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.

<u>***Cost per webinar:***</u> 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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