

Training Central

Educate ...



Associated Employers

Achieve ...

Excel ...

Spring 2025



Employment Law Seminar

Do you need to obtain a more thorough understanding of the vital responsibility of Human Resources? This seminar focuses on technical aspects as well as the operational and administrative issues Human Resource Managers face today. Various aspects of Employment Law are covered.



HOW YOU WILL BENEFIT

- Avoid costly litigation
- Confidently deal with complex employment law and employee relations issues
- Develop policies and procedures that do not violate federal statutes
- Protection from the damaging effects of uneducated employment decisions
- Gain knowledge and understanding from the legal experts from an area law firm

This class is intended for experienced and new Human Resource professionals, as well as non-human resource managers, who need to gain a better understanding of personnel-related issues.

WHAT YOU WILL COVER

Attorney Presentation:



8:30 am - 4:30 pm (MDT)		
Location	Facility	Date
Billings	AE Training Room	TBD
Virtual Platform: GoToMeeting		

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

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

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.

WHAT YOU WILL COVER

- Current regulations
- Mandated reasonable suspicion for supervisors training

Location	Facility	Date	Time
Billings	AE Training Room	04/23/2025	9:00 am - 11:30 am (MDT)
Missoula	BW Plus Grant Creek Inn	05/12/2025	8:30 am - 11:00 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

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.

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.

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)

Location	Facility	Day 1	Day 2	Day 3
Billings	AE Training Room	05/06/2025	05/13/2025	05/20/2025

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

8:00 am - 12:00 pm (MDT)

CITY	FACILITY	DATE
Missoula	BW Plus Grant Creek Inn	04/08/2025

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

Training Without Travel

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

Effective Recruitment & Retention

03/05/2025 (MST)

Gone are the days when you could post an ad on Monster.com and get all the applicants you could want! These days, we recruit based on targeting applicants with certain attributes and skills that meet our business needs. Where we find applicants and where we choose to spend our recruiting dollars is vital to attracting the right candidates. Once we get them, we must keep them! This course will give ideas on recruiting employees and ways to help retain them for the long run.

HOW YOU WILL BENEFIT

- Learn about the employment cycle and why recruiting is a candidates first impression of you and your company
- Learn about recruitment and marketing your opportunity
- Learn the difference between orientation and onboarding
- Learn about retention of your new employees
- Learn about expectations employees have of your company and why you must meet them

Confronting & Coaching the Problem Employee

03/26/2025

There are times when performance and/or behavior issues must be addressed with an employee. Skillful coaching will develop employees, boost productivity, build team morale and assist an organization with maintaining a positive work culture. This session will introduce participants to effective tools in managing performance and behaviors.

HOW YOU WILL BENEFIT

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

Harassment Prevention in the Workplace

04/09/2025

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

Ethical Considerations in the Workplace

04/23/2025

In today's dynamic and interconnected world, ethical decision-making has become a cornerstone of professional success and organizational integrity. This one-hour webinar provides a comprehensive overview of key ethical principles and challenges commonly encountered in the workplace.

HOW YOU WILL BENEFIT

- Workplace ethics defined
- Importance of ethical conduct in business
- Basic ethical values
- Ethical pitfalls
- Decision making process

Training Without Travel

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

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.

Pain Free Performance Appraisals

05/07/2025

Performance appraisals do not have to be a source of anxiety and stress- for managers or employees. Focus areas of this webinar will be spent on fostering open communication, providing constructive feedback and setting clear goals.

HOW YOU WILL BENEFIT

- How do you help yourself in writing a performance appraisal?
- What does an effective performance appraisal look like?
- Feedback tips
- Four keys to delivering effective performance feedback
- Importance of documentation

Board of Directors Development: Understanding & Applying the Difference Between Governance & Management

05/21/2025

Effective boards are the cornerstone of thriving organizations, yet the line between governance and management is often misunderstood. This one-hour webinar is designed to provide board members, executives, and organizational leaders with a clear understanding of their distinct roles and responsibilities in driving organizational success.

HOW YOU WILL BENEFIT

- Understanding the Boards role: make policy, plan for the future, and monitor results
- Understand the Board and the Administrator relationship
- Importance of effective teamwork
- Effective board meetings
- Board skills to strengthen accountability

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

Email: reg@aehr.org
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.



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