

Silver All-Access Training Pass

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

HOW TO REGISTER

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

HR & COMPLIANCE

HR Elements: HR Role & Regulatory Compliance Fundamentals	Tue, Aug 11 9:30 – 11:30 AM · Live Online
	Thu, Oct 1 9:30 – 11:30 AM · Live Online
	Thu, Nov 19 9:30 – 11:30 AM · Live Online
HR Elements: The Employment Process	Tue, Aug 18 9:30 – 11:30 AM · Live Online
	Thu, Oct 8 9:30 – 11:30 AM · Live Online
	Thu, Dec 3 9:30 – 11:30 AM · Live Online
HR Elements: Employee Recordkeeping, Reports & Personnel Files	Tue, Sep 1 9:30 – 11:30 AM · Live Online
	Wed, Oct 21 9:30 – 11:30 AM · Live Online
FMLA Basics	Fri, Sep 4 9:30 – 11:30 AM · Live Online
	Tue, Dec 1 9:30 – 11:30 AM · Live Online
HR Elements: Training & Organizational Development for HR	Tue, Sep 8 9:30 – 11:30 AM · Live Online
	Thu, Oct 29 9:30 – 11:30 AM · Live Online
HR Elements: 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

HR Elements: 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**Keys to Leadership Success: Employment Law for Supervisors****Tue, Jul 21**

9:00 – 11:00 AM · Live Online

Wed, Oct 14

1:00 – 3:00 PM · Live Online

Keys to Leadership Success: Foundations of Effective Leadership**Tue, Jul 28**

9:00 – 11:00 AM · Live Online

Tue, Oct 20

1:00 – 3:00 PM · Live Online

Keys to Leadership Success: 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

Keys to Leadership Success: 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**Thu, Aug 13**

9:00 – 11:00 AM · Live Online

Multi-Session Course · Final: Thu, Aug 20

Wed, Dec 2

9:30 – 11:30 AM · Live Online

Multi-Session Course · Final: Wed, Dec 9

Keys to Leadership Success: Delegating & Empowering Others**Tue, Aug 18**
9:00 – 11:00 AM · Live Online**Thu, Nov 12**
1:00 – 3:00 PM · Live Online**Keys to Leadership Success: Documenting Employee Issues****Wed, Sep 2**
1:00 – 3:00 PM · Live Online**Project Management Fundamentals****Thu, Sep 3**
1:30 – 3:30 PM · Live Online
Multi-Session Course · Final: Thu, Sep 10**Keys to Leadership Success: Onboarding with Impact****Wed, Sep 9**
1:00 – 3:00 PM · Live Online**Keys to Leadership Success: Mastering Conflict Resolution****Tue, Sep 15**
1:00 – 3:00 PM · Live Online**Keys to Leadership Success: Interviewing Skills for the Supervisor****Wed, Sep 16**
1:00 – 3:00 PM · Live Online**Preventing Procrastination****Thu, Sep 24**
9:30 – 11:30 AM · Live Online**Thu, Dec 17**
1:30 – 3:30 PM · Live Online**Keys to Leadership Success: Implementing Effective Motivation****Wed, Sep 30**
1:00 – 3:00 PM · Live Online**Keys to Leadership Success: Performance Management & Delivering Appraisals****Wed, Oct 7**
1:00 – 3:00 PM · Live Online**Anti-Harassment in the Workplace****Thu, Oct 15**
1:30 – 3:30 PM · Live Online**PROFESSIONAL DEVELOPMENT****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**Time Management****Tue, Aug 4**
1:30 – 3:30 PM · Live Online**Tue, Nov 10**
1:30 – 3:30 PM · Live Online

Personal Productivity**Fri, Aug 7**

9:00 – 11:00 AM · Live Online

Tue, Nov 10

9:30 – 11:30 AM · Live Online

Interpersonal Communication Skills**Wed, Aug 19**

1:30 – 3:30 PM · Live Online

Multi-Session Course · Final: Wed, Aug 26

Fri, Dec 4

9:30 – 11:30 AM · Live Online

Multi-Session Course · Final: Fri, Dec 11

Active Listening**Wed, Sep 2**

9:00 – 11:00 AM · Live Online

Multi-Session Course · Final: Wed, Sep 9

Wed, Dec 2

1:30 – 3:30 PM · Live Online

Multi-Session Course · Final: Wed, Dec 9

Critical Thinking Skills**Wed, Sep 9**

9:30 – 11:30 AM · Live Online

Tue, Dec 8

9:30 – 11:30 AM · Live Online

Assertive Communication Advantage Series**Thu, Sep 10**

1:00 – 3:00 PM · Live Online

Multi-Session Course · Final: Thu, Sep 17

Wed, Dec 2

9:30 – 11:30 AM · Live Online

Multi-Session Course · Final: Wed, Dec 9

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

9:30 – 11:30 AM · Live Online

Communicate with Clarity**Fri, Sep 18**

9:30 – 11:30 AM · Live Online

Multi-Session Course · Final: Fri, Sep 25

Accounting for the Non-Accountant**Thu, Sep 24**

9:00 – 11:00 AM · Live Online

Multi-Session Course · Final: Thu, Oct 15

Exploring Emotional Intelligence**Tue, Sep 29**

9:00 – 11:00 AM · Live Online

Multi-Session Course · Final: Tue, Oct 6

Working with Difficult People**Tue, Sep 29**

1:30 – 3:30 PM · Live Online

Multi-Session Course · Final: Tue, Oct 6

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

Compliance Communication Support with ChatGPT

Fri, Oct 9

9:30 – 11:30 AM · Live Online

Copilot for Communication and Collaboration

Tue, Oct 13

9:30 – 11:30 AM · Live Online

Effective Employee Coaching and Development with ChatGPT

Fri, Oct 16

9:30 – 11:30 AM · Live Online

Data-Driven Business Cases with ChatGPT

Fri, Oct 23

9:30 – 11:30 AM · Live Online

Copilot for Project Management

Tue, Oct 27

9:30 – 11:30 AM · Live Online

SALES & CUSTOMER SERVICE

Selling with Confidence: Following Up

Wed, Jul 29

9:30 – 11:30 AM · Live Online

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

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