

Educate ...  
Achieve ...  
Excel ...



Associated Employers



# Training Central

Fall 2024

# Navigating the Multi-Generational Workforce

Organizations are experiencing a unique dynamic in the workplace: there are now four generations working together that have very different outlooks on work and life. Each generation brings their own talents and perspectives to the organizational table, so the combination inevitably presents both new advantages and new challenges to managers.

This seminar will enhance the ability of managers and employees to recognize and capitalize on the strengths in their diverse workforces. We will discuss ways to respond and resolve differences that come from the differing thoughts on work, work life balance, and the expectations of younger workers.

## HOW YOU WILL BENEFIT

- Individuals:
  - Ability to Recognize Differences as Advantages
  - Enhanced Communication Skills
  - Better Understanding of the Generational Divide
  - Improved Morale
  - More Effective Teamwork
- Organization:
  - Competitive Edge
  - Improved Performance & Efficiency
  - Recruitment & Retention of Gen Z
  - Problem Escalation Prevention

## WHAT YOU WILL COVER

- Generations Defined
- Changes in How We Do Business Today
- Communication Differences and How to Navigate
- Advantages of a Diverse Workforce
- Hands-on Activities & Video instruction

## WHO SHOULD ATTEND

This seminar will benefit all levels of an organization from frontline employees to upper management.



<b>8:30 am - 12:00 pm (MDT)</b>		
<b>Location</b>	<b>Facility</b>	<b>Date</b>
Missoula	BW Plus Grant Creek Inn	09/17/2024

### Cost:

<i>AE Member</i>	<i>\$160*</i>	<i>Additional Member</i>	<i>\$115</i>
<i>Non-Member</i>	<i>\$190*</i>	<i>Additional Non-Member</i>	<i>\$155</i>

# 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.**

<b>Location</b>	<b>Facility</b>	<b>Date</b>	<b>Time</b>
Billings	AE Training Room	11/13/2024	9:00 am - 11:30 am (MST)
Bozeman	Dates and location to be announced		
Great Falls	Dates and location to be announced		

## WHO SHOULD ATTEND

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

<b>Cost:</b> <i>AE Member - \$ 90   Non-Member - \$125</i>
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# 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 \$655\* Additional Member \$520  
Non-Member \$1,005\* Additional Non-Member \$770

8:30 am - 4:30 pm (MDT)				
Location	Facility	Day 1	Day 2	Day 3
Billings	AE Training Room	09/17/2024	09/24/2024	10/01/2024
Bozeman	Dates and facility to be announced			

*I didn't really know what to expect, but I feel this inspired & equipped me with tools to effectively improve my company. ~Kory Kindsfather, Kenyon Noble Ready Mix*

*Bryan made the training very applicable to each of our work situations by engaging everyone. Very good information & great presenter! Thank you! - Laura VanVleet, Mystery Ranch*

*Thank you for all of the information! It's very helpful to hear your personal stories and experiences as they relate. ~ Coralene Corbridge, Hanser's Wrecker Co.*

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

Email: [reg@aehr.org](mailto:reg@aehr.org)  
Online: [www.associatedemployers.org](http://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.



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP<sup>SM</sup> or SHRM-SCP<sup>SM</sup>."



"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 aPHR™, PHR®, PHRca®, SPHR®, GPHR®, PHRI™ and SPHRI™ recertification."



# Training Without Travel

## Summer 2024 Webinar Series

### Effective Presentation Skills

Date: 09/04/2024

- Classroom management
- Personal management
- Presentation communications checklist
- Handling questions & answers
- Mistakes to avoid

### Employee Records: Organized & Legal

Date: 09/18/2024

- What files do you want to have?
- Who should have access?
- Where do you properly store them?
- When can you dispose of them?
- Why follow best practices?

### Wage & Hour Part I: Exempt Employees

Date: 10/09/2024

- Exempt employees defined
- Importance of job descriptions in determining exempt status
- Explanation of each exemption
- Paying exempt employees
- Docking exempt employee wages

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

### Wage & Hour Part II: Non-exempt Employees

Date: 10/23/2024

- Non-exempt employee defined
- Definition of a work week
- Hours worked defined to include travel time
- Properly determining and paying overtime
- Comp time & potential pitfalls (Independent Contractors, Volunteers)

### Effective Interviewing & Successful On-Boarding

Date: 11/06/2024

- Interviewing basics
- What is on-boarding and why is it so important?
- On-boarding vs. Orientation
- Stages of on-boarding
- Things to consider in building your organization's program

### Developing the New Leader

Date: 11/20/2024

- How to put people first
- Honesty with staff
- Building trust with staff
- Transitioning from peer to supervisor
- The art of delegation

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.

**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

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