

Training Central Summer 2026



Educate ...

Achieve ...

Excel ...

Virtual Classroom Offering - GoToWebinar

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

Management Toolkit: Discipline & Termination

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

Date

06/16/2026

Time

10:00 am - 12:00 pm (MDT)

Cost: AE Member - \$ 90 | Non-Member - \$125

Upgrade Your Communication Using Everything DiSC on Catalyst

With differing generations, viewpoints, backgrounds and other ways we differ in the workplace, understanding your communication style can be a huge bonus in your work and personal life.

In this 2-hour course, participants will work through their DiSC Catalyst Assessment (taken online before the class) for an understanding of who they are and how they best communicate. For those new to DiSC, and a refresher for everyone else, we will explore how DiSC works and discuss what your communication and personality style is from your DiSC Catalyst assessment.

We will explore using Catalyst online and how you work with other styles. You will see what your strengths are and what might get in your way. We will look at a Team view of Catalyst and show how you can use the new features to learn about your coworkers and teammates and how you can use what you learn for better communication and teamwork.



How You Will Benefit

- Personal awareness of how others see you
- Self-assess to determine your dominant behavioral style
- Understand how your "style" effects communications and relations with others
- Analyze the audience of the intended message to determine the best way to communicate and deliver the message

What You Will Cover

- ✓ DiSC meaning and your individual DiSC assessment
- ✓ Everything DiSC on Catalyst online, how to get there and what you will find
- ✓ Using Teams and Groups in Everything DiSC on Catalyst
- ✓ Intro to Agile EQ, Management and WorkSmart additions

Who Should Attend

This course will be informative for those who have taken DiSC previously and are upgraded to Catalyst for the class as well as those new to DiSC and taking a profile for the first time. Everything DiSC on Catalyst is highly recommended for all employees but especially new or transitioning managers, groups having trouble with communication, and all levels of management.

Date

08/13/2026

Time

10:00 am - 12:00 pm (MDT)

Cost: AE Member - \$ 130 | Non-Member - \$165

Managing the Performance & Behaviors of our Staff

Conflict is inevitable in business relationships, just as it is in social relationships. Many managers and supervisors fear and avoid conflicts because they do not know how to deal with them. This seminar will help you to understand and deal with conflict, poor performance, and/or poor behavior for positive outcomes.

HOW YOU WILL BENEFIT

- Understand yourself and others through personality types
- Determine your preferred conflict resolution style through self assessment
- Learn how to respond to conflict using a style that fits the situation
- Enable a more productive and comfortable work environment
- Feel more confident in managing conflict
- Learn how to effectively build trust and manage the performance of your employees



WHAT YOU WILL COVER

- DiSC Personality Profile
- Personal awareness & emotional intelligence
- Effective communication
- Conflict management & behaviors of difficult people
- Coaching for improved work performance
- Culture of Dialogue

WHO SHOULD ATTEND

Human Resource Managers, owners, managers and supervisors will benefit from attending this class.

8:30 am - 4:30 pm (MDT)		
Location	Facility	Date
Billings	AE Training Room	07/15/2026

Cost: AE Member: \$215* / Additional Member: \$155 | Non-Member: \$300* / Additional Non-Member: \$245

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.

Location	Facility	Date	Time
Missoula	BW Plus Grant Creek Inn	07/14/2026	8:00 am - 10:30 am (MDT)
Billings	AE Training Room	08/11/2026	9:00 am - 11:30 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



To Register: Phone: (406) 248-6178 Email: reg@aehr.org
(208) 228-9685 Online: www.associatedemployers.org

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 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.**

Employee Benefit Basics for Employers

06/10/2026

Employee Benefit Basics for Employers is a practical, easy-to-understand webinar designed to help business owners, managers, and HR professionals navigate the fundamentals of employee benefits. Whether you're building a benefits program from the ground up or refining an existing one, this session provides the foundational knowledge and confidence needed to make informed decisions and effectively support employees.

HOW YOU WILL BENEFIT

- History of employee benefits
- Benefits mandated by federal and state law
- Selecting employee benefit offerings
- Benefit administration basics
- Health benefits, retirement plans, leave benefits, and other benefits
- Communicating benefits to employees

Tips for Managing Your Time

06/24/2026

This webinar is designed to help anyone take control of their schedules and boost productivity. Participants will explore practical strategies for prioritizing tasks, minimizing distractions, and creating efficient workflows that align with their goals. Through simple, actionable techniques, this session empowers individuals to work smarter, reduce stress, and make the most of their time both in and out of the workplace.

HOW YOU WILL BENEFIT

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

Effective Communication & Delivering Difficult Feedback

07/08/2026

This skill-building webinar is designed to help leaders and professionals communicate with clarity, confidence, and empathy—especially in challenging situations. Participants will learn practical techniques for managing emotions and delivering constructive feedback that drives understanding and improvement. This session provides tools to turn difficult conversations into opportunities for growth and stronger workplace relationships.

HOW YOU WILL BENEFIT

- Listening defined
- Understanding listening constraints
- Removing (or at least limiting) those constraints
- Delivering difficult news
- Tips to succeed

Training Without Travel

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

Unemployment Insurance: Managing Claims & Costs

07/22/2026

This webinar is designed to help employers effectively navigate the complexities of unemployment insurance. Participants will learn how the system works, including eligibility, benefits, and how claims are processed, along with strategies for responding and contesting claims. This session also covers employer responsibilities, documentation, and proactive workforce management techniques to help organizations reduce liability, control costs, and achieve better outcomes.

HOW YOU WILL BENEFIT

- Fundamental concepts
- Eligibility & benefits
- Receiving a claim/employer's response
- Receiving UI determination/employer's appeal
- Strategies for managing claims

Workplace Investigation Essentials

08/05/2026

Gain the foundational skills needed to conduct fair, thorough, and legally sound workplace investigations. This course covers key steps including planning, interviewing, documentation, and reporting, with a focus on maintaining confidentiality, objectivity, and compliance throughout the process.

HOW YOU WILL BENEFIT

- 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

Conflict Management: Handling Difficult Behaviors

08/19/2026

When performance problems and inappropriate behavior are ignored, they do not go away. They turn into bigger problems- for you and your organization. In this webcast, you'll learn to identify performance problems, and you'll learn to confront them in a positive and productive way.

HOW YOU WILL BENEFIT

- Conflict overview
- Coping techniques
- Ideas to resolve conflict
- Employee basic needs
- Behavior patterns of difficult people

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"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."

