

Training Central

Winter 2026-27



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

Virtual Class Format: GoToMeeting

Pricing for virtual training is per participant.
Virtual seminars will not be recorded for future view or purchase.

Management Excellence - A Virtual 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.

Session #1 - 12/1/2026 *Emotional Intelligence & Effective Communication Utilizing the Everything DiSC Workplace Personality Assessment*

We will review the dimensions of behavior specific to DiSC and relate them to personal experiences by the instructor, as well as the management team. We will look closely at each team member's profile and classical pattern and discuss how each can and should relate to others on the team that has differences.

Session #2 - 12/15/2026 *Conflict Management: Handling Difficult Employee Behaviors*

You'll learn to identify performance problems and various types of behavior problems, and you will learn to confront them in a positive and productive way.

Session #3 - 01/05/2027 *Coaching for Improved Performance*

This seminar focuses on helping leaders define and enhance their coaching role. The seminar progresses through defining a coach in regards to Guide, Teacher, Motivator and Mentor.

Session #4 - 01/19/2027 *Discipline & Termination; Pain Free Performance Appraisals*

The workshop will give managers the tools to understand the fair, right and legal way to discipline and discharge employees. Understanding and effectively utilizing a performance appraisal system will be explored as well.

Session #5 - 02/09/2027 *Developing the New Leader*

We explore the idea of how to put people first, which ultimately leads to keeping productivity and motivation high. We learn that being honest and building and maintaining trust with your staff are the two major components of how we lead effectively.

Session #6 - 02/23/2027 *Effective Team Dynamics*

This workshop focuses on the skills needed to successfully build and maintain a productive employee team framework. Topic areas include creating a team identity, the characteristics of an effective versus ineffective team, and setting team goals and norms.

All Sessions

**1:30 pm
to
3:30 pm
(MST)**



Cost

AE Member	\$575*
Additional Member	\$450
Prospective Member	\$785*
Add'l Prospective Member	\$595

To Register:

Phone: (406) 248-6178 Email: reg@aehr.org

(208) 228-9685 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.

Cancellation Policy: If you must cancel, please do so at least 2 business days prior to the start of training. Any cancellations received with less than 2 business days notice, will be billed as follows: \$30 for our Reasonable Suspicion class, \$50 for any half-day class, \$75 for any full-day class or \$100 for the Management Excellence Series. Please call our office at 406.248.6178 or email reg@aehr.org to cancel. Substitutions are welcomed with prior notice.



"Associated Employers is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CPSM or SHRM-SCPSM recertification activities."



"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 aPHRTM, PHR®, PHRca®, SPHR®, GPHR®, PHRITM and SPHRITM recertification."



Virtual HR Fast Track

All Sessions: 9:00 am - 11:00 am^(MST)

Back when, there was no such thing as "HR." Simply hand out cut-and-dried information, and make sure said employee consumes said information and signs a pile of paperwork. But today, HR processes are integral to the success of any business enterprise.

This Fast Track course will not only "upload" your internal HR functions into a whole new level of professionalism, but also assure HR best practices and compliance in your workplace.



How You Will Benefit

Those who are new to the HR role will learn the essentials needed to be proficient in the general areas of employee-related activities. After this Winter Training Series, you'll be able to:

- Gain the confidence and knowledge to apply HR best practices to your work world
- Understand the complexities of Montana employment laws

- Administer and monitor every phase of the employment "life cycle"
- Create core procedural elements for incorporating HR best practices
- Serve as your company's in-house "people management" expert

Session #1 - 02/04/2027

Recruitment, Hiring and Onboarding marks the beginning of the employee's "life cycle" at the organization. In this session, we map out HR's responsibilities and actions to take:

Recruitment:

- Understanding and marketing the job vacancy,
- Fielding inquiries, Processing applications, and Pre-Screening
- Standardizing the interview and selection process

Hiring:

- Second Interviews, Reference and Background Checks
- Reaching the decision – who to hire
- Making the Offer, Negotiations
- Hiring Legally and Montana Employment Laws

Onboarding:

- Orientation – Introductions, Company Information & Culture, Policies & Benefits
- Training – Learning the Job
- Supervisory Support and Feedback
- Social Support and Integration into the Organization

Session #2 - 02/11/2027

HR plays a key role in Performance Management, Compensation and Compliance. In this second session of our series, we'll focus on these components:

- Compensation; time off/absences
- Compliance with required regulatory reporting
- Maintaining employee files

Session #3 - 02/18/2027

Bringing it all together:

- HR's role in performance management – sounding board and system gatekeeper, as well as referee conflicts; handling complaints
- HR Best Practices
- Managing HR functions with electronic HRIS system
- Developing your role as strategic partner

Who Should Attend

This seminar is geared towards new human resources staff, as well as other management level individuals who want to strengthen their skills in the functional processes of HR.

Cost: AE Member: \$195* / Additional Member: \$135 | Prospective Member: \$275* / Add'l Prospective Member: \$225

Virtual Drug & Alcohol: Reasonable Suspicion Certification for Supervisors

01/21/2027 | 9:00 am - 11:30 am^(MST)

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

Who Should Attend

Owners, managers, supervisors and HR professionals will benefit by attending this seminar.



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.

Cost

AE Member \$ 90
Prospective Member \$125

Virtual - Winter Workplace Safety

Winter doesn't just affect people who work outdoors. Icy entrances, cold-stressed employees, winter driving, snow removal, and power outages affect nearly every workplace. This course is built around the idea that most winter incidents form through a chain of weather, workplace conditions, and human factors, and that the chain can be broken at the earliest controllable point. We focus on practical decisions: controlling hazards before relying on PPE, responding early, and knowing when to stop work or delay travel. Through discussion, real-world scenarios and group exercises, participants build a response plan they can take back to their own workplace and measure their own confidence before and after.



How You Will Benefit

- Learn to recognize and control the most common winter hazards, from icy walkways and entrances to snow removal equipment
- Identify the warning signs of cold stress, including hypothermia and frostbite, and know how to respond
- Make safer go/no-go decisions about winter driving and know what to do if stranded
- Practice building a winter response plan with assigned owners, communication, and follow-up
- Track your own confidence before and after, and leave with a list of winter safety changes to make at your workplace

Who Should Attend

Employees at all levels and in all industries will benefit, including supervisors, safety committee members, facilities and maintenance staff, and anyone who drives for work or is exposed to cold conditions.

What You Will Cover

- How winter incidents develop and how to break the chain
- Hazard assessment and the hierarchy of controls
- Preventing slips, trips and falls, including entrance and moisture control
- Cold stress: risk factors, wind chill, warning signs, prevention, and layering
- Winter driving: vehicle preparation, driving adjustments, emergency kits and what to do if stranded
- Safe shoveling, snowblower use and avoiding roof exposure
- Winter PPE, worker visibility, and emergency preparedness
- Scenario discussions, a photo hazard challenge, a group response-plan exercise and a participant worksheet

Pricing for virtual training is per participant and will not be recorded for future view or purchase.

Cost AE/MSSC Member \$ 75
Non-Member \$100

Date
12/03/2026

Time
9:00 am - 11:00 am (MST)



Webinar - Workplace Violence Prevention

This webinar is designed to increase awareness of workplace violence, help participants recognize warning signs before situations escalate, and ensure everyone understands their role in maintaining a safe workplace. The program shows the value of early reporting, practical de-escalation, and a respectful culture where individuals feel safe and supported.

HOW YOU WILL BENEFIT

- Define workplace violence and its four types
- Recognize behavioral warning signs and risk factors
- Understand employee and supervisor responsibilities
- Apply practical de-escalation techniques
- Report concerns correctly and respond to emergencies

Cost AE/MSSC Member \$125
Non-Member \$155

Date
01/14/2027

Time
12:00 pm - 1:00 pm (MST)

Training Without Travel

Webinars are held from Noon to 1 p.m.

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 webinar**

**Not available for the live webinar? If these times do not
fit your schedule, recorded webinars are available for
purchase on our website two days after the live one.**

Understanding Mandatory OSHA Recordkeeping

12/02/2026

This webcast will provide a comprehensive overview of the OSHA recordkeeping and reporting. A focus of the program will be on the requirements for recording and reporting workplace injuries and illnesses. Supervisors, HR managers and safety professionals will gain knowledge needed to maintain a compliant and safe workplace.

HOW YOU WILL BENEFIT

- Who is required to maintain OSHA records?
- What forms must be used, and how do I complete them?
- Injury versus Illness and other Criteria
- First Aid versus Medical Treatment
- The 5-Step Process

Change Management: Navigating the Transition

12/16/2026

This webinar is designed to help professionals understand and successfully navigate organizational change. Participants will explore strategies for adapting to transitions, communicating effectively, addressing resistance, and supporting themselves and others throughout the change process. The session provides practical insights to help create a smoother, more successful transition.

HOW YOU WILL BENEFIT

- Difference of change vs. transition
- Three phases of transitions
- Effective communication during change
- Four P's of change
- Building trust

Discipline & Termination in Montana

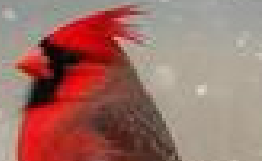
01/06/2027

Disciplining and discharging employees is one of the most difficult responsibilities any manager must carry out, experienced or not. The workshop will give managers the tools to understand the fair, right and legal way to discipline and discharge employees in the State of Montana.

HOW YOU WILL BENEFIT

- Overview of Montana Wrongful Discharge from Employment Act (MWDEA)
- Establishing good cause
- Due process
- Grounds for immediate termination
- Conducting a disciplinary action

Training Without Travel



Webinars are held from Noon to 1 p.m.

Harassment Prevention in the Workplace

01/20/2027

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

Effective Interviewing & Successful Onboarding

02/03/2027

Today's workplace demands that not only are we skilled interviewers but that have a great onboarding and orientation process to introduce those great candidates to our workplace. This webinar will talk about great basic interview skills to find the right person for the job and our workplace and then how to onboard and orient them to their new environment, so they become long term employees.

HOW YOU WILL BENEFIT

- 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

Employee Records: Organized & Legal

02/17/2027

Do you find that your organization retains documents due to a lack of understanding what is necessary? In this program you'll learn practical, easy-to-follow guidance on managing your records with confidence. Following these best practices will help you protect sensitive information, stay compliant, and save time and stress down the road.

HOW YOU WILL BENEFIT

- You will confidently be able to answer the following:
- 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?

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