

# Diamond All-Access Training Pass

6-Month Class Schedule · July – December 2026 · Live Online + In-Person

**HOW TO REGISTER**

Use your organization's passcode at checkout — no additional cost per session.  
Questions? Contact us at [solutions.team@aaimea.org](mailto:solutions.team@aaimea.org) · 314-754-0236

## HR & COMPLIANCE

|                                                   |                                                                  |
|---------------------------------------------------|------------------------------------------------------------------|
| HR Role & Regulatory Compliance Fundamentals      | <b>Tue, Aug 11</b><br>9:30 – 11:30 AM · Live Online              |
|                                                   | <b>Thu, Oct 1</b><br>9:30 – 11:30 AM · Live Online               |
|                                                   | <b>Thu, Nov 19</b><br>9:30 – 11:30 AM · Live Online              |
| Conquering FMLA                                   | <b>Thu, Aug 13</b><br>1:00 – 4:30 PM · In-Person · St. Louis, MO |
|                                                   | <b>Thu, Nov 5</b><br>1:00 – 4:30 PM · In-Person · St. Louis, MO  |
| The Employment Process                            | <b>Tue, Aug 18</b><br>9:30 – 11:30 AM · Live Online              |
|                                                   | <b>Thu, Oct 8</b><br>9:30 – 11:30 AM · Live Online               |
|                                                   | <b>Thu, Dec 3</b><br>9:30 – 11:30 AM · Live Online               |
| Employee Recordkeeping, Reports & Personnel Files | <b>Tue, Sep 1</b><br>9:30 – 11:30 AM · Live Online               |
|                                                   | <b>Wed, Oct 21</b><br>9:30 – 11:30 AM · Live Online              |
| FMLA Basics                                       | <b>Fri, Sep 4</b><br>9:30 – 11:30 AM · Live Online               |
|                                                   | <b>Tue, Dec 1</b><br>9:30 – 11:30 AM · Live Online               |
| Training & Organizational Development for HR      | <b>Tue, Sep 8</b><br>9:30 – 11:30 AM · Live Online               |
|                                                   | <b>Thu, Oct 29</b><br>9:30 – 11:30 AM · Live Online              |

**Wage & Salary Administration****Tue, Sep 15**

9:30 – 11:30 AM · Live Online

**Thu, Nov 5**

9:30 – 11:30 AM · Live Online

**Strategic HR: Organizational Strategy & Planning****Wed, Sep 16**

9:00 – 11:00 AM · Live Online

**Employee Communications for HR Professionals****Tue, Sep 22**

9:30 – 11:30 AM · Live Online

**Thu, Nov 12**

9:30 – 11:30 AM · Live Online

**Strategic HR: Driving Employee Engagement****Wed, Sep 23**

9:00 – 11:00 AM · Live Online

**Strategic HR: Performance Management****Wed, Sep 30**

9:00 – 11:00 AM · Live Online

**Leading Change for HR Professionals****Wed, Sep 30**

1:30 – 3:30 PM · Live Online

**Strategic HR: HR Metrics & Analytics****Wed, Oct 7**

9:00 – 11:00 AM · Live Online

**LEADERSHIP & SUPERVISION****Employment Law for Supervisors****Tue, Jul 21**

9:00 – 11:00 AM · Live Online

**Wed, Oct 14**

1:00 – 3:00 PM · Live Online

**Your Role as a Supervisor****Wed, Jul 22**

8:30 AM – 4:30 PM · In-Person · Peoria, IL

**Fri, Oct 2**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Legal Side of Supervising****Thu, Jul 23**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Thu, Sep 17**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Foundations of Effective Leadership****Tue, Jul 28**

9:00 – 11:00 AM · Live Online

**Tue, Oct 20**

1:00 – 3:00 PM · Live Online

High Performance Coaching

Thu, Jul 30

1:00 – 4:30 PM · In-Person · St. Louis, MO

Thu, Oct 15

1:00 – 4:30 PM · In-Person · St. Louis, MO

Communicating Effectively as a Leader

Tue, Aug 4

9:00 – 11:00 AM · Live Online

Wed, Oct 28

1:00 – 3:00 PM · Live Online

Principles of Leadership

6-Session Series

Wed, Aug 5

Wed, Aug 12

Wed, Aug 19

Wed, Aug 26

Wed, Sep 2

Wed, Sep 9

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

6-Session Series

Wed, Sep 16

Wed, Sep 23

Wed, Sep 30

Wed, Oct 7

Wed, Oct 14

Wed, Oct 21

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

6-Session Series

Wed, Oct 28

Wed, Nov 4

Wed, Nov 11

Wed, Nov 18

Wed, Dec 2

Wed, Dec 9

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

Supervisor's Toolbox

3-Session Series

Wed, Aug 5

Wed, Aug 12

Wed, Aug 19

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

3-Session Series

Wed, Sep 16

Wed, Sep 23

Wed, Sep 30

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

3-Session Series

Wed, Oct 28

Wed, Nov 4

Wed, Nov 11

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

Leadership for Leads

2-Session Series

Thu, Aug 6 & Thu, Aug 13

8:30 AM – 12:00 PM · In-Person · Peoria, IL

4-Session Series

Fri, Aug 21

Fri, Aug 28

Fri, Sep 4

Fri, Sep 11

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

4-Session Series

Thu, Oct 8

Thu, Oct 15

Thu, Oct 22

Thu, Oct 29

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

Building Influence & Credibility

Thu, Aug 6

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

Tue, Dec 1

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

Coaching for Peak Performance

Tue, Aug 11

9:00 – 11:00 AM · Live Online

Wed, Nov 4

1:00 – 3:00 PM · Live Online

**Conflict, Coaching & Challenging Discussions****Wed, Aug 12**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**2-Session Series****Thu, Aug 13 & Thu, Aug 20**

9:00 – 11:00 AM · Live Online

**2-Session Series****Wed, Dec 2 & Wed, Dec 9**

9:30 – 11:30 AM · Live Online

**Presentation Skills****Wed, Aug 12**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Delegating & Empowering Others****Tue, Aug 18**

9:00 – 11:00 AM · Live Online

**Thu, Nov 12**

1:00 – 3:00 PM · Live Online

**A Culture of Feedback****Thu, Aug 20**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Thu, Dec 3**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Building Commitment & Accountability****Thu, Aug 20**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Thu, Dec 3**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Motivational Skills for Leaders****Fri, Aug 21**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Beyond Supervisor Essentials****3-Session Series****Wed, Aug 26**

Wed, Sep 2

Wed, Sep 9

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**3-Session Series****Wed, Oct 7**

Wed, Oct 14

Wed, Oct 21

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**3-Session Series****Wed, Nov 18**

Wed, Dec 2

Wed, Dec 9

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Navigating Management: Harnessing DiSC® for Effective Leadership****Thu, Aug 27**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Developing People for Performance & Growth****Fri, Aug 28**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Fri, Nov 6**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Documenting Employee Issues****Wed, Sep 2**

1:00 – 3:00 PM · Live Online

**Project Management Fundamentals****2-Session Series****Thu, Sep 3 & Thu, Sep 10**

1:30 – 3:30 PM · Live Online

**Behavioral Interviewing Skills****Thu, Sep 3**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Leading Change****Fri, Sep 4**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Fri, Nov 6**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Onboarding with Impact****Wed, Sep 9**

1:00 – 3:00 PM · Live Online

**Delegation Skills****Fri, Sep 11**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Fri, Dec 4**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Mastering Conflict Resolution****Tue, Sep 15**

1:00 – 3:00 PM · Live Online

**Interviewing Skills for the Supervisor****Wed, Sep 16**

1:00 – 3:00 PM · Live Online

**Resolving Conflict in Today's Workplace****Thu, Sep 17**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Fri, Dec 4**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Productive Conflict with DiSC****Fri, Sep 18**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Preventing Procrastination****Thu, Sep 24**

9:30 – 11:30 AM · Live Online

**Thu, Dec 17**

1:30 – 3:30 PM · Live Online

**Implementing Effective Motivation****Wed, Sep 30**

1:00 – 3:00 PM · Live Online

**Performance Management & Delivering Appraisals****Wed, Oct 7**

1:00 – 3:00 PM · Live Online

**Mastering Performance Appraisals****Thu, Oct 8**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Anti-Harassment in the Workplace****Thu, Oct 15**

1:30 – 3:30 PM · Live Online

**PROFESSIONAL DEVELOPMENT**

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**3-Step Time Management for Remote Workers****Thu, Jul 23**

9:30 – 11:30 AM · Live Online

**Thu, Oct 8**

1:30 – 3:30 PM · Live Online

**Interpersonal Communication Skills****Fri, Jul 31**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**2-Session Series****Wed, Aug 19 & Wed, Aug 26**

1:30 – 3:30 PM · Live Online

**Thu, Oct 1**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**2-Session Series****Fri, Dec 4 & Fri, Dec 11**

9:30 – 11:30 AM · Live Online

**Working with Difficult People****Fri, Jul 31**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**2-Session Series****Tue, Sep 29 & Tue, Oct 6**

1:30 – 3:30 PM · Live Online

**Thu, Oct 1**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Time Management****Tue, Aug 4**

1:30 – 3:30 PM · Live Online

**Tue, Nov 10**

1:30 – 3:30 PM · Live Online

**Negotiating Skills****Wed, Aug 5**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Tue, Dec 8**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

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**Personal Productivity****Thu, Aug 6**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Fri, Aug 7**

9:00 – 11:00 AM · Live Online

**Thu, Oct 29**

1:00 – 4:30 PM · In-Person · St. Louis, MO

**Tue, Nov 10**

9:30 – 11:30 AM · Live Online

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**Critical Thinking Skills****Thu, Aug 13**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Wed, Sep 9**

9:30 – 11:30 AM · Live Online

**Thu, Nov 5**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Tue, Dec 8**

9:30 – 11:30 AM · Live Online

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**Active Listening****2-Session Series****Wed, Sep 2 & Wed, Sep 9**

9:00 – 11:00 AM · Live Online

**2-Session Series****Wed, Dec 2 & Wed, Dec 9**

1:30 – 3:30 PM · Live Online

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**Communicate with Clarity****Tue, Sep 8**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**2-Session Series****Fri, Sep 18 & Fri, Sep 25**

9:30 – 11:30 AM · Live Online

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**Assertive Communication Advantage Series****2-Session Series****Thu, Sep 10 & Thu, Sep 17**

1:00 – 3:00 PM · Live Online

**2-Session Series****Wed, Dec 2 & Wed, Dec 9**

9:30 – 11:30 AM · Live Online

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**Unconscious Bias in the Workplace****Wed, Sep 16**

9:30 – 11:30 AM · Live Online

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**Active Listening Skills****Fri, Sep 18**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Thu, Dec 10**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**Accounting for the Non-Accountant****4-Session Series****Thu, Sep 24**

Thu, Oct 1

Thu, Oct 8

Thu, Oct 15

9:00 – 11:00 AM · Live Online

**Assertive Communication Skills****Fri, Sep 25**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Wed, Dec 16**

8:30 AM – 4:30 PM · In-Person · St. Louis, MO

**Exploring Emotional Intelligence****2-Session Series****Tue, Sep 29 & Tue, Oct 6**

9:00 – 11:00 AM · Live Online

**Fri, Oct 16**

8:30 AM – 12:00 PM · In-Person · St. Louis, MO

**AI & COMPUTER SKILLS****Copilot Basics & AI Fundamentals – HR Edition****Fri, Jul 24**

9:30 – 11:30 AM · Live Online

**Tue, Nov 3**

9:30 – 11:30 AM · Live Online

**Effective Email Management****Thu, Jul 30**

9:30 – 11:30 AM · Live Online

**Tue, Oct 20**

1:30 – 3:30 PM · Live Online

**Copilot Basics & AI Fundamentals****Thu, Jul 30**

1:30 – 3:30 PM · Live Online

**Tue, Nov 10**

9:30 – 11:30 AM · Live Online

**Honing Your Professional Messaging with ChatGPT****Tue, Aug 18**

1:30 – 3:30 PM · Live Online

**Fri, Oct 30**

9:30 – 11:30 AM · Live Online

**Copilot for Everyone: Getting Started with Free Copilot****Tue, Sep 29**

9:30 – 11:30 AM · Live Online

**Crafting Brilliance in Recruiting with ChatGPT****Fri, Oct 2**

9:30 – 11:30 AM · Live Online

**Copilot for Documents and Data****Thu, Oct 8**

1:00 – 3:00 PM · Live Online

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|-----------------------------------------------------------------|-----------------------------------------------------|
| <b>Compliance Communication Support with ChatGPT</b>            | <b>Fri, Oct 9</b><br>9:30 – 11:30 AM · Live Online  |
| <b>Copilot for Communication and Collaboration</b>              | <b>Tue, Oct 13</b><br>9:30 – 11:30 AM · Live Online |
| <b>Effective Employee Coaching and Development with ChatGPT</b> | <b>Fri, Oct 16</b><br>9:30 – 11:30 AM · Live Online |
| <b>Data-Driven Business Cases with ChatGPT</b>                  | <b>Fri, Oct 23</b><br>9:30 – 11:30 AM · Live Online |
| <b>Copilot for Project Management</b>                           | <b>Tue, Oct 27</b><br>9:30 – 11:30 AM · Live Online |

## **SALES & CUSTOMER SERVICE**

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|-------------------------------------------------------------------------------|-----------------------------------------------------|
| <b>Selling with Confidence: Following Up</b>                                  | <b>Wed, Jul 29</b><br>9:30 – 11:30 AM · Live Online |
| <b>Selling with Confidence: Managing Resistance and Overcoming Objections</b> | <b>Wed, Aug 19</b><br>9:30 – 11:30 AM · Live Online |
| <b>Selling With Confidence: The Discovery Process</b>                         | <b>Wed, Aug 26</b><br>9:30 – 11:30 AM · Live Online |
| <b>Exceptional Customer Service</b>                                           | <b>Wed, Sep 2</b><br>1:30 – 3:30 PM · Live Online   |
|                                                                               | <b>Tue, Dec 15</b><br>9:30 – 11:30 AM · Live Online |
| <b>Selling with Confidence: Time Management</b>                               | <b>Tue, Sep 8</b><br>9:30 – 11:30 AM · Live Online  |
| <b>Selling With Confidence: Value vs ROI</b>                                  | <b>Fri, Sep 11</b><br>9:30 – 11:30 AM · Live Online |
| <b>Sales Communication Skills</b>                                             | <b>Thu, Sep 24</b><br>1:30 – 3:30 PM · Live Online  |

*This schedule reflects regularly scheduled live online and in-person sessions included with the Diamond All-Access Training Pass. Schedule subject to change. All times Central.*

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