



# **State of Hawaii Executive Branch Training Catalog**

**January - June  
2014**



# TABLE OF CONTENTS

## **GENERAL INFORMATION**

Human Resources Management System (HRMS) Registration Procedures .....	05
Community College (Vendor) Registration Procedures .....	06
Student's Responsibilities .....	07
Department of Human Resources Development (HRD) Registration Form 410 .....	08
Location Code Addresses .....	09
Vendor List for Registration and Payments .....	10

## **HAWAII**

### **HAWAII COMMUNITY COLLEGE COMPUTER COURSES**

Microsoft Access Introduction .....	11
Microsoft Access Intermediate .....	11
Microsoft Access Advanced .....	11
Microsoft Excel Introduction .....	11
Microsoft Excel Intermediate .....	11
Microsoft Excel Advanced .....	11
Microsoft Word Introduction .....	12
Microsoft Word Intermediate .....	12
Microsoft Word Advanced .....	12

## **KAUAI**

### **KAUAI COMMUNITY COLLEGE COMPUTER COURSES**

Excel 2010 Level 1 .....	13
Excel 2010 Level 2 .....	13
Excel 2010 Level 3 .....	13
Windows 7 Level 1 .....	13
Windows 7 Level 2 .....	14
Word 2010 Level 1 .....	14
Word 2010 Level 2 .....	14
Word 2010 Level 3 .....	14

### **HUMAN RESOURCES DEVELOPMENT**

Forklift Certification .....	14
BU1 Non-CDL Drug and Alcohol Testing Program for Employees .....	15
BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors .....	15
Drug and Alcohol Testing Program for Supervisors – CDL, HGEA, BU10 .....	15
Workplace Violence Training Program .....	15

## **LANAI**

### **HUMAN RESOURCES DEVELOPMENT**

BU1 Non-CDL Drug and Alcohol Testing Program for Employees .....	16
Workplace Violence Training Program .....	16

## MAUI

### **HUMAN RESOURCES DEVELOPMENT**

American Heart Association CPR, AED & First Aid for Adult, Child and Infant .....	17
---	----

### **MANAGEMENT AND SUPERVISORY DEVELOPMENT**

Project Management Solutions ( <i>New Class</i> ) .....	17
The 7 Habits for Managers: Managing Yourself, Leading Others, Unleashing Potential .....	17
Team Building .....	17
What's Your Style? Understanding the DiSC Work Style Assessment .....	17

## OAHU

### **CENTER FOR ALTERNATIVE DISPUTE RESOLUTION (CADR) CLASSES**

CADR 1.0: Working It Out: Skills for Dispute Resolution .....	18
CADR 2.0: Negotiation Skills .....	18
CADR 3.0: Mediation Skills .....	18
CADR 5.0: Handling Difficult Situations in the Workplace .....	18
CADR 5.1: More Handling Difficult Situations in the Workplace .....	19
CADR 7.0: Neutral Language .....	19

### **KAPIOLANI COMMUNITY COLLEGE COMPUTER COURSES**

Introduction to Microsoft Access 2010 .....	19
Intermediate Access 2010 .....	19
Introduction to Microsoft Excel 2010 .....	19
Intermediate Excel 2010 .....	20
Intermediate Microsoft PowerPoint 2010 .....	20
Intermediate Word 2010 .....	20

### **LEEWARD COMMUNITY COLLEGE COMPUTER COURSES**

Adobe Acrobat XI ( <i>New Class</i> ) .....	20
Microsoft Access 2010, Introduction .....	20
Microsoft Access 2010, Intermediate .....	20
Microsoft Excel 2010, Introduction .....	20
Microsoft Excel 2010, Intermediate .....	21
Microsoft PowerPoint 2010 .....	21
Microsoft Word 2010, Introduction .....	21
Microsoft Word 2010, Intermediate .....	21

### **HUMAN RESOURCES DEVELOPMENT**

BU1 Non-CDL Drug and Alcohol Testing Program for Employees .....	21
BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors .....	22
Drug and Alcohol Testing Program for Supervisors – CDL, HGEA, BU10 .....	22
Ergosafe: Applied Ergonomics for a Safe Workplace .....	22
Examination and Screening for Personnel Officers and Staff .....	22
Forklift Recertification .....	23
Heartsaver First Aid with CPR and AED .....	23
Interview and Selection for Supervisors .....	23
Performance Appraisal System .....	23
Pre-Retirement Seminar – Contributory Plan .....	23

Pre-Retirement Seminar – Hybrid Plan .....	24
Pre-Retirement Seminar – Noncontributory Plan .....	24
Position Action Processing .....	24
Position Classification On-The-Job Training.....	24
Position Classification Overview .....	24
Reasonable Accommodations for Supervisors.....	25
Recruitment .....	25
Selection Interview.....	25
Suitability Investigation Training .....	25
Types of Appointments .....	25
Unlawful Harassment in Employment.....	25
Workers' Compensation 101 .....	26
Workplace Violence Training Program .....	26

## **INDIVIDUAL AND INTERPERSONAL DEVELOPMENT**

Advanced Business Writing .....	26
Advanced Grammar.....	26
Review of English Grammar .....	26
Time Management.....	27
Writing Memos & E-Mail Messages That Work .....	27

## **MANAGEMENT AND SUPERVISORY DEVELOPMENT**

The Art of Leadership Certificate Program .....	27
Basic Principles for a Collaborative Workplace .....	27
Coaching: Bringing Out the Best in Others.....	28
Expressing Yourself: Presenting Your Thoughts and Ideas .....	28
Giving and Receiving Constructive Feedback .....	28
Giving Recognition.....	28
Handling Emotions under Pressure .....	28
Influencing for Win-Win Outcomes .....	28
Moving from Conflict to Collaboration.....	28
Personal Strategies for Navigating Change.....	29
Proactive Listening .....	29
Team Building.....	29

## **VOLUNTARY LEARNING AND SELF-DEVELOPMENT**

Toastmasters .....	30
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**HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) REGISTRATION PROCEDURES  
for HUMAN RESOURCES DEVELOPMENT (HRD) CONDUCTED CLASSES  
(as identified in the Training Catalog next to cost column)**

**Note: These procedures are for the Departmental Personnel Offices (DPOs) only.**

**REGISTRATION**

Enrollment is subject to space availability and employee names should be listed by departmental priority. Registration will close 15 working days prior to the start date of class.

**DRESS CODE**

Employees must come to class dressed appropriately, e.g., no shorts, zoris-style slippers, tank tops, etc.

**CONFIRMATION**

Confirmation to the DPOs will be made through the HRMS upon close of registration. Notification of employee attendance, class start time, and class location is the responsibility of each DPO. Employees who are registered for classes must receive **confirmation of enrollment** from their DPOs **before** coming to class. All employees should be reminded that they should not assume confirmation status without this verification.

**ATTENDANCE**

Attendance on the first day of a class is mandatory. Should an employee miss the **first day** of a *multi-day course*, he or she will be dropped from the course, and their department will be charged for any registration fee costs. Employee cancellation notices must be received by HRD's Training Office **within** the stated grace periods (see "CANCELLATION") to avoid being assessed the fee.

**CANCELLATION**

Departments will not be charged any class registration fee if notice of an employee cancellation is received by HRD's Training Office no later than 5 working days **prior** to the start date of class. Class registration fees are non-refundable (except for proper cancellations), non-transferable, and cannot be credited towards future classes.

**PAYMENT**

DPOs will be sent invoices for each class that has a fee. Payment to HRD can be made by Journal Voucher or check. The HRD account code number is **805-S- \*\*\*insert fiscal year\*\*\*-310-P-1368-0600**. DPOs will be notified regarding collection of any overdue payments.

**SUBSTITUTION**

Any substitution, once confirmation of employee enrollment has been made, must be done by either phone or fax to the following HRD offices:

- For Drug and Alcohol, Violence in the Workplace, and ErgoSafe classes – Safety Office, ph. 587-1060 or fax number 587-1322
- For all other HRD conducted classes – Training Office, ph. 587-1050 or fax number 587-1107
- The notice should include the name of the employee being dropped, the name of the substitute, and the reason for the change.
- In the case of a *multi-day course*, the substitute is expected to attend **all** sessions of the course.

**PARKING**

HRD does **not** provide or arrange for parking for training classes. Employees should contact their DPOs to inquire about any parking options, e.g., parking permits, available locations, etc.

**SPECIAL NEEDS**

If your department needs any auxiliary aids or services for employees attending classes, please inform the Training Office at least 15 working days prior to the start date of class.

**COMMUNITY COLLEGE (VENDOR) REGISTRATION PROCEDURES**  
**Note: These procedures are for the Departmental Personnel Offices (DPOs) only.**  
**Employees must register for classes through their DPOs.**

**REGISTRATION**

Approved Human Resources Development Registration (HRD) Form 410 must be received by the vendor no later than 15 working days prior to the start date of class. This advance timeframe allows a vendor to determine class confirmation. If you would like to register an employee *within* 15 working days prior to the start date of class, please call the vendor for class space and registration availability.

List employee names in order of priority on the HRD Form 410. If the number of employees exceeds class capacity, confirmation will be made according to the listing of priority.

The HRD Form 410 should be sent to the respective vendor regardless of the class location listed in the training catalog. (See "*VENDOR LIST FOR REGISTRATION & PAYMENTS*", page 10). The vendor is identified in the course fee column, e.g., "\$95.00-HaCC" - (Hawaii Community College).

**DRESS CODE**

Employees must come to class dressed appropriately, e.g., no shorts, zoris-style slippers, tank tops, etc.

**CONFIRMATION**

Enrollment is confirmed on a first-come, first-serve basis. Each vendor will notify the contact person listed on the HRD Form 410 when confirming attendance. To facilitate the confirmation process, departments should provide the contact's email address, phone number, and/or FAX contact number. Listing a backup contact person with the appropriate information is recommended but not required.

All employees who are registered for classes must receive **confirmation of enrollment** from either their DPOs or the training vendor, e.g., Kapiolani Community College, University of Hawaii at Manoa Outreach College, etc., **before** coming to class. Employees should not assume confirmation status without this verification.

**CANCELLATION**

The vendor will accept cancellations no later than 5 working days **prior** to the start date of class. Employee cancellations received less than 5 working days prior to the start date of class will be charged the full registration fee for the class.

The vendor will notify the department contact person when a class is cancelled or if there are any class changes.

**SUBSTITUTION**

Substitutions are allowed by the vendor. Each substitute must inform the class instructor of the name of the employee that they are replacing. In the case of a *multi-day course*, the substitute is expected to attend **all** sessions of the course.

**PAYMENT**

Invoices will be sent by the respective vendor (indicated in the course fee column). Payments can be made through State purchase order, check, or State purchasing (P) card.

**PARKING**

Parking arrangements, if available, will be handled through each vendor.

**SPECIAL NEEDS**

Departments must indicate the need for special needs arrangements on the HRD Form 410 that is sent to the vendor.

## STUDENT'S RESPONSIBILITIES

### **GENERAL INFORMATION**

Employees should be on time for classes, prepared with note taking materials, and bring any preparatory materials sent to them for the class. Should there be any change that would affect class attendance, employees must inform their work supervisor of the change.

### **CONFIRMATION OF ENROLLMENT**

All employees for classes must receive **confirmation of enrollment** from either their Departmental Personnel Office (DPO) or the training vendor, e.g., Kapiolani Community College, University of Hawaii at Manoa Outreach College, etc., **before** coming to class.

Should an employee not receive their confirmation notice or have any questions regarding their registration status, they must contact their DPO for verification of their status before the start of the class.

### **ATTENDANCE**

Attendance on the first day of a multi-day class is mandatory. Should an employee miss the **first day** of a *multi-day class*, he or she will be dropped from the class and their department will be charged the full fee (if any) for the class. Exceptions would be for any employee cancellation notices received by the Human Resources Development (HRD), Training Office **within** the stated grace periods (see "*HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) REGISTRATION PROCEDURES FOR HUMAN RESOURCES DEVELOPMENT (HRD) CONDUCTED CLASSES – CANCELLATION*", page 5).

### **CLASS MAKE UPS**

If an employee attends the first day of class, and due to an unforeseen emergency, is unable to attend one, or all, of the **subsequent days** (of a multi-day class); they may make up the missed class time at no additional charge, within the next 12 months. Employees must contact their DPO to arrange for make up sessions.

If the employee is dropped from a class due to his or her absence on the first day, make ups will not be allowed.

### **DRESS CODE**

Employees must come to class dressed appropriately, e.g., no shorts, zoris-style slippers, tank tops, etc.

Please note that environmental conditions for classes may vary depending upon the location. To prepare for this, employees may wish to bring either a sweater or jacket to class or contact the vendor in advance, to inquire about room temperature conditions.

### **PARKING**

HRD does **not** provide or arrange for parking for training classes. Employees should contact their DPO to inquire about any parking options, e.g., parking permits, available locations, etc.

### **SPECIAL NEEDS**

Employees must notify their DPO as soon as possible if they have any special needs requirements for a class.

**State of Hawaii**  
**Department of Human Resources Development Sponsored Courses**  
**Human Resources Development (HRD) Registration Form 410**

Course Title: \_\_\_\_\_ Course Date/Time: \_\_\_\_\_

Vendor: \_\_\_\_\_ Course/Session No. (If applicable) \_\_\_\_\_

Course Location /Campus: \_\_\_\_\_ Fee \$ \_\_\_\_\_

Vendor's Address: \_\_\_\_\_

Registrant's Department Information:

Dept. Name/Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ **Phone:** \_\_\_\_\_ Purchase Order: \_\_\_\_\_

**Contact Person's E-mail:** \_\_\_\_\_ **FAX No.:** \_\_\_\_\_

Contact Person (secondary): \_\_\_\_\_ Phone: \_\_\_\_\_  
(optional)

Instructions:

- 1) List only **one** class and session per form.
- 2) List participants **in order of priority**.
- 3) Send this registration form directly to the vendor or departmental personnel office (as applicable).
- 4) Persons who have **special needs** should note this on the Form 410 and submit it **no later than 15 working days prior to the start date of class**.

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Name/s (Last, First, M.I.)	E-mail Address	Title	Division	Phone No.
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have determined that this training is appropriate for the employee(s) listed above.

Signature of Division Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Dept. Head or authorized rep.: \_\_\_\_\_ Date: \_\_\_\_\_



## LOCATION CODE ADDRESSES

### **HAWAII**

Ha HaCC Bldg. 380, rm. 39      Hawaii Community College, 1175 Manono Street, Hilo, Hawaii

### **KAUAI**

Ka KaCC OCET 104a      Kauai Community College, OCET Bldg., 3-1901 Kaumuali'i Highway, Lihue, Kauai  
Ka KaCC OCET 105

Ka UPW Conf. rm.      United Public Workers, 4211 Rice Street, Lihue, Kauai

### **LANAI**

La Airport Conf. rm.      Lanai Airport, Lanai Avenue, Lanai City

### **MAUI**

Ma UHMC Laulima 225      UH-Maui College, 310 Kaahumanu Avenue, Kahului, Maui

### **OAHU**

Oa Aliiolani Hale rm. 101      Center for Alternative Dispute Resolution (CADR), Aliiolani Hale, 1<sup>st</sup> floor, 417 S. King Street, Honolulu, Oahu

Oa Aloha Stad. Hospitality rm.      Aloha Stadium, 99-500 Salt Lake Boulevard, Honolulu, Oahu

Oa KCC Manono 104      Kapiolani Community College, 4303 Diamond Head Road, Honolulu, Oahu  
Oa KCC Mamane 104

Oa LCC CE201      Leeward Community College, 96-045 Ala Ike Street, Pearl City, Oahu  
Oa LCC CE303  
Oa LCC DA Basement

Oa Location: TBD      Location to be determined at later date

Oa StCap Aud      State Capitol Bldg., Auditorium (Chamber level), 415 S. Beretania Street, Honolulu, Oahu

Oa SOT ESD Multi-Purp. rm.      State Office Tower, Employee Staffing Division (ESD), 11<sup>th</sup> floor, 235 S. Beretania Street, Honolulu, Oahu

Oa SOT rm. 204      State Office Tower, 235 S. Beretania Street, Honolulu, Oahu  
Oa SOT rm. 1403

Oa UHMOUT Krauss rm. 012      University of Hawaii, Manoa Outreach College (UHMOUT), Krauss Hall, 2500 Dole Street Honolulu, Oahu

## VENDOR LIST FOR REGISTRATION AND PAYMENTS

### **HAWAII**

#### **Hawaii Community College (HaCC)**

Office of Continuing Education & Training  
Manono Campus, Bldg. 379A-3  
200 W. Kawili Street  
Hilo, Hawaii 96720  
Website: <http://hawaii.hawaii.edu/ocet/>

Ph: 934-2700  
Fax: 934-2701

### **KAUAI**

#### **Kauai Community College (KaCC)**

Office of Continuing Education & Training  
3-1901 Kaumualii Highway  
Lihue, Hawaii 96766  
Website: <http://info.kauaicc.hawaii.edu/training/>

Ph: 245-8318  
Fax: 245-8271

### **MAUI**

#### **UH-Maui College (UHMC) EdVenture**

Office of Continuing Education & Training  
310 Kaahumanu Avenue  
Kahului, Hawaii 96732  
Website: [www.edventuremaui.com](http://www.edventuremaui.com)

Ph: 984-3231  
Fax: 984-3874

### **OAHU**

#### **Center for Alternative Dispute Resolution (CADR)**

State of Hawaii Judiciary  
417 S. King Street  
Honolulu, Hawaii 96813

Ph: 539-4237  
Fax: 539-4416

Website: [http://www.courts.state.hi.us/services/alternative\\_dispute/alternative\\_dispute\\_resolution.html](http://www.courts.state.hi.us/services/alternative_dispute/alternative_dispute_resolution.html)

#### **Department of Human Resources Development (HRD)**

Training Office  
235 S. Beretania Street, Room 1004  
Honolulu, Hawaii 96813-2437  
Website: <http://dhrd.hawaii.gov/>

Ph: 587-1050  
Fax: 587-1107

#### **Kapiolani Community College (KCC)**

Continuing Education & Training Office  
4303 Diamond Head Road, Manono 115  
Honolulu, Hawaii 96816  
Website: <http://continuinged.kcc.hawaii.edu/>

Ph: 734-9211  
Fax: 734-9447

#### **Leeward Community College (LCC)**

Office of Continuing Education & Workforce Development  
96-045 Ala Ike Street, Room CE 101  
Pearl City, Hawaii 96782  
Website: <http://www.ocewd.org/>

Ph: 455-0477  
Fax: 453-6730

#### **University of Hawaii at Manoa Outreach College (UHMOUT)\***

2425 Campus Road  
Sinclair Library, Room 301  
Honolulu, Hawaii 96822  
Website: [www.outreach.hawaii.edu/](http://www.outreach.hawaii.edu/)

Ph: 956-8400  
Fax: 956-3752

\*If payment is by state purchase order, please call UHMOUT for instructions at 956-9249 or email a notice regarding this method of payment to [hagal@hawaii.edu](mailto:hagal@hawaii.edu).

# HAWAII

## COMPUTER COURSES

### HAWAII COMMUNITY COLLEGE

#### **MICROSOFT ACCESS INTRODUCTION**

This course is designed to introduce you to the fundamental features of a database. Topics include setting up a database, creating tables, forms, queries and reports, sorting and filtering data, formatting and viewing a datasheet, and printing database objects. (2 meetings)

**Recommended preparation:** *Basic Microsoft Windows knowledge*

(Textbook included)

COM1008-1	Apr. 01 & 03	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
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#### **MICROSOFT ACCESS INTERMEDIATE**

In this course you will further your knowledge on database management, saving your files, importing and exporting your files, linking files, formatting and customizing tables, report formatting and controls, single and multi-table queries, and action queries. (2 meetings)

**Recommended preparation:** *Microsoft Access Introduction class or have equivalent knowledge*

(Textbook included)

COM1009-1	Apr. 08 & 10	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
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#### **MICROSOFT ACCESS ADVANCED**

Completing this series, you will move ahead to learn Access' advanced features. In this course, you will learn table relationships, referential integrity of tables, creating and modifying a switchboard, adding controls and setting properties to forms and reports, using subforms, advanced form tasks, limiting user access to forms, creating check boxes and command buttons on forms, creating and using Pivot Chart and Tables. (1 meeting)

**Recommended preparation:** *Microsoft Access Intermediate class or have equivalent knowledge*

(Textbook included)

COM1010-1	Apr. 15	12:30p – 4:30p	\$85-HaCC	Ha HaCC Bldg. 380, rm. 39
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#### **MICROSOFT EXCEL INTRODUCTION**

This course is designed to introduce you to Excel spreadsheets. You will learn to create and manage data, modify columns and rows, use worksheet shortcuts, add borders and shading, and use Excel functions (sum, average, count). (2 meetings)

**Recommended preparation:** *Computer Basics class or have equivalent knowledge*

(Textbook included)

COM1005-1	Mar. 04 & 06	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1005-2	May 27 & 29	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39

#### **MICROSOFT EXCEL INTERMEDIATE**

In this course you will broaden your knowledge of Excel by learning to use templates, using more Excel functions (Financial, Logical, Date/Time, Vlookup, and Hlookup), inserting check box controls, creating charts, and linking related worksheets. (2 meetings)

**Recommended preparation:** *Microsoft Excel Introduction class or have equivalent knowledge*

(Textbook included)

COM1006-1	Mar. 11 & 13	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1006-2	Jun. 03 & 05	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39

#### **MICROSOFT EXCEL ADVANCED**

In this course you will learn to use Excel's advanced features. You will cover topics such as restricting cell entries, applying conditional formatting, creating custom templates, and creating pivot table and pivot chart reports. (1 meeting)

**Recommended preparation:** *Microsoft Excel Intermediate class or have equivalent knowledge*

(Textbook included)

COM1007-1	Mar. 18	12:30p – 4:30p	\$85-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1007-2	Jun. 06	12:30p – 4:30p	\$85-HaCC	Ha HaCC Bldg. 380, rm. 39

### **MICROSOFT WORD INTRODUCTION**

This course will introduce you to basic word processing skills using Microsoft Word. You will learn skills such as creating and editing a document, inserting dates and times, changing fonts, adding bullets, adjusting tab stops, and inserting section breaks. (2 meetings)

**Recommended preparation:** *Computer Basics class or have equivalent knowledge*

(Textbook included)

COM1002-1	Feb. 11 & 13	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1002-2	May 13 & 15	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39

### **MICROSOFT WORD INTERMEDIATE**

In this course you will learn additional editing and formatting techniques to create a table, set up multiple column documents, use styles and templates, set up an outline, and use mail merge features. If time permits, Word Internet features will be covered. (2 meetings)

**Recommended preparation:** *Microsoft Word Introduction class or have equivalent knowledge*

(Textbook included)

COM1003-1	Feb. 18 & 20	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1003-2	May 20 & 22	1:00p – 4:00p	\$95-HaCC	Ha HaCC Bldg. 380, rm. 39

### **MICROSOFT WORD ADVANCED**

In this course you will get an in-depth look at Word's advanced features. You will cover topics such as adding calculations to tables, working with charts and pictures, creating forms, and managing workgroup projects. (1 meeting)

**Recommended preparation:** *Microsoft Word Intermediate class or have equivalent knowledge*

(Textbook included)

COM1004-1	Feb. 25	12:30p – 4:30p	\$85-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1004-2	May 23	12:30p – 4:30p	\$85-HaCC	Ha HaCC Bldg. 380, rm. 39

# KAUAI

## COMPUTER COURSES

### KAUAI COMMUNITY COLLEGE

#### **EXCEL 2010 LEVEL 1**

This introductory level course will cover the different features of the interface, give a brief overview of all the tabs in the ribbon, teach users how to print, cover some simple scenarios, and cover the basics of formatting. By the end of this course, users should be comfortable with creating a new spreadsheet, working with basic formulae, making it look professional and presentable, and then saving and printing the spreadsheet. (4 meetings)

**Prerequisite:** *Be comfortable with the basics of using the keyboard, mouse, and Start menu of a Windows-based computer*

14S-PC850	Jan. 21, 23, 28 & 30	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a
14S-PC851	Mar. 10, 12, 17 & 19	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a

#### **EXCEL 2010 LEVEL 2**

This intermediate level course is intended to help everyday users of Excel become more proficient by expanding their knowledge of functions, formulas, and new Excel features. This course will cover advanced file management tasks, using functions and formulas to calculate information, and using tables in a worksheet. It will also cover how to use different reviewing and researching tools, work with text boxes, images, pictures, themes, and format images. Finally, it will cover how to use SmartArt, symbols, equations, and the very handy Sparklines feature. By the end of this course, users should be comfortable with taking their workbook to the next level of functionality by ensuring the accuracy of their information, and increasing the presentation value of their work. (4 meetings)

**Prerequisite:** *Completed Excel Level 1*

14S-PC860	Feb. 18, 20, 25 & 27	1:00p – 4:30p	\$120-KaCC	Ka KaCC OCET 104a
14S-PC865	Apr. 07, 09, 14 & 16	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a

#### **EXCEL 2010 LEVEL 3**

This advanced level course is intended to help regular users of Excel become even more proficient by expanding their knowledge of Excel's data analysis tools, consolidation tools, advanced functions, and PivotTables. This course will cover a variety of organizing tools and What-If analysis tools that will help Excel users get the most out of their data. In addition, two key advanced spreadsheet tools (PivotTables and PivotCharts) will be discussed at length. Following that, advanced concepts dealing with Excel functions, AutoFill lists, and consolidating and combining data, will also be covered. The new Slicer features and PowerPivot add-on, two important tools for working with PivotTables and PivotCharts, are covered as well. (4 meetings)

**Prerequisite:** *Completed Excel 2010 Level 2*

14S-PC870	May 12, 14, 19 & 21	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a
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#### **WINDOWS 7 LEVEL 1**

This introductory level course is designed to teach new and casual computer users Microsoft's latest operating system (OS) Windows 7. This course will be using Windows 7 Ultimate, the fully equipped version of the operating system that contains all the features offered by Microsoft. If you have used Vista in the past, you will find the interface of Windows 7 very familiar. If you are familiar with Windows XP or Vista, you will find Windows 7 very easy to pick up. And if you have never touched a computer before or haven't for several years, you will find that Windows 7 isn't hard to use, once you know where the major components are and how to use them from the keyboard and mouse! (3 meetings)

**Prerequisite:** *Students should have basic typing skills on a keyboard*

14S-PC100	Feb. 03, 05 & 07	8:30a – 12:00p	\$100-KaCC	Ka KaCC OCET 104a
14S-PC101	May 05, 07 & 09	8:30a – 12:00p	\$100-KaCC	Ka KaCC OCET 104a

## WINDOWS 7 LEVEL 2

In this intermediate level course we will expand on the concepts that were introduced in the introductory course by exploring how to customize Windows 7, taking an in-depth look at the more advanced programs and features of Windows 7, and learning how to manage files, folders, and libraries. And, we will discuss more of the advanced new features of Windows 7, review the Aero Desktop features, and introduce new keyboard shortcuts that can be performed with the Windows key. (3 meetings)

**Prerequisite:** *Completed Windows 7 Level 1*

14S-PC110	Jun. 16, 18 & 20	8:30a – 12:00p	\$100-KaCC	Ka KaCC OCET 104a
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## WORD 2010 LEVEL 1

This foundation level course is intended to help all novice computer users get up to speed quickly. This course will also help more experienced users who have little to no experience with Word 2010 and the ribbon interface. This course will cover different features of the interface, give a brief overview of all the tabs in the ribbon, show users how to print, and cover the basics of text formatting. By the end of this course, users should be comfortable with creating a new document, making it look professional and presentable, and saving and printing their document. (4 meetings)

**Prerequisite:** *Be comfortable with the basics of using the keyboard, mouse, and Start menu of a Windows-based computer*

14S-PC250	Feb. 04, 06, 11 & 13	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a
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14S-PC251	Apr. 01, 03, 08 & 10	1:00p – 4:30p	\$120-KaCC	Ka KaCC OCET 104a
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## WORD 2010 LEVEL 2

This intermediate level course is intended to help everyday computer users become more proficient with Word. The major topics in this course include how to manage documents on your computer, working with templates, headers, and footers, using the new Navigation Pane, and using the Mail Merge Wizard. By the end of this course, users should be comfortable with making more complex documents. (4 meetings)

**Prerequisite:** *Completed Word 2010 Level 1*

14S-PC260	Feb. 24, 26, Mar. 03 & 05	8:30a – 12:00p	\$120-KaCC	Ka KaCC OCET 104a
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14S-PC265	Apr. 29, May 01, 06 & 08	1:00p – 4:30p	\$120-KaCC	Ka KaCC OCET 104a
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## WORD 2010 LEVEL 3

This advanced level course is intended to help users who are already proficient with Word become more familiar with adding various types of objects to their documents. This course will cover pictures, shapes, text boxes, WordArt, SmartArt, Building Blocks, Quick Parts, tables, and charts. By the end of this course, users should be completely comfortable inserting and manipulating these objects. (4 meetings)

**Prerequisite:** *Completed Word 2010 Levels 1 & 2*

14S-PC270	May 27, 29, Jun. 03 & 05	1:00p – 4:00p	\$110-KaCC	Ka KaCC OCET 104a
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## HUMAN RESOURCES DEVELOPMENT

### FORKLIFT CERTIFICATION

Hawaii Occupational Safety & Health, along with the U.S. Dept. of Labor Occupational Safety and Health Administration, require that employers certify all their forklift operators in proper driving and safety precautions once every three years. Kauai Community College (KaCC) has established a 5.5 hour certification program that will fulfill this requirement. This is not a new operator training course. This course is designed for experienced forklift operators needing a certification update. Certification is for Class 1, 4, & 5 forklifts only. Participants must be at least eighteen years of age and must wear long pants and covered shoes when attending the class. Students must pass both the written and operator tests to receive certification. (1 meeting) Please contact the KaCC Office of Continuing Education and Training at 245-8318 for further details.

14S-FLC101	Jan. 31	8:00a – 1:30p	\$95-KaCC	Ka KaCC OCET 105
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14S-FLC102	Mar. 21	8:00a – 1:30p	\$95-KaCC	Ka KaCC OCET 105
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14S-FLC103	May 02	8:00a – 1:30p	\$95 KaCC	Ka KaCC OCET 105
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**BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES**

This course is an employee briefing for the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, testing procedures, consequences of violating prohibitions, what constitutes a refusal, etc. This is an informational program intended to educate BU1 employees who may be subject to the DAT Agreement. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

DATU1 0106      May 07      9:00a – 11:00a      \$0-HRD      Ka UPW Conf. Rm.

**BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS**

This course is for supervisors of employees in the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It is a mandatory 4 hour program for managers and supervisors tasked with making reasonable suspicion determinations. It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, alcohol and controlled substance test procedures, consequences of violating prohibitions, roles and responsibilities of the Substance Abuse Professional and Medical Review Officer, and other information under the State DAT program. Supervisors in this program have the following training requirements – mandatory attendance once every 4 years. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course.***

DATU1S 0062      May 06      12:30p – 4:30p      \$0-HRD      Ka UPW Conf. Rm.

**DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS – CDL, HGEA, BU10**

This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing Program (DAT) to meet requirements found in federal regulations, Collective Bargaining Unit Agreements, and Memorandum of Agreements for the commercial driver licensed (CDL), Hawaii Government Employees Association (HGEA), and bargaining unit ten (BU10) agreements only. This training program will inform supervisors of their responsibilities under the State DAT program. Supervisors designated to determine whether reasonable suspicion exists have the following training requirements – mandatory attendance once every 5 years. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***The bargaining unit one (BU1) testing requirements are covered in a separate course: BU1 non-CDL DAT for Supervisors (DATU1S).***

CDAT 0080      May 07      12:30p – 3:30p      \$0-HRD      Ka UPW Conf. Rm.

**WORKPLACE VIOLENCE TRAINING PROGRAM**

This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***This program is a combination of previous classes known by course codes EVIW and VIW.***

WVP 0084      May 06      9:00a – 11:00a      \$0-HRD      Ka UPW Conf. Rm.

# LANAI

## HUMAN RESOURCES DEVELOPMENT

### **BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES**

This course is an employee briefing for the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, testing procedures, consequences of violating prohibitions, what constitutes a refusal, etc. This is an informational program intended to educate BU1 employees who may be subject to the DAT Agreement. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

DATU1 0105      Apr. 15      1:00p – 3:00p      \$0-HRD      La Airport Conf. Rm.

### **WORKPLACE VIOLENCE TRAINING PROGRAM**

This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***This program is a combination of previous classes known by course codes EVIW and VIW.***

WVP 0081      Apr. 15      9:00a – 11:00a      \$0-HRD      La Airport Conf. Rm.



# MAUI

## HUMAN RESOURCES DEVELOPMENT

### **AMERICAN HEART ASSOCIATION CPR, AED & FIRST AID FOR ADULT, CHILD AND INFANT**

This course is designed to teach you how to provide emergency action measures for heart attacks, strokes, seizures, diabetic emergencies, breathing problems, shock, various injuries and cardiac arrest. Include materials. (1 meeting)

**Requirements:** Students must be able to physically perform CPR and First Aid Actions.

MUENR0014      Feb. 11      8:30a – 5:00p      \$109-UHMC      Ma UHMC Lailima 225

## MANAGEMENT AND SUPERVISORY DEVELOPMENT

### **PROJECT MANAGEMENT SOLUTIONS** *(New Class)*

#### ***A FranklinCovey Program***

Does your organization struggle with managing and completing projects on time, on budget, and on target? In this course, you will learn the skills and processes to effectively manage and complete projects of all sizes. Fee includes \$130 manual. (2 meetings)

BUS6301      Jan. 16 & 17      8:30a – 4:30p      \$210-UHMC      Ma UHMC Lailima 225

### **THE 7 HABITS FOR MANAGERS: MANAGING YOURSELF, LEADING OTHERS, UNLEASHING POTENTIAL**

#### ***A FranklinCovey Program***

This two-day workshop will provide insights and tools from Stephen R. Covey's *The 7 Habits of Highly Effective People* – the most influential business book of our time. Designed for current and future supervisors, managers and leaders, you will learn to leverage hidden resources and unleash your untapped potential to achieve organizational goals. Fee includes materials. (2 meetings)

BUS6300      Mar. 11 & 12      8:30a – 4:30p      \$298-UHMC      Ma UHMC Lailima 225

### **TEAM BUILDING**

This experiential teambuilding workshop features a series of activities designed to improve group dynamics, build trust, and facilitate communication and teamwork. You will gain astonishingly beneficial insights in this uncommonly enjoyable workshop. (1 meeting)

BUS6303      Feb. 25      8:30a – 4:30p      \$150-UHMC      Ma UHMC Lailima 225

### **WHAT'S YOUR STYLE? UNDERSTANDING THE DISC WORK STYLE ASSESSMENT**

Individual behavior styles directly impact our interpersonal relationships at home and at the workplace and communication skills can make or break a career. The DiSC behavioral assessment tool helps people understand "Why they do what they do." If you'd like to improve your communication skills to become a more effective manager, then this is the course for you. (1 meeting)

BUS6302      Mar. 06      1:00p – 4:00p      \$99-UHMC      Ma UHMC Lailima 225

# OAHU

## CENTER FOR ALTERNATIVE DISPUTE RESOLUTION (CADR) CLASSES

The Judiciary's Center for Alternative Dispute Resolution (CADR) Training Schedule is listed below. Departmental Personnel Offices (DPOs) seeking to register their employees should go on-line by visiting the CADR website at <http://www.courts.state.hi.us/cadr>, click on Training, then On-Line Registration. All classes are held in Aliiolani Hale, room 101, 1<sup>st</sup> floor, 417 S. King Street, Honolulu.

The CADR training classes listed below are open to state and county employees. **There is no fee to participate, however pre-registration is required.** Please call the Center at 39-4237 for additional class information, questions about registering, or requests for reasonable accommodations due to disability. You may e-mail the Center at [CADR@courts.hawaii.gov](mailto:CADR@courts.hawaii.gov).

### **CADR 1.0: WORKING IT OUT: SKILLS FOR DISPUTE RESOLUTION**

This half-day class is designed to provide an introduction to basic dispute resolution skills, focusing on verbal and non-verbal components of messages, listening skills, understanding positions and interests, and effective use of questions. (1 meeting)

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

Feb. 04	8:15a – 12:00p	\$0-CADR	Oa Aliiolani Hale, rm. 101
Apr. 24	8:15a – 12:00p	\$0-CADR	Oa Aliiolani Hale, rm. 101

### **CADR 2.0: NEGOTIATION SKILLS**

This half-day class is designed to help trainees develop the skills needed to negotiate agreements successfully. Trainees will participate in simulated negotiations and learn to present and respond to offers and counter-offers and use consultative negotiating tactics and techniques. While not designed to train participants to be professional negotiators, this class will provide trainees with an opportunity to learn about some of the skills professional negotiators use. (1 meeting)

**Prerequisite:** *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution*

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

May 20	8:15a – 4:15p	\$0-CADR	Oa Aliiolani Hale, rm. 101
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### **CADR 3.0: MEDIATION SKILLS**

This half-day class presents the lessons mediators have learned and provides an interactive setting to learn new skills. While not designed to train participants to be professional mediators, this class offers trainees with an opportunity to learn about some of the skills professional mediators use. (1 meeting)

**Prerequisite:** *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution*

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

May 22	8:15a – 12:00p	\$0-CADR	Oa Aliiolani Hale, rm. 101
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### **CADR 5.0: HANDLING DIFFICULT SITUATIONS IN THE WORKPLACE**

This half-day class is designed to help develop the interpersonal and communications skills needed to deal confidently with difficult interactions that arise occasionally in the workplace. The emphasis of this class is on sharpening listening skills, gathering information under challenging circumstances to identify problems, defusing anger and building rapport, and maintaining professionalism in stressful situations. The class focuses on just a few behaviors and is not intended to address persistent or habitual problems. (1 meeting)

**Prerequisite:** *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution*

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

Feb. 18	8:15a – 12:00p	\$0-CADR	Oa Aliiolani Hale, rm. 101
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### **CADR 5.1: MORE HANDLING DIFFICULT SITUATIONS IN THE WORKPLACE**

This half-day class examines inappropriate behavior in the workplace which could leave one feeling “bullied”, and may result in absenteeism, lower productivity, high turnover, poor morale, and even workplace violence. The class will review some of the ways inappropriate behaviors are displayed in the workplace, actions one can take in difficult situations, and ways to stop the problem behaviors. This interactive class will include skill-building information and exercises.

(1 meeting)

**Prerequisites:** *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution and CADR 5.0: Handling Difficult Situations in the Workplace*

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

Mar. 13

8:15a – 12:00p

\$0-CADR

Oa Aliiolani Hale, rm. 101

### **CADR 7.0: NEUTRAL LANGUAGE**

This half-day class builds on the skills developed in previous classes. Participants will complete self-assessments to understand judgmental response patterns, review the components of neutral language, learn to translate judgmental statements to descriptive ones, and practice providing effective feedback. (1 meeting)

**Prerequisite:** *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution, Completion of CADR 3.0: Mediation Skills, Completion of CADR 5.0: Handling Difficult Situations in the Workplace, and Completion of CADR 5.1: More Handling Difficult Situations in the Workplace*

A class manual will be e-mailed to you prior to the class. Please print and bring it to class.

**NOTE: This room can be quite cold, so please bring a sweater.**

Jun. 17

8:15a – 12:00p

\$0-CADR

Oa Aliiolani Hale, rm. 101

## **COMPUTER COURSES**

### **KAPIOLANI COMMUNITY COLLEGE**

#### **INTRODUCTION TO MICROSOFT ACCESS 2010**

Access 2010 is a relational database management application that is used to create and analyze a database. Access provides the tools to create and customize tables of information, enter, edit, and retrieve data, as well as create useful reports and user friendly forms. In addition, Access has the ability to quickly add, delete, and locate specific records of information. Course topics will include Creating a Database, Modifying and Filtering a Table, and Creating Forms and Reports. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Windows 7

142CPST5A

Jun. 17 & 19

8:00a – 12:00p

\$130 by Jun. 10/After \$145

Oa KCC Mamane 104

#### **INTERMEDIATE ACCESS 2010**

Participants will extend their knowledge into some of the more specialized capabilities of Access 2010 by learning how to use complex query techniques and create efficient forms and reports. Specifically, they will learn to write advanced queries, investigate report basics, link tables to external data sources, import data, analyze tables, and improve table structure. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Access

142CPST11A

Jun. 24 & 26

8:00a – 12:00p

\$130 by Jun. 17/After \$145

Oa KCC Mamane 104

#### **INTRODUCTION TO MICROSOFT EXCEL 2010**

Excel 2010 includes many features that can help you to create a well-designed worksheet with accurate results. This new edition of Microsoft's popular spreadsheet program provides many new visual enhancement capabilities such as varied text styles, colors, and graphics as well as exciting new themes and charts. Course participants will learn to create and edit a worksheet, chart worksheet data, and manage and analyze a workbook. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Windows

142CPST3A

May 13 & 15

8:00a – 12:00p

\$130 by May 06/After \$145

Oa KCC Manono 104

### **INTERMEDIATE EXCEL 2010**

This class will discuss formatting a worksheet by adding and removing rows, columns, and cells, adjusting row height and column width, hiding rows and columns, changing cell borders, adding a background, changing alignment and orientation, transferring formatting, formatting automatically and conditionally, arranging and organizing worksheets, locking rows and columns, and splitting a worksheet. It will also discuss using formulas and functions by changing cell references in formulas, using cell reference operators, naming a cell, going to a named cell, and adding numbers in columns or rows quickly. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Excel

142CPST7A      Jun. 03 & 05      8:00a – 12:00p      \$130 by May 27/After\$145      Oa KCC Mamane 104

### **INTERMEDIATE MICROSOFT POWERPOINT 2010**

Aside from adding charts and diagrams, tables, rows and columns, you will also learn to include multimedia such as: adding a sound, a music CD, a movie, and a voice-over narration to your slide presentation. In addition, you will create more engaging slides when you use special effects like slide transitions, custom animation, sound effects to custom animations, and adding an action button. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Windows 7

142CPST12A      May 27 & 29      8:00a – 12:00p      \$130 by May 20/After \$145      Oa KCC Mamane 104

### **INTERMEDIATE WORD 2010**

In this class, you will learn to create an outline, a cover page, a table of contents, a bibliography, and add footnotes, captions, graphics, tables, headers, footers, and page numbers. You will also create a form, prepare a document for distribution, and use the Track Changes feature for comments. Lastly, you will use the Mail Merge feature to create form letters, labels, and envelopes. (2 meetings)

**Prerequisite:** Must be comfortable using Microsoft Word

142CPST9A      May 06 & 08      8:00a – 12:00p      \$130 by Apr. 29/After \$145      Oa KCC Mamane 104

## **LEEWARD COMMUNITY COLLEGE**

### **ADOBE ACROBAT XI *(New Class)***

This introductory course will provide participants with a foundation of the many uses of Adobe Acrobat and PDFs. This course will focus on how to convert existing forms into a fillable PDF. Participants will learn the basic functions and tools and explore the various office related uses of the software. (2 meetings)

COM5150      Mar. 21 & 28      9:00a – 4:30p      \$190-LCC      Oa LCC CE201

### **MICROSOFT ACCESS 2010, INTRODUCTION**

This course is ideal for first-time Access users or novices wanting to learn the basic mechanics of creating and building a database. The course will provide participants with a foundational knowledge of maintaining an existing database. The program will introduce the uses and functionality of tables, queries, and reports. (2 meetings)

COM5140      Apr. 04 & 11      9:00a – 4:30p      \$190-LCC      Oa LCC CE201

### **MICROSOFT ACCESS 2010, INTERMEDIATE**

Students who have completed the Access introductory level will be prepared for this course. This course will prepare participants to be able to design and modify a database using Design View. Participants will be able to create and customize input forms, create and modify reports, and use advanced query functions and techniques.

COM5141      Apr. 25 & May 02      9:00a – 4:30p      \$190-LCC      Oa LCC CE201

### **MICROSOFT EXCEL 2010, INTRODUCTION**

This course is ideal for first-time Excel users or novices wanting to learn useful Excel features. Students will learn to manage office or home information such as rosters, lists, inventories, or basic budgets. The course begins with the fundamentals of entering data, formatting numbers or text entries, creating worksheets, managing columns and rows, moving cells, using auto fills, copying data, cutting, pasting, and selecting ranges. The course culminates in introducing formulas, functions, and creating charts and graphs. (2 meetings)

COM5120      Feb. 07 & 14      9:00a – 4:30p      \$190-LCC      Oa LCC CE201

COM5120      Jun 06 & 13      9:00a – 4:30p      \$190-LCC      Oa LCC CE201

### **MICROSOFT EXCEL 2010, INTERMEDIATE**

Students who have completed the Excel introductory level will be well prepared for this course. Instruction will begin with a review of formulas and continue with financial formulas, VLookup, IF functions, and introduce pivot tables. Students will also learn to manage large worksheets and manage multiple sheet workbooks. (2 meetings)

COM5121	Feb. 21 & 28	9:00a – 4:30p	\$190-LCC	Oa LCC CE201
COM5121	Jun 20 & 27	9:00a – 4:30p	\$190-LCC	Oa LCC CE201

### **MICROSOFT POWERPOINT 2010**

Ever want to make a “splashy” presentation or creative flyer? This introductory course will give first-timers enough skills to feel confident with PowerPoint and provide a great start. The course begins with navigating the PowerPoint ribbon, then moves on to selecting themes and templates, creating slides, adding bullets, selecting layouts, copying objects, editing slides, formatting text, adding sounds, transitions, clipart, and delivering the slideshow, including printing handouts. (2 meetings)

COM5130	Mar. 07 & 14	9:00a – 4:30p	\$190-LCC	Oa LCC CE201
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### **MICROSOFT WORD 2010, INTRODUCTION**

First-time computer users and refresher students will benefit from this course. Students will build solid foundations using Microsoft Word 2010 by creating and editing documents using special features, all through practice with realistic projects. Students will work with paragraphs, set tabs, create and compose letters, use copy, paste, autocorrect, adjust page margins, work with pagebreaks, use format features including bullets, line breaks, shading, and borders. Capstone lesson will be mail merging. (2 meetings)

COM5110	Jan. 10 & 17	9:00a – 4:30p	\$190-LCC	Oa LCC CE201
COM5110	May 09 & 15	9:00a – 4:30p	\$190-LCC	Oa LCC CE201

### **MICROSOFT WORD 2010, INTERMEDIATE**

This class builds on the foundation course and is ideal for students interested in creating manuals, fliers, or office documents. The course reviews mail merging, form letters, templates, inserting objects and images, printing envelopes, watermarks, background fills, inserting charts, document review, and more. Students will also learn how to create and manage tables and data, including splitting and merging cells, managing margins, and using the split bar. Real-world, project based learning will serve as the instructional model. (2 meetings)

COM5111	Jan. 24 & 31	9:00a – 4:30p	\$190-LCC	Oa LCC CE201
COM5111	May 23 & 30	9:00a – 4:30p	\$190-LCC	Oa LCC CE201

## **HUMAN RESOURCES DEVELOPMENT**

### **BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES**

This course is an employee briefing for the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, testing procedures, consequences of violating prohibitions, what constitutes a refusal, etc. This is an informational program intended to educate BU1 employees who may be subject to the DAT Agreement. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

DATU1 0104	Feb. 25	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
DATU1 0107	May 15	9:00a – 11:00a	\$0-HRD	Oa Aloha Stad. Hospitality rm.

## **BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS**

This course is for supervisors of employees in the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It is a mandatory 4 hour program for managers and supervisors tasked with making reasonable suspicion determinations. It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, alcohol and controlled substance test procedures, consequences of violating prohibitions, roles and responsibilities of the Substance Abuse Professional and Medical Review Officer, and other information under the State DAT program.

Supervisors in this program have the following training requirements – mandatory attendance once every 4 years.

(1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course.***

DATU1S 0060	Feb. 11	8:30a – 12:30p	\$0-HRD	Oa SOT, rm. 204
DATU1S 0061	Apr. 29	8:30a – 12:30p	\$0-HRD	Oa Aloha Stad. Hospitality rm.

## **DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS – CDL, HGEA, BU10**

This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing Program (DAT) to meet requirements found in federal regulations, Collective Bargaining Unit Agreements, and Memorandum of Agreements for the commercial driver licensed (CDL), Hawaii Government Employees Association (HGEA), and bargaining unit ten (BU10) agreements only. This training program will inform supervisors of their responsibilities under the State DAT program. Supervisors designated to determine whether reasonable suspicion exists have the following training requirements – mandatory attendance once every 5 years. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

***The bargaining unit one (BU1) testing requirements are covered in a separate course: BU1 non-CDL DAT for Supervisors (DATU1S).***

CDAT 0078	Jan. 30	8:30a – 11:30a	\$0-HRD	Oa SOT, rm. 204
CDAT 0079	Mar. 18	8:30a – 11:30a	\$0-HRD	Oa Aloha Stad. Hospitality rm.
CDAT 0081	Jun. 26	8:30a – 11:30a	\$0-HRD	Oa SOT, rm. 204

## **ERGOSAFE: APPLIED ERGONOMICS FOR A SAFE WORKPLACE**

Accident statistics indicate that a high number of work related musculoskeletal injuries to the hands, wrists, arms, shoulders, neck, and back are due to improper body mechanics, poor posture, or repetitive motion. Most of these injuries are preventable by using ergonomic principles. This workshop focuses on how to identify ergonomic hazards and how to control conditions by applying the proper ergonomic techniques and making workstation modifications in order to prevent injuries. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

ERGS 0009	Feb. 20	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
ERGS 0010	Feb. 20	1:00p – 3:00p	\$0-HRD	Oa SOT, rm. 204
ERGS 0011	Apr. 03	9:00a – 11:00a	\$0-HRD	Oa Aloha Stad. Hospitality rm.
ERGS 0012	Apr. 03	1:00p – 3:00p	\$0-HRD	Oa Aloha Stad. Hospitality rm.
ERGS 0013	Jun. 17	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
ERGS 0014	Jun. 17	1:00p – 3:00p	\$0-HRD	Oa SOT, rm. 204

## **EXAMINATION AND SCREENING FOR PERSONNEL OFFICERS AND STAFF**

This is an in depth, interactive session targeted to Departmental Personnel Offices (DPOs) and professional personnel staff. Emphasis will be on the laws, rules, and regulations concerning the merit principle and the civil service hiring process, understanding and applying the class specifications (including the minimum qualification requirements), basic principles and practices of examination and screening of applications, construction of an examination plan, and the establishment to the list of eligibles for referral to the hiring agency. Also covered will be the roles and responsibilities of the departmental personnel staff, program managers and supervisors within the overall examination process, relative to Employee Staffing Division (ESD). (1 meeting) Scheduling shall be done by DPOs or their designee upon request by contacting ESD at 587-0999.

***Target Audience: DPOs and professional personnel staff***

EXSCR 0002	May 16	8:00a – 12:00p	\$0-HRD	Oa SOT ESD Multi-Purp. rm.
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## FORKLIFT RECERTIFICATION

Hawaii Occupational Safety & Health in conjunction with OSHA, established certification requirements for forklift operators. Regulations require employers to provide the training. Leeward Community College has established a certification training that meets industry standards. Participants must wear long pants and covered shoes. This course will recertify participants with prior experience on a forklift. Certification is for Class 1, 4 & 5 vehicles only. (1 meeting)

TRAN5120	Jan. 15	8:00a – 3:00p	\$135-LCC	Oa LCC CE303
TRAN5120	Feb. 12	8:00a – 3:00p	\$135-LCC	Oa LCC CE303
TRAN5120	Mar. 12	8:00a – 3:00p	\$135-LCC	Oa LCC CE303
TRAN5120	Apr. 16	8:00a – 3:00p	\$135-LCC	Oa LCC CE303
TRAN5120	May 14	8:00a – 3:00p	\$135-LCC	Oa LCC CE303
TRAN5120	Jun. 11	8:00a – 3:00p	\$135-LCC	Oa LCC CE303

## HEARTSAVER FIRST AID WITH CPR AND AED

This Heartsaver course teaches you the skills to recognize and provide care to treat emergencies until healthcare personnel arrive. You will practice health and safety solutions for adult first aid, environmental emergencies, adult/child CPR with mask, and adult/child CPR AED (American Heart Association). (1 meeting)

HLTH5000	Jan. 24	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement
HLTH5000	Feb. 24	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement
HLTH5000	Mar. 28	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement
HLTH5000	Apr. 28	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement
HLTH5000	May 30	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement
HLTH5000	Jun. 23	8:30a – 4:30p	\$85-LCC	Oa LCC DA Basement

## INTERVIEW AND SELECTION FOR SUPERVISORS

*Registration priority will be given to Department of Health (DOH) supervisors and agencies without Equal Employment Opportunity assigned personnel*

This course reviews state and federal requirements using the “unlawful questions” as the basis for a briefing on EEO issues in the hiring process. This is an introduction which uses case examples and department policies. (1 meeting)

Please direct content questions to instructor Gerald Ohta, DOH Affirmative Action Officer, at 586-4614 or

[gerald.ohata@doh.hawaii.gov](mailto:gerald.ohata@doh.hawaii.gov).

**Target Audience: Managers and Supervisors**

INTS 0009	Feb. 19	8:30a – 10:00a	\$0-HRD	Oa SOT rm. 1403
INTS 0010	Mar. 19	8:30a – 10:00a	\$0-HRD	Oa SOT rm. 1403
INTS 0011	Apr. 09	8:30a – 10:00a	\$0-HRD	Oa SOT rm. 1403

## PERFORMANCE APPRAISAL SYSTEM

This class provides an introductory overview to the State’s Performance Appraisal System (PAS). Topics include the three phases of the PAS rating cycle, completing the PAS forms, using the Supervisor’s Discussion Notes, and addressing substandard performance using the PAS. Note: Participants must bring the “PAS Manual for Supervisors” with them to class. The manual is available at the Department of Human Resources Development’s website:

<http://hawaii.gov/hrd/main/lro/PerfMgmt/>. (1 meeting) Scheduling shall be done by Departmental Personnel Officers or their designee upon request by contacting Eric Nitta at 587-3156 or [eric.m.nitta@hawaii.gov](mailto:eric.m.nitta@hawaii.gov).

**Target Audience: New supervisors who have not had any formal training on the State’s PAS.**

Class arranged upon request \$0-HRD Oa Location: TBD

## PRE-RETIREMENT SEMINAR – CONTRIBUTORY PLAN

This seminar provides a generalized review of the current Contributory Plan. Various speakers will present program information on topics such as the employee retirement system plan, deferred compensation, health care, and social security. The purpose of this seminar **is not to provide specific financial planning advice** but to provide an informational review of the various programs and benefits that are involved in the typical retirement process. (1 meeting)

Please direct content questions to Carol Maeda at 587-1050 or [carol.y.maeda@hawaii.gov](mailto:carol.y.maeda@hawaii.gov).

**Target Audience: Contributory Plan members who are retirement eligible and planning to retire in the near future. Contributory Plan members are defined as those who elected to remain in the Contributory Plan.**

PRSC 0024	May 21*	8:00a – 4:00p	\$0-HRD	Oa StCap Aud
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\* Contributory and noncontributory sessions will be held concurrently on this day.

### PRE-RETIREMENT SEMINAR – HYBRID PLAN

This seminar provides a generalized review of the current Hybrid Plan. Various speakers will present program information on topics such as the employee retirement system plan, deferred compensation, health care, and social security. The purpose of this seminar **is not to provide specific financial planning advice** but to provide an informational review of the various programs and benefits that are involved in the typical retirement process. (1 meeting) Please direct content questions to Carol Maeda at 587-1050 or [carol.y.maeda@hawaii.gov](mailto:carol.y.maeda@hawaii.gov).

**Target Audience:** *Hybrid Plan members who are retirement eligible and planning to retire in the near future.*

**Hybrid Plan members are defined as those who transferred from either the Contributory Plan or Noncontributory Plan into the Hybrid Plan.**

PRSH 0024

May 22

8:00a – 4:00p

\$0-HRD

Oa StCap Aud

### PRE-RETIREMENT SEMINAR – NONCONTRIBUTORY PLAN

This seminar provides a generalized review of the current Noncontributory Plan. Various speakers will present program information on topics such as the employee retirement system plan, deferred compensation, health care, and social security. The purpose of this seminar **is not to provide specific financial planning advice** but rather provide an informational review of the various programs and benefits that are involved in the typical retirement process. (1 meeting) Please direct content questions to Carol Maeda at 587-1050 or [carol.y.maeda@hawaii.gov](mailto:carol.y.maeda@hawaii.gov).

**Target Audience:** *Noncontributory Plan members who are retirement eligible and planning to retire in the near future. Noncontributory Plan members are defined as those who elected to remain in the Noncontributory Plan.*

PRSN 0024

May 21\*

8:00a – 4:00p

\$0-HRD

Oa StCap Aud

\* Contributory and Noncontributory sessions will be held concurrently on this day.

### POSITION ACTION PROCESSING

This course provides an overview of such functions as civil service and exempt position action processing, the legal authority for actions and delegated vs. non-delegated actions. It also provides detailed hands-on instruction regarding the preparation of the HRD-1 and other documents and the entering of transactions into the Human Resources Management System for various types of position actions. (1 meeting) Scheduling shall be done by Departmental Personnel Officers or their designee upon request by contacting Lisa Hodges at 587-1024 or [lisa.m.hodges@hawaii.gov](mailto:lisa.m.hodges@hawaii.gov).

**Target Audience:** *Personnel Clerks/Technicians who are responsible for position action processing and who have a basic understanding of position action terminology and documents.*

POSAPQ class arranged upon request

\$0-HRD

Oa Location: TBD

### POSITION CLASSIFICATION ON-THE-JOB TRAINING

A departmental line classifier works one-on-one with a Department of Human Resources Development classifier on their department's classification requests and receives guidance and feedback on fact-finding and analysis, interpretation of class specifications, and preparation of classifier's reports. (1 meeting) Scheduling shall be done by Departmental Personnel Officers or their designee upon request by contacting Lisa Hodges at 587-1024 or [lisa.m.hodges@hawaii.gov](mailto:lisa.m.hodges@hawaii.gov).

**Target Audience:** *Personnel Management Specialists who are responsible for position classification.*

PCJOBQ class arranged upon request

\$0-HRD

Oa Location: TBD

### POSITION CLASSIFICATION OVERVIEW

This course provides an overview of the civil service position classification process (including legal authorities, terminology, minimum qualification requirements and selective certification requirements, bargaining units, effective dates, administrative reviews and appeals, and civil service exemptions). (1 meeting) Scheduling shall be done by Departmental Personnel Officers or their designee upon request by contacting Lisa Hodges at 587-1024 or [lisa.m.hodges@hawaii.gov](mailto:lisa.m.hodges@hawaii.gov).

**Target Audience:** *Personnel Management Specialists who are responsible for position classification.*

PCOQ class arranged upon request

\$0-HRD

Oa Location: TBD



## REASONABLE ACCOMMODATIONS FOR SUPERVISORS

*Registration priority will be given to Department of Health (DOH) supervisors and agencies without Equal Employment Opportunity assigned personnel*

This course covers the four areas of employment nondiscrimination that provide for reasonable accommodation – disability, pregnancy and related conditions, religious practices and beliefs, and domestic and sexual violence victims. It will examine similarities and differences. (1 meeting) Please direct content questions to instructor Gerald Ohta, DOH Affirmative Action Officer, at 586-4614 or [gerald.ohata@doh.hawaii.gov](mailto:gerald.ohata@doh.hawaii.gov).

**Target Audience: Managers and Supervisors**

RAS 0009	Feb. 19	10:30a – 12:00p	\$0-HRD	Oa SOT rm. 1403
RAS 0010	Mar. 19	10:30a – 12:00p	\$0-HRD	Oa SOT rm. 1403
RAS 0011	Apr. 09	10:30a – 12:00p	\$0-HRD	Oa SOT rm. 1403

## RECRUITMENT

This course provides an overview on how to fill vacancies, the types of recruitments available, and strategies used to enhance recruitment efforts for hard-to-fill vacancies. (1 meeting) Please direct content questions to Employee Staffing Division at 587-0999.

**Target Audience: Managers and Supervisors**

REC 0003	Feb. 18	9:00a – 11:00a	\$0-HRD	Oa SOT ESD Multi-Purp. rm.
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## SELECTION INTERVIEW

This course provides personnel and managerial/supervisory staff with an overview of the selection process. Participants will learn how to develop an effective selection instrument that can be defended, if challenged, that will assist them in finding the best person for the job. Other topics to be covered include how to conduct an effective selection interview, background/reference check, and probationary period. (1 meeting) Please direct content questions to Employee Staffing Division at 587-0999.

**Target Audience: Managers and Supervisors**

SELIN 0003	Jan. 24	9:00a – 12:00p	\$0-HRD	Oa SOT rm. 1403
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## SUITABILITY INVESTIGATION TRAINING

This course provides an overview of the suitability process and the responsibilities of Departmental Personnel Offices (DPOs) and the Department of Human Resources Development. (1 meeting)

- A. Purpose and Types of Suitability Investigations
- B. Types of Suitability Investigations:
  - 1. Criminal
  - 2. Employment
- C. How to Conduct a Suitability Investigation
- D. Do's and Don'ts of a Suitability Investigation
- E. Suitable and Unsuitable Determinations

**Target Audience: DPOs and staff** *Note: This class has been temporarily suspended until further notice. However, should you require assistance on this subject, please contact the Employee Staffing Division at 587-0999.*

## TYPES OF APPOINTMENTS

This course provides personnel and managerial/supervisory staff with an overview of the different types of appointments and how it affects the incumbent of the position. (1 meeting) Please direct content questions to Employee Staffing Division at 587-0999.

**Target Audience: Managers and Supervisors**

APPT 0003	Feb. 18	8:00a – 9:00a	\$0-HRD	Oa SOT ESD Multi-Purp. rm.
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## UNLAWFUL HARASSMENT IN EMPLOYMENT

*Registration priority will be given to Department of Health (DOH) supervisors and agencies without Equal Employment Opportunity assigned personnel*

This course will include an overview of employment non-discrimination rights and responsibilities and examines unlawful harassment issues using case studies and DOH policies. (1 meeting) Scheduling shall be done by Departmental Personnel Officers or their designee upon request by contacting Gerald Ohta, DOH Affirmative Action Officer at 586-4614 or [gerald.ohata@doh.hawaii.gov](mailto:gerald.ohata@doh.hawaii.gov).

**Target Audience: Managers and Supervisors**

UHE class arranged upon request		\$0-HRD	Oa Location: TBD
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## WORKERS' COMPENSATION 101

This course surveys the basics of the Hawaii Workers' Compensation Law, Chapter 386, HRS; including covered injuries and illnesses; medical and rehabilitation benefits; income and indemnity benefits; injury/illness reporting and claims forms; and the hearings and appeals process for contested claims or issues. (1 meeting) Scheduling shall be done by Departmental Personnel Officers (DPOs) or their designee upon request by contacting Florencio C. Baguio, Jr., Employee Claims Division Chief at 587-0900 or [florencio.c.baguioJr@hawaii.gov](mailto:florencio.c.baguioJr@hawaii.gov).

**Target Audience:** DPOs and staff

WC101Q class arranged upon request

\$0-HRD

Oa Location: TBD

## WORKPLACE VIOLENCE TRAINING PROGRAM

This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or [lily.b.chu@hawaii.gov](mailto:lily.b.chu@hawaii.gov).

**This program is a combination of previous classes known by course codes EVIW and VIW.**

WVP 0077	Jan. 14	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
WVP 0078	Jan. 14	1:00p – 3:00p	\$0-HRD	Oa SOT, rm. 204
WVP 0079	Mar. 04	9:00a – 11:00a	\$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0080	Mar. 04	1:00p – 3:00p	\$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0082	Apr. 24	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
WVP 0083	Apr. 24	1:00p – 3:00p	\$0-HRD	Oa SOT, rm. 204
WVP 0085	May 20	9:00a – 11:00a	\$0-HRD	Oa SOT, rm. 204
WVP 0086	May 20	1:00p – 3:00p	\$0-HRD	Oa SOT, rm. 204

## INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

### ADVANCED BUSINESS WRITING

Everyone at work is required to convey ideas, events, and transactions on paper, rapidly and concisely. In this action-oriented workshop, you will learn to develop and polish your letters. Instruction emphasizes formula writing, psychology, and style. (2 meetings)

**Recommended Prerequisite:** Review of English Grammar

141BMST140A      Mar. 17 & 19      8:00a – 12:00p      \$80 by Mar. 10/After \$88      Oa KCC Mamane 104

### ADVANCED GRAMMAR

This seminar is for writers who know basic grammar. It will review how to use verb tenses, different kinds of verbs, adjectives and adverbs, verbals, noun complements and pronouns correctly. It will also cover how to recognize and use different phrases such as prepositional phrases, infinitive phrases, participial phrases, absolute phrases, and gerund phrases in your writing. (2 meetings)

**Recommended Prerequisite:** Review of English Grammar

141BMST121A      Mar. 10 & 12      8:00a – 12:00p      \$80 by Mar. 03/After \$88      Oa KCC Mamane 104

### REVIEW OF ENGLISH GRAMMAR

Business writers in Hawaii share unique writing problems. Many of these problems can be easily corrected by better understanding certain concepts of English grammar. In this seminar, employees will explore these problems, refresh their memories as to the grammar rules that the problems violate, and test their understanding of the concepts in business-oriented sentences. Learn simple techniques for eliminating grammatical errors. (2 meetings)

141BMST120A      Mar. 03 & 05      8:00a - 12:00p      \$80 by Feb. 24/After \$88      Oa KCC Mamane 104

## TIME MANAGEMENT

Handling multiple priorities with effectiveness and ease is challenging. We all need support to be our best. This workshop provides the information, tools and support for you to manage your energy, time, and workload to your optimal abilities. Proven management strategies are given to ensure improved planning and productivity covering these topics: values clarification, setting priorities and goals, planning smart, eliminating time wasters, office organization tips, and stress management in order to multi-task with ease. (2 meetings)

142BMST211A May 12 & 14 8:00a – 12:00p \$80 by May 05/After \$88 Oa KCC Mamane 104

## WRITING MEMOS & E-MAIL MESSAGES THAT WORK

Since memoranda and e-mail are your most common form of written communication with superiors, subordinates, and employees in other locations, they must communicate effectively to save time and problems. In this seminar, we will concentrate on the various uses and misuses of these forms of communication and learn how to create memos and e-mail documents that are concise, easy to read, friendly, and easy to understand. (2 meetings)

**Recommended Prerequisite:** Review of English Grammar

141BMST147A Mar. 31 & Apr. 02 8:00a – 12:00p \$80 by Mar. 24/After \$88 Oa KCC Mamane 104

# MANAGEMENT AND SUPERVISORY DEVELOPMENT

## THE ART OF LEADERSHIP CERTIFICATE PROGRAM

The Art of Leadership Certificate Program, sponsored by the University of Hawaii at Manoa Outreach College(UHMOUT), is based on curriculum developed by corporate training leader Achieve Global (formerly Zenger Miller, Kaset International, and Learning International). Taught by local instructors, the curriculum has served the needs of many Fortune 500 companies, as well as local corporate clients Bank of Hawaii, First Hawaiian Bank, First Insurance, Hawaiian Electric Company, HMSA, Kaiser, and Outrigger Hotels, to name a few.

For more information, including registration deadlines, the certificate application form, attendance requirements, or other questions, contact Paulette Feeney at 956-2037, or by email: [pfeeney@hawaii.edu](mailto:pfeeney@hawaii.edu). If you are registering/paying via state purchase order, please contact Lance Haga at 956-9249 or by email: [hagal@hawaii.edu](mailto:hagal@hawaii.edu),

Program consists of 10 modules, scheduled as 2 sessions per day, with morning sessions from 8:00a – 12:00p and afternoon sessions from 1:00p – 5:00p. Upon completion of the program's 10 session coursework, including demonstration of competency through in-class activities and submission of a short application, students will earn the **Art of Leadership Certificate**. You may choose to register for the entire 10 module program at once for a discounted fee of \$950 or choose to register to attend any of the modules on an individual basis as desired. **The registration deadline to enroll for the complete 10-module program at the discounted fee is Jan. 24, 2014** (course code 12950 – The Art of Leadership Certificate Program). An attendance certificate will be issued to students upon the completion of each training module. Lunch is on your own or may be purchased on campus. The complete program price includes the workbooks for all modules.

<u>Session Dates</u>	<u>Module Times</u>	<u>Locations</u>
Feb. 07	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Feb. 21	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Mar. 07	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Mar. 21	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Apr. 04	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012

Note: You may register for any of the 10 modules on an individual basis if so desired.

(Module classes identified as UHMOUT in cost column)

## BASIC PRINCIPLES FOR A COLLABORATIVE WORKPLACE

Organizations today require a workplace where everyone is willing and able to work together in new and collaborative ways. Collaboration positively impacts productivity, quality, customer satisfaction, and overall organizational performance. This class introduces The Basic Principles, a set of behaviors that help individuals at every level of an organization work more effectively with others. (1 meeting)

(Cost of session includes workbook)

P12951 Feb. 07 8:00a – 12:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**COACHING: BRINGING OUT THE BEST IN OTHERS**

Effective coaching maximizes the performance of everyone associated with an organization—employees, managers, customers and suppliers. By applying coaching skills in the workplace, employees can motivate, guide and support one another in working together toward—and achieving—top performance. (1 meeting)

*(Cost of session includes workbook)*

P12952 Feb. 07 1:00p – 5:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**EXPRESSING YOURSELF: PRESENTING YOUR THOUGHTS AND IDEAS**

Sharing knowledge, thoughts, and ideas is essential to an organization's ability to ensure continuous learning. Participants learn techniques for planning, organizing, and delivering results-oriented messages—techniques they can use in situations ranging from informal to formal presentations. (1 meeting)

*(Cost of session includes workbook)*

P12956 Mar. 07 1:00p – 5:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**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)*

P12954 Feb. 21 1:00p – 5:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**GIVING RECOGNITION**

Today's cross-functional work environment requires everyone to give recognition in order to create and sustain a productive workplace. In this class, participants learn to acknowledge efforts and results in meaningful and appropriate ways. They discover that recognition is a powerful tool everyone can use to build better working relationships and encourage others. (1 meeting)

*(Cost of session includes workbook)*

P12960 Apr. 04 1:00p – 5:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**HANDLING EMOTIONS UNDER PRESSURE**

Emotions are bound to erupt in today's high-pressure work environment. This class gives participants a process for handling the emotions in daily work situations. Participants learn to remain calm and objective, to 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)*

P12953 Feb. 21 8:00a – 12:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**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)*

P12959 Apr.04 8:00a – 12:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

**MOVING FROM CONFLICT TO COLLABORATION**

Changes in the workplace are putting new emphasis on the importance of effective collaboration. While collaboration contributes to improved performance, it also can reveal new opportunities for conflict. This class gives participants the skills to turn conflict into opportunities to achieve positive productive results. (1 meeting)

*(Cost of session includes workbook)*

P12957 Mar. 21 8:00a – 12:00p \$105-UHMOUT Oa UHMOUT Krauss rm. 012

### PERSONAL STRATEGIES FOR NAVIGATING CHANGE

In today's workplace, employees are experiencing tremendous changes in organizational strategies, in the way work gets done, and in the way people work together. These changes present new demands and challenges for every individual in the organization. This class provides an effective approach to navigating change that people in any organization can use. (1 meeting)

*(Cost of session includes workbook)*

P12958	Mar. 21	1:00p – 5:00p	\$105-UHMOUT	Oa UHMOUT Krauss rm. 012
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### PROACTIVE LISTENING

Intense competition and rapid change have dramatically expanded the need for information. This need for more, better, faster information cannot be met by technology alone—interpersonal communication also must improve. This class presents a process for listening proactively that helps people communicate more effectively and build the positive relationships they need to achieve personal and organizational goals. (1 meeting)

*(Cost of session includes workbook)*

P12955	Mar. 07	8:00a – 12:00p	\$105-UHMOUT	Oa UHMOUT Krauss rm. 012
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### TEAM BUILDING

Participants will learn how to build trusting, supportive climates and relationships, how to listen with empathy, as well as how to resolve conflicts and sell their ideas to others. They will also learn to develop high performance teams by aligning personal and organizational goals, finding and building on each other's strengths, and promoting and maintaining commitment from team members. (2 meetings)

142BMST212A	May 05 & 07	8:00a - 12:00p	\$80 by Apr. 28/After \$88	Oa KCC Mamane 104
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## **VOLUNTARY LEARNING AND SELF-DEVELOPMENT**

***Note: Participants are responsible for payment of costs associated with any voluntary learning class.***

### **TOASTMASTERS**

Looking to develop speaking and leadership skills? Ignite your career? Membership in Toastmasters is one of the greatest investments you can make in yourself. The mission of the State Government's Toastmasters clubs is to provide a mutually supportive and positive learning environment in which every member has the opportunity to develop important communication and leadership skills. It is one of the most cost-effective skill building tools available anywhere. Members complete lessons through a workbook of progressive speeches and obtain constructive feedback from their fellow Toastmasters.

There are no instructors in a Toastmasters meeting. Instead it is the club members easing in the newcomers, as everyone improves their speaking and leadership skills in a no-pressure atmosphere. Positive support and encouragement are key elements in participation. Members meet twice a month on selected days and during the lunch period for state workers (**employees must obtain approval from their supervisor if their lunch period needs to be modified**). There is a modest fee schedule of dues charged in order to join a club. Please check with each Toastmasters contact person for further information.

#### **AS A RESULT OF PARTICIPATING IN TOASTMASTERS, YOU WILL:**

- Increase your self-confidence
- Become a better speaker
- Become a better leader
- Communicate more effectively

#### **INTERESTED IN JOINING A TOASTMASTERS CLUB? HERE ARE THE STEPS:**

- Step 1:** Visit a Toastmasters club. Each group has a different personality, so you may wish to visit more than one. Your visit is free, and some clubs may allow you to return as often as you like.
- Step 2:** After you have visited a club, and when you are ready to join; at the meeting, ask the Vice President of Membership for a Membership Application Form and fill it out.
- Step 3:** Give your application and dues to the Vice President of Membership at the club. Your New Membership Kit should arrive in the mail in about two weeks.

#### **LISTED BELOW ARE TOASTMASTERS CLUBS FOR STATE EMPLOYEES:**

##### **CLUB MEMBERSHIP IS OPEN TO ALL STATE EMPLOYEES REGARDLESS OF THEIR DEPARTMENT AFILIATION**

#### **DBEDT for BUSINESS TOASTMASTERS CLUB**

Meeting Dates: **2<sup>nd</sup> and 4<sup>th</sup> TUESDAYS of the month**  
Times: 11:30a – 12:30p  
Place: State Office Tower (Leiopapa A Kamehameha)  
235 S. Beretania Street, Conference Room 405  
Contact: Riley Hakoda, ph. 587-3824

#### **KINAU HALE TOASTMASTERS CLUB**

Meeting Dates: **2<sup>nd</sup> and 4<sup>th</sup> THURSDAYS of the month**  
Times: 11:30a – 12:30p  
Place: Kinau Hale  
1250 Punchbowl Street, 1<sup>st</sup> Floor Boardroom  
Contact: Michele Nakata, ph. 586-4586

#### **LILIUOKALANI TOASTMASTERS CLUB**

Meeting Dates: **1<sup>st</sup> and 3<sup>rd</sup> WEDNESDAYS of the month**  
Times: 12:05p – 1:05p  
Place: Liliuokalani Building  
1390 Miller Street, 2<sup>nd</sup> Floor Conference Room  
Contact: Wayne Nakamoto, ph. 347-2603

#### **TRANSPORTATION TOASTMASTERS CLUB**

Meeting Dates: **1<sup>st</sup> and 3<sup>rd</sup> TUESDAYS of the month**  
Times: 12:00p – 1:00p  
Place: Department of Transportation  
869 Punchbowl Street, 5<sup>th</sup> floor Conference Room  
Contact: Royden Koito, ph. 586-9153