

## **I-9 Compliance: As Easy as 1, 2, 3.**

Date: 09/08/2010

- Avoiding common mistakes when completing the I-9 form
- Importance of accuracy and timeliness
- Developing internal procedures
- Conducting self-audits
- Staying current with I-9 rules and regulations

## **Medical Marijuana in the Workplace- Presented by Tim Filz, Attorney at Law**

Dates: 09/14, 09/15, 09/16/2010

Join us for an update as to how this issue is currently impacting the workplace. Choose one of three dates that best fits your schedule. Space is limited to the first 50 participants for each date, so please register early. The recording and handouts are also available for purchase.

## **Workplace Investigation Essentials**

Date: 10/06/2010

- 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

## **Making the Most of Meetings**

Date: 10/20/2010

- Meaning of superior facilitation
- Model for successful meetings
- Utilizing team evaluation and feedback
- Utilizing quality communication
- Special functions of facilitation and rational tools.

## **Tips For Managing Your Time**

Date: 11/10/2010

- Time management defined
- Time management process
- Scheduling time and tasks
- Time wasters to avoid
- Procrastination

## **ADA Amendments Act: What You Need to Know**

Date: 11/17/2010

- How this law has changed the ADA
- Effect of the act on case law
- New definitions of key terms
- Understanding the interactive process
- Employers' accommodation responsibilities

## **Cost for Webinars (live versions):**

### ***Medical Marijuana in the Workplace***

AE Member companies \$60

Non-Member companies \$85

### ***All other webinars:***

AE Member companies \$45

Non-Member companies \$60

**Recorded versions** are also available at the same pricing as the live versions. Please state when registering which version you would prefer.

To register for a webinar  
email [joann@aehr.org](mailto:joann@aehr.org)  
or [bryan@aehr.org](mailto:bryan@aehr.org)  
or call us at 406.248.6178.