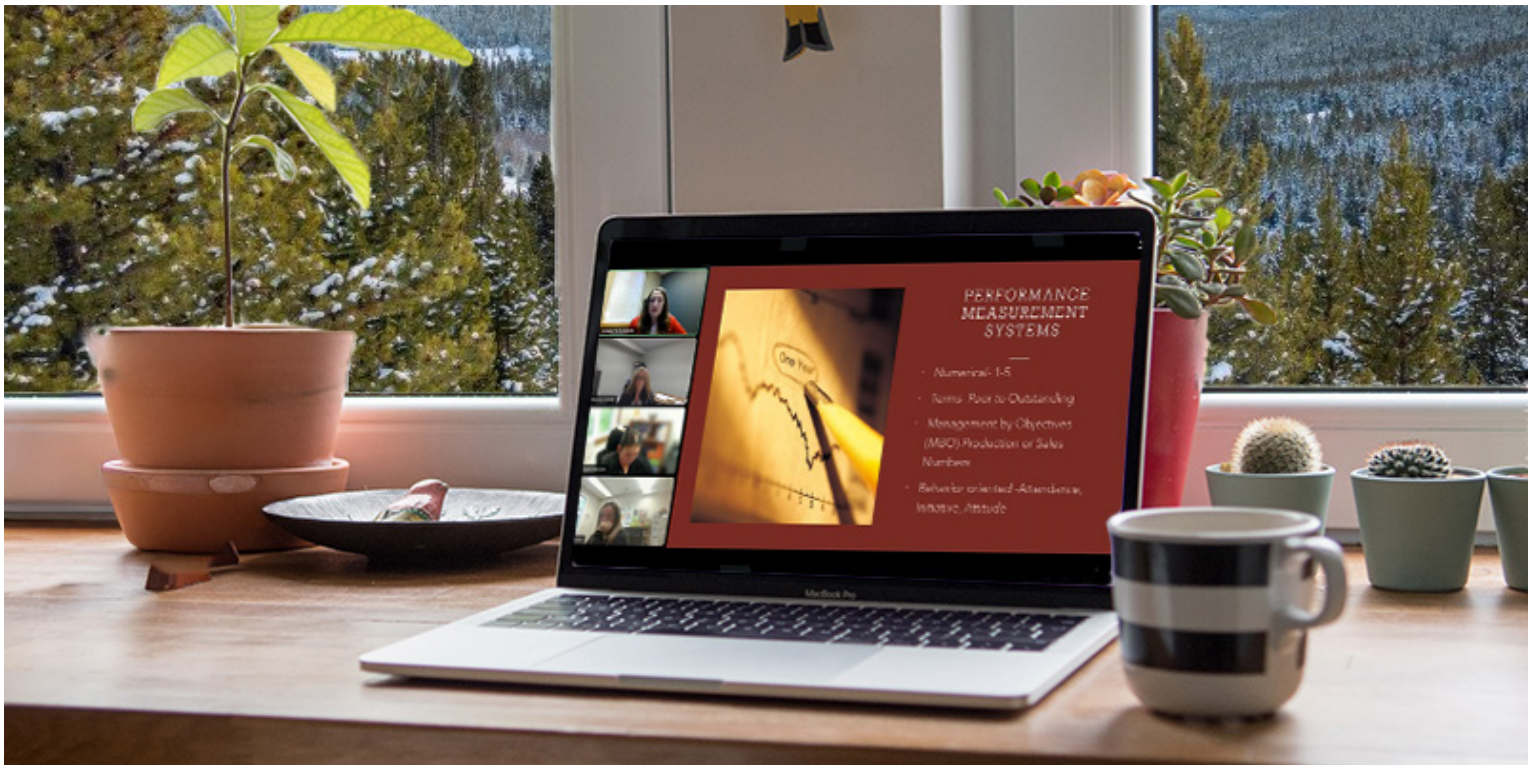
Educate ...



Associated Employers

Achieve ...

Excel ...



Training Central
Winter 2025-2026

Management Excellence A Virtual 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.

Session #1 - 12/09/2025 *Emotional Intelligence & Effective Communication
Utilizing the Everything DiSC Workplace Personality Assessment*

We will review the dimensions of behavior specific to DiSC and relate them to personal experiences by the instructor, as well as the management team. We will look closely at each team member's profile and classical pattern and discuss how each can and should relate to others on the team that has differences.

Session #2 - 12/16/2025 *Conflict Management: Handling Difficult Employee Behaviors*

You'll learn to identify performance problems and various types of behavior problems, and you will learn to confront them in a positive and productive way.

Session #3 - 01/06/2026 *Coaching for Improved Performance*

This seminar focuses on helping leaders define and enhance their coaching role. The seminar progresses through defining a coach in regards to Guide, Teacher, Motivator and Mentor.

Session #4 - 01/20/2026 *Discipline & Termination; Pain Free Performance Appraisals*

The workshop will give managers the tools to understand the fair, right and legal way to discipline and discharge employees. Understanding and effectively utilizing a performance appraisal system will be explored as well.

Session #5 - 02/03/2026 *Developing the New Leader*

We explore the idea of how to put people first, which ultimately leads to keeping productivity and motivation high. We learn that being honest and building and maintaining trust with your staff are the two major components of how we lead effectively.

Session #6 - 02/17/2026 *Effective Team Dynamics*

This workshop focuses on the skills needed to successfully build and maintain a productive employee team framework. Topic areas include creating a team identity, the characteristics of an effective versus ineffective team, and setting team goals and norms.

All Sessions

**1:30 pm
to
3:30 pm
(MST)**

Cost

AE Member	\$575*
Additional Member	\$450
Prospective Member	\$785*
Add'l Prospective Member	\$595



Virtual Class Format: GoToMeeting

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

To Register: Phone: (406) 248-6178 Email: reg@aeht.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@aeht.org to cancel. Substitutions are welcomed with prior notice.

Virtual Drug & Alcohol: Reasonable Suspicion Certification for Supervisors

01/22/2026 | 9:00 am - 11:30 am (MST)

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

Who Should Attend

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



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.

Cost

AE Member \$ 90
Prospective Member \$125

What You Will Cover

- Current regulations
- Mandated reasonable suspicion for supervisors training

Virtual From Hire to Fire

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

Front-line supervisors not only manage employees on a day-to-day basis but also serve as a link between senior management and staff. To have a successful company, getting supervisors on the same page is critical, and it's just as important for supervisors have a vested interest in the people we employ to do the work. From filling a vacancy to managing performance and workplace conflict, front-line supervisors must make effective use of human capital.

How You Will Benefit

After taking this training series, you'll be able to:

- Interview legally and hire for success
- Use onboarding techniques that increase retention
- Know when and how to apply coaching, counseling, or corrective action
- Create and sustain a work culture that reinforces positive behavior
- Identify barriers and opportunities for success as a supervisor
- Nip complaints in the bud before they become full-blown conflicts
- Pick up pointers for solid people-management documentation
- Build trust and lead a winning team

Session #1 - 02/05/2026

Hiring, onboarding, and training marks the beginning of the employee's life cycle within the company. In this session, we map out the supervisor's role in filling a job vacancy:

- Techniques to ensure productive interviews
- Reaching the decision – who to hire
- Supervisory Support while the new hire learns the job

Session #2 - 02/12/2026

Supervisors play a key role in an employee's success. In this second session of our series, we'll focus on these components

- Guiding the employee to mastering his/her job duties
- Effectively supervising the remote worker
- Learn when and how to coach, counsel, or take corrective action
- Raising the bar to help develop high performers and to instill work ethic in those who struggle

Session #3 - 02/19/2026

Bringing it all together:

- Handling employee complaints successfully so we can get past the problem and get on with the work
- Taking the pain out of paperwork and still have essential documentation
- Building blocks of trust – functional (being the "go to" expert for your crew) and relational (differences of opinion don't ruin the relationship)



Who Should Attend

For supervisors new to the role as well as seasoned managers, you will learn how to improve the management of your most valuable resource – your employees.

Cost: AE Member: \$195 / Additional Member: \$135 | Non-Member: \$275 / Additional Non-Member: \$225



Training Without Travel

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

Understanding Mandatory OSHA Recordkeeping

12/03/2025

This webcast will provide a comprehensive overview of the OSHA recordkeeping and reporting. A focus of the program will be on the requirements for recording and reporting workplace injuries and illnesses. Supervisors, HR managers and safety professionals will gain knowledge needed to maintain a compliant and safe workplace.

HOW YOU WILL BENEFIT

- Who is required to maintain OSHA records?
- What forms must be used, and how do I complete them?
- Injury versus Illness and other Criteria
- First Aid versus Medical Treatment
- The 5-Step Process

AI Basics

12/17/2025

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.

HOW YOU WILL BENEFIT

- Learn what AI truly is
- Explore how AI works and learns
- Learn about prompting
- Learn how AI can help in the workplace
- Discuss the pitfalls of AI

Harassment Prevention in the Workplace

01/07/2026

Preventing harassment, discrimination and other forms of bad workplace behavior is in your best interest as an employer for many reasons. You want to have a workplace free of lawsuits. Your employees want to have a workplace where they feel safe. Everyone wants to work for a company with integrity who cares. By having annual or bi-annual anti-harassment trainings, you can help your company and your employees be aware of and help prevent workplace harassment. This course is developed with understanding and prevention in mind.

HOW YOU WILL BENEFIT

- Learn the laws and agencies that govern harassment
- Learn the different kinds of harassment that can occur
- Learn about the effects of harassment on employees and businesses
- Learn about retaliation and how to keep those who report safe
- Learn how you can help prevent harassment and what to do if it occurs

Discipline & Termination in Montana

01/21/2026

Disciplining and discharging employees is one of the most difficult responsibilities any manager must carry out, experienced or not. The workshop will give managers the tools to understand the fair, right and legal way to discipline and discharge employees in the State of Montana.

HOW YOU WILL BENEFIT

- Overview of Montana Wrongful Discharge from Employment Act (MWDEA)
- Establishing good cause
- Due process
- Grounds for immediate termination
- Conducting a disciplinary action

Training Without Travel

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

**Not available for the live webinar? If these times do not
fit your schedule, recorded webinars are available for
purchase on our website two days after the live one.**

Effective Communication: Do More Than Hear, Listen

02/04/2026

We talk so much about communication in all aspects of our lives today, and in our workplaces, it seems like this is always a topic for improvement.

We can hear lots of things, but what are we giving our attention and why or why not? In this webinar we will discuss what it means to really listen to what people have to say and not just hear them. We will talk about what listening means, how we can be better listeners, what gets in the way of truly listening and ways we can be better communicators in our workplace and in our lives outside of work.

HOW YOU WILL BENEFIT

- 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?

Protecting Your Employees & Your Organization from Retaliation

02/18/2026

Retaliation can be a tricky thing in our workplace. It can be human nature to want to treat someone badly because they filed a complaint against us. When that happens, we create an environment of not reporting issues that should be reported. A workplace environment like that leads to greater risk of legal issues and retaliation is a legal issue. In this webinar, we will discuss what retaliation is, the ways it can happen and how to prevent it from happening.

HOW YOU WILL BENEFIT

- What is retaliation
- How can it happen
- Culture of Dialogue
- Penalties for retaliation
- Five tips for creating a workplace free from retaliation

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



"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."

