

Training Without Travel Spring 2012 Webinar Series

Confronting & Coaching the Problem Employee

Date: 03/07/2012

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

Cost per webinar:

AE Member Companies \$45

Non-member Companies \$60

Wage & Hour Power Hour

Date: 03/21/2012

- Learn differences between exempt and non-exempt employees
- Get a minimum wage update
- Find out what is considered hours worked
- Explore proper overtime calculation
- Proper & timely payment of employee wages

**Webinars
run from
noon to 1 p.m.**

The Art of Workplace Negotiations

Date: 04/11/2012

- What is negotiation
- Who should negotiate
- Preparing to negotiate
- Conducting negotiation- do's and don'ts
- General conclusions

Not available for the live version?

If these times do not fit your schedule, recorded versions are available at the same pricing as the live versions.

Interviewing: Doing It Right

Date: 04/25/2012

- Resumes/Applications: How do I handle them?
- Questions: What can I ask?
- Scoring the interviews: How do I defend my hiring decision?
- Making the offer: What do I include in my offer letter?
- Wrapping up the process: How do I handle all of the paperwork?

Effectively Using Survey Data

Date: 05/09/2012

- Methodology
- Relevant labor market
- Survey definitions
- Applying the data
- Aging the data

To Register:

Call the office at 406.248.6178

Email reg@aehr.org

Visit our website:

www.associatedemployers.org

Employee Handbooks: To Have or Not To Have

Date: 05/23/2012

- Why have an employee handbook?
- Is an employer required to have a written employee handbook?
- What should an employer consider when putting together a handbook?
- Does the law require any policies?
- What policies should I have?