

NEIL ABERCROMBIE  
GOVERNOR



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July 11, 2012

TO: All Departmental Personnel Officers  
FROM: Barbara A. Krieg, Director *B. Krieg*  
SUBJECT: Management & Supervisory Development Classes - July to Dec. 2012

The following is the schedule of classes HRD is offering under its Supervisory Leadership Development Program.

Please note:

- Registration for the majority of classes will be through the HRMS, including the courses being taught at Kapiolani Community College.
- Questions regarding registration for the three classes provided by the University of Hawaii at Manoa Outreach College (**UHMOUT**) may be directed to Paulette Feeney at 956-2037.
- For **Leadership Fundamentals (LF)** classes only – Notice of student cancellation must be received ten (10) working days prior to the start of the class to receive a waiver of the fee.
- For all other classes - Notice of student cancellation must be received five (5) working days prior to the start of the class to receive a waiver of the fee.

Please call the Training Office at 587-1050, should you have any questions.

Attachments

c: Leila A. Kagawa, Acting ERD Chief

ERD:trn:cm

# SUPERVISORY LEADERSHIP DEVELOPMENT PROGRAM

State of Hawaii Executive Branch Training Catalog  
July – December 2012

## **FUNDAMENTALS OF MANAGEMENT (FOM)**

This 3-day course is an introduction to the field of supervision. It covers the critical general management skills new supervisors need to master in their daily work. Topics in this course include the role of the supervisor, planning, controlling, delegating and problem solving. Foremen (blue collar), working supervisors (professional/white collar), and supervisors in the white collar/professional series should attend this course. (3 meetings)

FOM 0021	Aug. 07, 14, & 21	8:00a – 4:00p	\$200-HRD	Oa KCC Manono 104
FOM 0022	Oct. 11, 18, & 25	8:00a – 4:00p	\$200-HRD	Oa KCC Manono 104

## **GIVING AND RECEIVING CONSTRUCTIVE FEEDBACK**

Individuals and organizations both benefit from honest, objective feedback about how things are going. A constant exchange of information helps everyone stay on track and the organization stay competitive. In this class, participants learn constructive approaches to giving and receiving feedback. (1 meeting)

*(Cost of session includes workbook)*

P12011	Sep. 14	1:00p – 5:00p	\$115-UHMOUT	Oa UHMOUT CampCtr rm. 203E
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## **HANDLING EMOTIONS UNDER PRESSURE**

Emotions are bound to erupt in today's high-pressure work environment. This class gives participants a process for handling emotions in daily work situations. Participants learn to remain calm and objective, recover quickly and help others do the same, and to take charge in difficult circumstances to keep the discussion moving forward. (1 meeting)

*(Cost of session includes workbook)*

P12010	Sep. 14	8:00a – 12:00p	\$115-UHMOUT	Oa UHMOUT CampCtr rm. 203E
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## **INFLUENCING FOR WIN-WIN OUTCOMES**

Successful organizations thrive on new ideas, because new ideas can help everyone discover better ways to work. An organization that can put people's good ideas to use has a powerful competitive edge: continuous improvement. In this class, participants learn to analyze, develop and present their ideas in a way that helps them win the necessary support. (1 meeting)

*(Cost of session includes workbook)*

P12016	Nov. 30	8:00a – 12:00p	\$115-UHMOUT	Oa UHMOUT CampCtr rm. 203E
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## **INTRODUCTION TO STRATEGIC PLANNING (STRAT)**

Are you mystified about strategic planning? Don't know where to start? This introductory course takes a practical approach to the subject. You will learn how to use a framework to develop a strategic plan for your organization. (1 meeting)

**Target Audience: Managers and Supervisors.**

STRAT 0001	Oct. 11	8:00a – 12:00p	\$0-HRD	Oa SOT rm. 1403
STRAT 0002	Nov. 21	8:00a – 12:00p	\$0-HRD	Oa SOT rm. 1403
STRAT 0003	Dec. 13	8:00a – 12:00p	\$0-HRD	Oa SOT rm. 1403

## **INTRODUCTION TO SUPERVISION (ISUP)**

This course is for the *blue-collar supervisor* who has not had formal supervisory training. It will cover topics such as: the responsibilities of supervisors, the management process, delegating and making work assignments, setting standards and expectations, and measuring and evaluating performance. It will also discuss the problem solving steps, decision-making steps, the steps in implementing a supervisory decision, and the delegation process.

(2 meetings)

ISUP 0020	Sep. 05 & 12	8:00a – 4:00p	\$135-HRD	Oa KCC Manono 104
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## **LEADERSHIP FUNDAMENTALS (LF)**

Achieve Global, Inc. is a world leader in helping organizations to develop the skills and performance of its employees. HRD is offering 8 of their training modules which will be taught by State of Hawaii instructors. These modules have been paired (one in the morning and one in the afternoon) to create 4 one-day training sessions. It is not necessary to take these training sessions in sequence; you may choose each one-day session according to your interests and needs. Please direct all session content questions to Steve Kamaura at 587-1074 or [steve.s.kamaura@hawaii.gov](mailto:steve.s.kamaura@hawaii.gov).

### **SESSION A (LF):**

#### **THE PRINCIPLES AND QUALITIES OF GENUINE LEADERSHIP**

Discover universal leadership principles and qualities that help individuals become genuine leaders who can translate intentions into reality.

#### **PROACTIVE LISTENING**

Learn a listening approach that balances the demands of getting the information we need with the awareness that every interaction provides an opportunity to cement solid work relationships with others. (1 meeting)

LFA 0001	Aug. 14	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403
LFA 0002	Oct. 18	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403

### **SESSION B (LF):**

#### **PERSONAL STRATEGIES FOR NAVIGATING CHANGE**

Employees in today's workplace often face sudden and tremendous changes in organizational procedures and strategies. Learn to recognize and work through the stresses and behaviors that such rapid change can trigger for individuals in an organization.

#### **MOVING FROM CONFLICT TO COLLABORATION**

Organizations today face many demands which require more collaboration in the workplace; while this is desirable, it can also result in more opportunities for conflict. Learn techniques which can help to transform these negative pressures into more positive outcomes for your workplace environment. (1 meeting)

LFB 0001	Aug. 21	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403
LFB 0002	Oct. 29	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403

### **SESSION C (LF):**

#### **BUILDING TEAM PRIDE AND PURPOSE**

Discover the principles and skills that will instill a high degree of pride and purpose in teams today. Explore today's workplace challenges and the need for accelerating performance through teamwork.

#### **GIVING RECOGNITION**

Learn the skills for recognizing and reinforcing behaviors which support the efforts of others and can lead to powerful and productive results in the workplace. (1 meeting)

LFC 0001	Sep. 06	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403
LFC 0002	Nov. 09	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403

### **SESSION D (LF):**

#### **PLANNING FOR PERFORMANCE DISCUSSIONS**

Prepare for performance related discussions that increase productivity, collaboration, and the achievement of critical goals.

#### **CLARIFYING PERFORMANCE EXPECTATIONS**

Learn to discuss performance expectations with others in a way that increases their sense of ownership and gains their commitment. (1 meeting)

LFD 0001	Sep. 12	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403
LFD 0002	Nov. 16	8:00a – 4:00p	\$125-HRD	Oa SOT rm. 1403

### **MONDAY MORNING LEADERSHIP (MML)**

This one-day course is based on the best selling business book, "Monday Morning Leadership: 8 Mentoring Sessions You Can't Afford to Miss" by David Cottrell. The lessons learned from this book provide encouragement and direction that will help participants become better leaders. (1 meeting)

MML 0017	Aug. 31	8:00a – 4:00p	\$30-HRD	Oa SOT rm. 1403
MML 0018	Oct. 04	8:00a – 4:00p	\$30-HRD	Oa SOT rm. 1403
MML 0019	Nov. 02	8:00a – 4:00p	\$30-HRD	Oa SOT rm. 1403
MML 0020	Nov. 30	8:00a – 4:00p	\$30-HRD	Oa SOT rm. 1403