State of Hawaii Executive Branch Training Catalog

July - December 2015

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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 when the maximum number of participants for that session has been reached or 15 working days prior to the start date of class, or whichever comes first.

DRESS CODE

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

ENROLLMENT

Employees should be enrolled directly into HRMS using course and session codes indicated. Notification to the employee of registration status, 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-part 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 Learning and Development 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's cancellation is received by HRD's Learning and Development 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 – Learning and Development 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.

NEED FOR AUXILIARY AIDS AND SERVICES REQUESTS

If your department needs any auxiliary aids or services for employees attending classes, please inform the Learning and Development 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

Submit an approved (signed) Human Resources Development Registration (HRD) Form 410 to the training vendor identified in the course fee column of the Training Catalog, e.g., "$95.00-**HaCC**" - (Hawaii Community College). Refer to the "VENDOR CONTACT LIST FOR REGISTRATION & PAYMENTS", page 12 – 13 for contact information

All HRD Form 410 should have the following information:

- Employee's name (Last, First, M.I.)
- Employee's E-mail Address, Division and Contact Phone Number (vendor needs this for contact and follow-up)
- Employee signature, allowing release of attendance information

DRESS CODE

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

PAYMENT

Payment to the vendors is primarily through the state purchase card (P-card) and done at the time of registration. The vendor will contact the P-card holder listed on the HRD Form 410 in order to obtain payment information. Departments must provide the following information:

- Method of Payment – by State Purchase Card (P-card), check or purchase order - Note: if payment is by other than P-card, then check with the vendor on payment instructions
- P-card Holder's Name as shown on the P-card
- P-card Holder's e-mail address and contact phone number (required information – needed by vendor for contact/follow-up purposes)
- P-card Holder's Billing Address

Once the P-card Holder has provided the payment information to the vendor, and it has been accepted, then the employee is considered registered for the class. The vendor will send a notice verifying employee's registration status to either the P-card Holder, designated department contact, or the employee.

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 (i.e., the P-card Holder unless otherwise specified) when a class is cancelled or if there are any class changes.

SUBSTITUTION

Substitutions may be allowed, depending on each vendor's policy. Departments are instructed to contact the vendor in question (See "*VENDOR CONTACT LIST FOR REGISTRATION & PAYMENTS", page 12 - 13)* and ask about their policy regarding substitutions. Any substitute who is approved as a replacement student is expected to attend all sessions of the course.

PARKING

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

NEED FOR AUXILIARY AIDS AND SERVICES REQUESTS

Departments must indicate the need for auxiliary aids and services requests 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 registering for classes must receive ***confirmation of enrollment*** from either their Departmental Personnel Office (DPO), designated department contact 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 is a requirement for every class
- For multi-part classes, attendance on the first day is mandatory. Should an employee miss the **first day** of a multi-part 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 notice received by the Department of Human Resources Development **within** the stated grace periods (see "HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) REGISTRATION PROCEDURES FOR HUMAN RESOUCES DEVELOPMENT CONDUCTED CLASSES – CANCELLATION", page 7).

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-part class); they should check with their departmental personnel office on whether it is possible to arrange with the vendor to make up the missed class time at no additional charge, within the next 12 months. All make-up sessions will need to be coordinated and arranged through the departmental personnel office.

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.

NEED FOR AUXILIARY AIDS AND SERVICES REQUESTS

Employees must notify their DPO as soon as possible if they have any need for auxiliary aids and services requests for a class.

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

Employee Name (Last, first, M.I.): _____ Email address: _____

Dept/Division: _____ Phone Number: _____

With my signature, I acknowledge that I have requested State of Hawaii training approval and funding to attend the following courses. I hereby give my consent, as is required by the Family Education Rights and Privacy Act of 1974, to have my education records disclosed solely for the purposes of verifying my attendance in the below mentioned courses.

Signature: _____ Date: _____
Information released to: **DHRD HRMS Training Administrator and DPO**
(Note: no additional information about your educational records will be disclosed)

Course Provider	Course Code/Session	Date of session	Course Description	Cost

DEPARTMENTAL INSTRUCTIONS:

1) For UH/CC courses, send this completed form directly to the course provider
2) For all other in-service training, send this registration to employees departmental personnel office
3) Persons who have a need for auxiliary aids and services requests should note this on the Form 410 and submit no later than 15 working days prior to the start of class

METHOD OF PAYMENT: Check one box and complete requested information

☐ P-Card P-Card Holder's Name: _____

P-Card Holder's E-mail address: _____

P-Card Holder's Contact Phone Number: _____

P-Card Billing address: _____

_____

☐ Check Check#: _____

☐ P.O. PO#: _____ (Transmit Ecopy to vendor – mail original hard copy)

I have determined that this training is appropriate for the person/s listed above.

Signature of Authorized Supervisor: _____ Date: _____

Signature of Dept. Head or Authorized Rep: _____ Date: _____

CLASS LOCATION CODE ADDRESSES

HAWAII

Ha HaCC Bldg. 380, rm. 39	Hawaii Community College, 1175 Manono Street, Hilo, Hawaii
Ha UH-Hilo Senior Net Lab Ha UH-Hilo Campus Ctr. #306	University of Hawaii at Hilo, 200 W. Kawili Street, Hilo, Hawaii
Ha UPW Conf. rm.	United Public Workers (UPW), 362 E. Lanikaula Street, Hilo, Hawaii

KAUAI

Ka KaCC OCET 103 Ka KaCC OCET 104a Ka KaCC OCET 105 Ka KaCC OCET 106 Ka KaCC Farm Class room	Kauai Community College, OCET Bldg., 3-1901 Kaumuali'i Highway, Lihue, Kauai
Ka UPW Conf. rm.	United Public Workers, 4211 Rice Street, Lihue, Kauai

MAUI

Ma UHMC Laulima 225	UH-Maui College, 310 Kaahumanu Avenue, Kahului, Maui
Ma UPW Conf. rm.	United Public Workers (UPW), 841 Kolu Street, Wailuku Maui

OAHU

Oa Aliiolani Hale rm. 101	Center for Alternative Dispute Resolution (CADR), Aliiolani Hale, 1st floor, 417 S. King Street, Honolulu, Oahu
Oa Aloha Stad. Hospitality rm.	Aloha Stadium, 99-500 Salt Lake Boulevard, Honolulu, Oahu
Oa KCC Kauila 207 Oa KCC Mamane 101 Oa KCC Mamane 104 Oa KCC Manono 104	Kapiolani Community College, 4303 Diamond Head Road, Honolulu, Oahu
Oa LCC CE201 Oa LCC CE303 Oa LCC DA Basement	Leeward Community College, 96-045 Ala Ike Street, Pearl City, Oahu
Oa Location: TBD	Location To Be Determine (TBD) at a 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), 11th floor, 235 S. Beretania Street, Honolulu, Oahu
Oa SOT rm. 204 Oa SOT rm. 1403	State Office Tower, 235. S. Beretania Street, Honolulu, Oahu
Oa UHMOUT Krauss rm. 012	University of Hawaii, Manoa Outreach College (UHMOUT), Krauss Hall, 2500 Dole Street Honolulu, Oahu
Oa WCC Hale Kuhina 104	Windward Community College, 45-720 Keaahala Road, Kaneohe, Oahu

VENDOR CONTACT LIST FOR REGISTRATION AND PAYMENTS

HAWAII

Hawaii Community College (HaCC)
Office of Continuing Education & Training — Ph: 934-2700
Manono Campus, Bldg. 379A-3 — Fax: 934-2701
200 W. Kawili Street
Hilo, Hawaii 96720
Website: http://hawaii.hawaii.edu/ocet/
For customized training requests, contact Debbie Shigehara — Ph: 934-2516

University of Hawaii at Hilo (UH-Hilo)
College of Continuing Education and Community Service — Ph: 932-7446
200 W. Kawili Street
Hilo, Hawaii 96720-4091
Website: http://hilo.hawaii.edu/academics/CCECS
For customized training requests, contact Luisa F. Castro — Ph: 974-7664

KAUAI

Kauai Community College (KaCC)
Office of Continuing Education & Training — Ph: 245-8318
3-1901 Kaumualii Highway — Fax: 245-8271
Lihue, Hawaii 96766
Website: http://info.kauaicc.hawaii.edu/training/
For customized training requests, contact Peggy Lake — Ph: 245-8319

MAUI

UH-Maui College (UHMC) EdVenture
Office of Continuing Education & Training — Ph: 984-3231
310 Kaahumanu Avenue — Fax: 984-3874
Kahului, Hawaii 96732
Website: www.edventuremaui.com
For customized training requests, contact Lori Teragawachi — Ph: 984-3406

OAHU

Center for Alternative Dispute Resolution (CADR)
State of Hawaii Judiciary — Ph: 539-4237
417 S. King Street — Fax: 539-4416
Honolulu, Hawaii 96813
Website: http://www.courts.state.hi.us/services/alternative_dispute/alternative_dispute_resolution.html
For customized training or specialized program requests, contact the CADR office.

Department of Human Resources Development (HRD)
Learning and Development Office — Ph: 587-1050
235 S. Beretania Street, Room 1004 — Fax: 587-1107
Honolulu, Hawaii 96813-2437
Website: http://dhrd.hawaii.gov/
For customized training requests, contact Patricia McDonald — Ph: 587-1050

Kapiolani Community College (KCC)
Continuing Education & Training Office — Ph. 734-9211
4303 Diamond Head Road, Manono 115 — Fax: 734-9447
Honolulu, Hawaii 96816
Website: http://continuinged.kcc.hawaii.edu
For customized training requests, contact Ken Kiyohara — Ph. 734-9153

Leeward Community College (LCC)

Office of Continuing Education & Workforce Development	Ph.	455-0477
96-045 Ala Ike Street, Room CE 101	Fax:	453-6730
Pearl City, Hawaii 96782		
Website: http: //www.ocewd.org/		
For customized training requests, contact William Castillo	Ph:	455-0501

University of Hawaii at Manoa Outreach College (UHMOUT)*

2425 Campus Road	Ph:	956-8400
Sinclair Library, Room 301	Fax:	956-3752
Honolulu, Hawaii 96822		
Website: www.outreach.hawaii.edu/		

*If payment is by state purchase order, please call UHMOUT for instructions at 956-9249 or e-mail a notice regarding this method of payment to hagal@hawaii.edu.

For customized training requests, contact Paulette Feeney	Ph.	956-2037

Windward Community College (WCC)

Office of Career and Community Education	Ph.	235-7433
45-720 Keaahala Road	Fax:	235-7434
Kaneohe, Hawaii 96744		
Website: www.windwardcce.org		
For customized training requests, contact Jane Uyetake	Ph.	235-7363

HAWAII

COMPUTER COURSES

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 or have equivalent knowledge*
(Textbook included)

COM1008-8	Sep. 22 & 24	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1008-9	Dec. 01 & 03	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39

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)

COM1009-8	Sep. 29 & Oct. 01	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1009-9	Dec. 08 & 10	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39

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)

COM1010-8	Oct. 06	12:30p – 4:30p	$85-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1010-9	Dec. 15	12:30p – 4:30p	$85-HaCC	Ha HaCC Bldg. 380, rm. 39

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)

COM1005-10	Sep. 01 & 03	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1005-11	Nov. 03 & 05	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)

COM1006-10	Sep. 08 & 10	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1006-11	Nov. 10 & 12	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)

COM1007-9	Sep. 15	12:30p – 4:30p	$85-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1007-10	Nov. 17	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)

COM1002-10	Aug. 11 & 13	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1002-11	Oct. 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)

COM1003-8	Aug. 18 & 20	1:00p – 4:00p	$95-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1003-9	Oct. 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)

COM1004-8	Aug. 25	12:30p – 4:30p	$85-HaCC	Ha HaCC Bldg. 380, rm. 39
COM1004-9	Oct. 27	12:30p – 4:30p	$85-HaCC	Ha HaCC Bldg. 380, rm. 39

HUMAN RESOURCES DEVELOPMENT

DRIVER TRAINING PROGRAM
The purpose of this training program is to review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and to prevent any personal injury to the driver, other driver, vehicle occupants or pedestrians. The program also includes a segment on things that distract the driver from providing full attention to the driving task. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.

DTP 0019	Aug. 06	8:30a – 12:30p	$0-HRD	Ha UPW Conf. rm.
DTP 0022	Sep. 02	8:30a – 12:30p	$0-HRD	Ko Kona Airport 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.
The bargaining unit one (BU1) testing requirements are covered in a separate course: BU1 non-CDL DAT for Supervisors (DATU1S).

CDAT 0095	Oct. 28	12:30p – 3:30p	$0-HRD	Ha UPW Conf. rm.

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.

DATU1 0117	Oct. 28	9:00a – 11:00a	$0-HRD	Ha 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.
Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course.

DATU1S 0073	Oct. 27	12:30p – 4:30p	$0-HRD	Ha 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.
This program is a combination of previous classes known by course codes EVIW and VIW.

WVP 0111	Oct. 27	9:00a – 11:00a	$0-HRD	Ha UPW Conf. rm.

MANAGEMENT AND SUPERVISORY DEVELOPMENT

PROJECT MANAGEMENT: INTRODUCTION AND INITIATING PROJECTS
The first class in the 3-part Project Fundamentals series. Learn practical ways for successfully completing projects within time and budget constraints. Topics include definition of a project and project management, project management phases, benefits of project management, project life cycle, project management organization, role of project manager, purpose of the initiating process, and project charter. (1 meeting)
Prerequisite: None; however it is strongly recommended that participants enroll in all three classes in the series.

BUS1201-002	Jul. 21	8:30a – 5:00p	$509-UH-Hilo	Ha UH-Hilo Manono campus

PROJECT MANAGEMENT: PLANNING PROJECTS
The second class in the 3-part Project Fundamentals series, focusing on the planning process. Topics include purpose of the planning process, the project management plan, stakeholder management, work breakdown structure, estimating and budgeting, scheduling, staffing plan, and risk management plan. (1 meeting)
Prerequisite: *Must be taken with "Project Management: Introduction and Initiating Projects"*

BUS1202-002	Jul. 22	8:30a – 5:00p	$509-UH-Hilo	Ha UH-Hilo Manono campus

PROJECT MANAGEMENT: EXECUTING, MONITORING AND CONTROLLING, AND CLOSING PROJECTS
The third class in the 3-part Project Fundamentals series. Topics include purpose of the executing process, executing activities, change requests, purpose of the monitoring and controlling process, performance reporting, integrated change control, purpose of the closing process, administrative closure, and contract closure. (1 meeting)
Prerequisites: *Must be taken with "Project Management: Introduction and Initiating Projects" and "Project Management: Planning Projects"*

BUS1203-002	Jul. 23	8:30a – 5:00p	$509-UH-Hilo	Ha UH-Hilo Manono campus

ADVANCED PROJECT MANAGEMENT: FRAMEWORK, PROCESSES, RESPONSIBILITY, AND INTEGRATION
The first class in the 3-part Advanced Project Management series. It covers the importance of the project management framework and the Project Management Body of Knowledge (PMBOK®). This course addresses the project life cycle and why project stakeholders are critical to any project's success; the five project management process groups, and associated project management processes; the domain of professional and social responsibility and the importance of a project manager's overall conduct in terms of ethics, integrity, and professionalism. It also covers overall project management success and the role of the nine knowledge areas throughout the project management process; and the importance of integration, working across the organization, to complete a project successfully. (1 meeting)
Prerequisite: *Must have completed "Project Management Fundamentals" series*

BUS1210-002	Jul. 28	8:30a – 5:00p	$499-UH-Hilo	Ha UH-Hilo Manono 379-I

ADVANCED PROJECT MANAGEMENT: SCOPE, TIME, COSTS, AND QUALITY
The second class in the 3-part Advanced Project Management series. This module focuses on the processes required to ensure that the project includes all work required, and only the work required, to complete a project successfully and on time; that it is completed within the approved budget; and satisfies the needs for which it was undertaken.
Prerequisite: *Must have completed "Advanced Project Management: Framework, Processes, Responsibility, and Integration"*

BUS1211-002	Jul. 29	8:30a – 5:00p	$499-UH-Hilo	Ha UH-Hilo Manono 379-I

ADVANCED PROJECT MANAGEMENT: SCOPE, TIME, COSTS, AND QUALITY
The third class in the 3-part Advanced Project Management series. This module spells out the processes required to make the most effective use of people involved with the project; ensure proper collection and dissemination of project information; identify, analyze, and respond to project risks; and acquire goods and services from outside the performing organization.
Prerequisite: *Must have completed "Advanced Project Management: Framework, Processes, Responsibility, and Integration" and "Advanced Project Management: Scope, Time, Costs, and Quality"*

BUS1212-002	Jul. 30	8:30a – 5:00p	$499-UH-Hilo	Ha UH-Hilo Manono 379-I

KAUAI

COMPUTER COURSES

ACCESS 2010 LEVEL 1
Get introduced to the fundamental features of a database. Topics include how to set up a database, create forms, modify and manipulate data, display records, and create simple reports. By the end of this course, students should be able to understand the basics of Access as well as important database terminology, security, and getting help in the program. You will also learn the ribbon interface, including the Quick Access toolbar, and how to customize the command tabs, plan and create a database, and know the basics of records, tables and the formatting tools. You will also learn to create useable forms, queries, reports, and techniques for viewing, sorting, filtering, and printing data. (4 meetings)
Prerequisite: *Comfortable with the basics of using the keyboard, mouse, and Start menu of a Windows-based computer*

COM4800	Sep. 21, 23, 28 & 30	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

ACCESS 2010 LEVEL 2
This intermediate level is intended to help those who are familiar with the basics of Access to do more with their database. Highlights of the course include information on file management, including exporting and packaging files, advanced table creation, and management techniques. As well, we will provide in-depth information about creating forms, reports, and queries. By the end of this course, students should be able to export and link files, customize a table, and manage how data is entered. They will also learn to review, create, sort, and filter queries. (4 meetings)
Prerequisite: *Completed Access 2010 Level 1 or equivalent experience*

COM4810	Dates TBD	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

EXCEL 2010 LEVEL 1
Introductory Excel 2010 will cover the different features of the interface, give a brief overview of all the tabs in the ribbon. It will also 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 their spreadsheets look professional and presentable, and then saving and printing the spreadsheet. (4 meetings)
Prerequisite: *Comfortable with the basics of using the keyboard, mouse, and Start menu of a Windows-based computer*

COM4001	Oct. 05, 07, 12 & 14	8:30a – 12:00p	$175-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 by 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 2010 Level 1 or equivalent experience*

COM4111	Jul. 28, 30, Aug. 04 & 06	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a
COM4111	Oct. 26, 28, Nov. 02 & 04	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

E**XCEL 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 or equivalent experience*

COM4121	Aug. 11, 13, 18 & 20	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a
COM4121	Nov. 16, 18, 23 & 25	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

WORD 2010 LEVEL 1

This Foundation level 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*

COM4401	Sep. 22, 24, 29 & Oct. 01	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

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 or equivalent experience*

COM4411	Oct. 13, 15, 20 & 22	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

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 or equivalent experience*

COM4421	Aug.17, 19, 24 & 26	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a
COM4421	Nov. 03, 05, 10 & 12	8:30a – 12:00p	$175-KaCC	Ka KaCC OCET 104a

HUMAN RESOURCES DEVELOPMENT

DRIVER TRAINING PROGRAM

The purpose of this training program is to review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and to prevent any personal injury to the driver, other driver, vehicle occupants or pedestrians. The program also includes a segment on things that distract the driver from providing full attention to the driving task. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.

DTP 0021	Aug. 27	8:30a – 12:30p	$0-HRD	Ka UPW Conf. rm.

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.

ERGS 0027	Sep. 24	9:00a – 11:00a	$0-HRD	Ka UPW Conf. rm.

FORKLIFT RE-CERTIFICATION
Hawaii Occupational Safety & Health, United States Department of Labor (USDOL), and the Occupational Health and Safety administration (OSHA) require that employers certify all their forklift operators in proper driving and safety precautions once every three years. Successful completion of this certification update course will fulfill this requirement. (1 meeting)
Prerequisite: *"Experienced" forklift operators who need to update their forklift certification (Class 1, 4, & 5 forklifts only)*

TRAD8300	Aug. 14	8:00a – 1:30p	$95-KaCC	Ka KaCC OCET Bldg.
TRAD8300	Oct. 16	8:00a – 1:30p	$95-KaCC	Ka KaCC OCET Bldg.

SECURITY GUARD RE-CERTIFICATION COURSE
In accordance with HRS Section 463-10.5 (Act 208 (SLH 2010), effective July 1, 2013, all guards, and all agents, operatives, and assistants employed by a guard agency, private business entity, or government agency who act in a guard capacity shall apply to register with the Board of Private Detectives and Guards, and meet the following registration, instruction, and training requirements prior to acting as a guard:

1. Be not less than eighteen (18) years of age;
2. Possess a high school diploma or its equivalent;
3. Not be presently suffering from any psychiatric or psychological disorder which is directly related and detrimental to a person's performance in the profession; and
4. Not have been convicted in any jurisdiction of a crime which reflects unfavorably on the fitness of the individual to act as a guard, unless the conviction has been annulled or expunged by court order; provided that the individual shall submit to a national criminal history record check as authorized by federal law, including but not limited to the Private Security Officer Employment Authorization Act of 2004, and specified in the rules of the Board.

For more information on the registration process with the Board call the Licensing Branch of the Department of Commerce & Consumer Affairs (DCCA) at 586-3000 or visit: http://dcca.hawaii.gov/pvl/boards/private/

Effective June 30, 2014, registered guards are required to obtain at least four (4) hours of continuing education prior to each renewal. These four hours are required to be obtained in the classroom.

Topics to be covered include:

- Professional image and aloha training;
- Active shooter;
- Workplace violence;
- Fire Safety;
- Blood borne pathogen exposure awareness;
- Professional ethics; and
- Civil liability

Prerequisites
Must be currently registered with the Board of Private Detectives and Guards through the Department of Commerce and Consumer Affairs (DCCA), and must have completed the Initial 8-Hour training requirement. (1 meeting)

TRAD8101-032	Aug. 11	8:00a – 12:00p	$69-KaCC	Ka KaCC OCET Bldg.
TRAD8101-034	Sep. 10	1:00p – 5:00p	$69-KaCC	Ka KaCC OCET Bldg.
TRAD8101-036	Oct. 13	1:00p – 5:00p	$69-KaCC	Ka KaCC OCET Bldg.
TRAD8101-037	Oct. 22	8:00a – 12:00p	$69-KaCC	Ka KaCC OCET Bldg.
TRAD8101-038	Nov. 12	1:00p – 5:00p	$69-KaCC	Ka KaCC OCET Bldg.

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

WVP 0110	Sep. 24	1:00p – 3:00p	$0-HRD	Ka UPW Conf. rm.

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

ABC'S OF BUSINESS WRITING
In the business world, people who can write proper English often get the job or promotion. This exciting course teaches grammar, punctuation, and spelling, with a focus on correcting the most common writing mistakes. The instructor takes a "fun" approach to teaching, using practical examples that can be immediately applied. If you would like to write effective letters, e-mails, reports, proposals, brochures, press releases, and other materials, then this life-changing course is for you. (6 meetings)

BUS4010	Oct. 06, 08, 13, 15, 20 & 22	1:00p – 3:30p	$118-KaCC	Ka KaCC OCET Bldg.

DEALING WITH DIFFICULT PEOPLE
We all end up needing to deal with difficult people at some time in our work life. In this 3 hour workshop, you will learn to define difficult people, communicate in a positive way, actively listen, and show empathy. You will get useful tips and tools that you can put into practice right away. (1 meeting)

BUS4400-009	Jul. 21	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-010	Aug. 31	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-012	Sep. 28	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-013	Oct. 26	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-014	Nov. 30	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.

DiSC: EXPLORING BEHAVIORAL STYLES
How many times has someone misread your tone, your mood, or your approach? Was there a small change that you could have made that would have prevented all the confusion? Too often, that insight comes a little too late. This course is designed to help participants grasp that insight before misunderstandings occur, not after. The DiSC model helps people understand some of the most important aspects of human perception and interaction. Participants learn the characteristics of each DiSC style and understand their own unique preferences. Most importantly, they recognize how behavior is likely to be misread and learn how to adjust their communication to meet the needs and styles of those around them. This course includes a personal full DiSC assessment and is a prerequisite to all DiSC courses. (1 meeting)

BUS4200	Oct. 20	8:30a – 11:30a	$125-KaCC	Ka KaCC OCET Bldg.

DiSC: INTERPERSONAL COMMUNICATION
Communications is more than talking and listening. Genuine communication requires a deep understanding of another person's perspective. But when you take into consideration all of our biases, unspoken emotions, personal agendas, and unshared assumptions, this can seem almost impossible. This course shows students how to read other people and see how others interpret their behaviors. It leaves you with gut-level appreciation for the needs of the people around you. (1 meeting)
Prerequisite: *You must have completed DiSC: Exploring Behavioral Styles first*

BUS4201	Oct. 27	8:30a – 11:30a	$85-KaCC	Ka KaCC OCET Bldg.

MAUI

HUMAN RESOURCES DEVELOPMENT

DRIVER TRAINING PROGRAM
The purpose of this training program is to review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and to prevent any personal injury to the driver, other driver, vehicle occupants or pedestrians. The program also includes a segment on things that distract the driver from providing full attention to the driving task. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.

DTP 0020	Aug. 13	8:30a – 12:30p	$0-HRD	Ma 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.
The bargaining unit one (BU1) testing requirements are covered in a separate course: BU1 non-CDL DAT for Supervisors (DATU1S).

CDAT 0093	Aug. 19	12:30p – 3:30p	$0-HRD	Ma UPW Conf. rm.

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.

DATU1 0116	Aug. 19	9:00a – 11:00a	$0-HRD	Ma 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.
Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course.

DATU1S 0071	Aug. 18	12:30p – 4:30p	$0-HRD	Ma 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.
This program is a combination of previous classes known by course codes EVIW and VIW.

WVP 0107	Aug. 18	9:00a – 11:00a	$0-HRD	Ma UPW Conf. rm.

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 online by visiting the CADR website at http://www.courts.state.hi.us/cadr, click on Training, then Online Registration. All classes are held in Aliiolani Hale, room 101, 1st 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 539-4237 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.

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)
Mandatory Requirement: *You must take CADR 1.0: Working It Out: Skills for Dispute Resolution as a prerequisite to taking all other CADR training classes.*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

Aug. 13	8:15a – 12:00p	$0-CADR	Oa Aliiolani Hale, rm. 101
Dec. 03	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*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

Oct. 29	8:15a – 4:15p	$0-CADR	Oa Aliiolani Hale, rm. 101

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*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

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

CADR 4.0: BETTER MEETING MANAGEMENT
This two-day class provides tools to use in meetings to make them as effective as possible. The class emphasizes the importance of setting an agenda and remaining focused. This interactive class is useful not only for those who plan and run meetings, but also for those who attend meetings. (1 meeting)
Prerequisite: *Completion of CADR 1.0: Working It Out: Skills for Dispute Resolution*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

Oct. 13 and 15	8:15a – 4:15p	$0-CADR	Oa Aliiolani Hale, rm. 101

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*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

	Aug. 27	8:15a – 12:00p	$0-CADR	Oa Aliiolani Hale, rm. 101

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*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

	Sep. 15	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*
Course materials will be e-mailed to you prior to the class. Please print and bring all course materials to class.
NOTE: This room can be quite cold, so please bring a sweater.

	Nov. 17	8:15a – 12:00p	$0-CADR	Oa Aliiolani Hale, rm. 101

COMPUTER COURSES

MICROSOFT ACCESS 2013: FUNDAMENTALS OF ACCESS
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	Oct. 09 & 16	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT EXCEL 2013 I: FUNDAMENTALS OF EXCEL
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	Nov. 06 & 13	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT EXCEL 2013 II: BUDGETS AND PRESENTATIONS
Students who have completed the Excel I: Fundamentals of 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	Jul. 24 & 31	9:00a – 4:30p	$190-LCC	Oa LCC CE201
COM5121	Nov. 20 & 27	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT EXCEL 2013 III: DATA ANALYSIS
This course is for intermediate users wanting to improve their skills and techniques using Microsoft Excel 2013. Topics include features used for data analysis and auditing via financial functions and advanced functions. Participants will also learn how to create pivot tables, and work with macros. Individuals who successfully complete the suite of Microsoft Excel modules will be prepared for the Microsoft Excel 2013 certification exam. (2 meetings)

COM5122	Aug. 7 & 14	9:00a – 4:30p	$190-LCC	Oa LCC CE201
COM5122	Dec. 11 & 18	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT POWERPOINT 2013
Ever want to make a "splashy" presentation or creative flyer? This custom training package offers this training for up to 12 participants. 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. Training can be conducted at Leeward Community College or at your location - provided it meets training location requirements. Please contact LCC at 455-0501 for further details and/or information on group bookings. (2 meetings)

COM5130	Dates TBD	8:00a – 4:30p	$995-LCC (for up to 12 students)	Oa LCC CE201 or TBD

MICROSOFT WORD 2013 I: FUNDAMENTALS OF WORD
First-time computer users and refresher students will benefit from this course. Students will build solid foundations using Microsoft Word 2013 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 page breaks, use format features including bullets, line breaks, shading and borders. Capstone lesson will be mail merging. (2 meetings)

COM5110	Aug. 28 & Sep. 04	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT WORD 2013 II: MAIL MERGE AND MARKETING
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	Sep. 11 & 18	9:00a – 4:30p	$190-LCC	Oa LCC CE201

MICROSOFT WORD 2013 III: REVIEWING AND SHARING
This course is for intermediate users wanting to improve their skills and techniques for using Microsoft Word 2013. Topics include features used for organizing long documents including table of contents, indices, page numbering and cross referencing. Other skills include integrating multiple users and reviewers for a document as well as personalizing your Word settings and macros. Individuals who successfully complete the suite of Microsoft Word modules will be prepared for the Microsoft Word 2013 certification exam. (1 meeting)

COM5112	Sep. 25 & Oct. 02	9:00a – 4:30p	$190-LCC	Oa LCC CE201

BUSINESS PRESENTATIONS USING MICROSOFT POWERPOINT 2013, LEVEL 1
This course will introduce you to Microsoft PowerPoint 2013 skillsets. Students will learn to work with themes, bulleted lists and outlines, how to format text, deliver a slide show and more. You will also learn some useful tips and tricks to enhance your presentations. (2 meetings)
Prerequisite: Completion of a basic computer knowledge course or equivalent.

COM7024	Aug. 07 & 14	9:00a – 4:30p	$210-WCC	Oa WCC Hale Kuhina 114

MICROSOFT WORD 2013 FOR THE BUSINESS WORLD, LEVEL 1
This course will introduce you to the basics of Microsoft Word 2013. Students will learn to work with text, using proofreading tools, using formatting tools, creating bulleted and numbered lists, creating and using tables, using forms and more. You will also learn some useful tips and tricks. (2 meetings)
Prerequisite: Completion of a basic computer knowledge course or equivalent.

COM7020	Sep. 11 & 18	9:00a – 4:30p	$210-WCC	Oa WCC Hale Kuhina 114

MICROSOFT WORD 2013 FOR THE BUSINESS WORLD, LEVEL 2
This course will focus on the Intermediate Word 2013 skillsets. Students will learn to create newsletter columns, how to use WordArt and clip art, basic mail merge, document themes, styles, picture editing, footnotes and endnotes, templates and more. You will also learn some useful tips and tricks. (2 meetings)
Prerequisite: Completion of Word, Level I or equivalent.

COM7021	Sep. 25 & Oct. 02	9:00a – 4:30p	$210-WCC	Oa WCC Hale Kuhina 114

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.

DATU1 0115	Aug. 06	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
DATU1 0118	Dec. 01	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.
Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course.

DATU1S 0072	Sep. 01	8:30a – 12:30p	$0-HRD	Oa SOT rm. 204

DRIVER TRAINING PROGRAM
The purpose of this training program is to review and discuss various defensive driving skills necessary to prevent collisions with other vehicles or property damage and to prevent any personal injury to the driver, other driver, vehicle occupants or pedestrians. The program also includes a segment on things that distract the driver from providing full attention to the driving task. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.

DTP 0017	Jul. 16	8:30a – 12:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DTP 0018	Jul. 28	8:30a – 12:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DTP 0023	Sep. 10	8:30a – 12:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DTP 0024	Sep. 22	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.

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

CDAT 0091	Jul. 21	8:30a – 11:30a	$0-HRD	Oa Aloha Stad. Hospitality rm.
CDAT 0094	Oct. 13	8:30a – 11:30a	$0-HRD	Oa SOT rm. 204
CDAT 0096	Dec. 09	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.

ERGS 0025	Jul. 30	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
ERGS 0026	Jul. 30	1:00p – 3:00p	$0-HRD	Oa SOT rm. 204
ERGS 0028	Nov. 05	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
ERGS 0029	Nov. 05	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.

EXAMINATION AND SCREENING FOR PERSONNEL OFFICERS AND STAFF

This is an interactive session targeted for Departmental Personnel Officers and professional personnel staff. The training will cover the role of departmental personnel staff and program managers and supervisors, relative to the Employee Staffing Division (ESD), within the overall examination and hiring process. Emphasis will be on basic principles and practices of screening job applications, including how to understand and apply the Class Specifications and Minimum Qualification Requirements. Will also cover how laws, rules, regulations, and the merit principle are the basis for examination, screening, and hiring practices. (1 meeting)

Note: Scheduling shall be done by DPOs or their designee upon request by contacting Patti Miyamoto-Asato at 587-0957.

EXSCR 0005	Oct. 23	8:00a – 12:00p	$0-HRD	Oa SOT ESD Multi-Purp. rm.

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)

TRAD8300	Aug. 05	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Aug. 26	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Sep. 16	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Oct. 07	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Oct. 28	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Nov. 18	8:00a – 3:00p	$135-LCC	Oa LCC CE303
TRAD8300	Dec. 16	8:00a – 3:00p	$135-LCC	Oa LCC CE303

HEARTSAVER FIRST 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 (cardiopulmonary resuscitation) with mask and adult/child CPR AED (automated external defibrillator). Please call LCC at (808) 455-0477 regarding any questions about this course. (1 meeting)

HLTH5000	Aug. 10	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Sep. 14	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Oct. 12	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Nov. 09	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Dec. 14	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement

AMERICAN HEART ASSOCIATION = HEARTSAVER CPR & AED

This course teaches Infant, Child CPR, and AED skills such as: Performing CPR, Using an Automated External Defibrillator (AED) etc. People who take this class are usually taking it for OSHA, Coast Guard, DOE, personal fitness trainer requirements, certain school entry requirements, most home care facilities, state jobs, etc. Upon successful completion, participants receive a certificate of completion from Windward CC and a Red Cross Certification good for two years. (1 meeting)

HLTH 7102	Aug. 11	8:00a – 12:00n	$60-WCC	Oa WCC rm. TBD

AMERICAN HEART ASSOCIATION BASIC LIFE SUPPORT FOR THE HEALTHCARE PROVIDER

American Heart Association (AHA) Basic Life Support (BLS) for the Healthcare Provider (New) is a traditional classroom course for any person needing initial certification of AHA Healthcare Provider. BLS is a pre-requisite for ACLS. In most cases, this course satisfies the required CPR Certification for Healthcare Facilities, Clinics, Hospitals, Nursing Schools, Medical residencies and EMT Schools. Generally intended for physicians, nurses, rad. Techs, nursing, med students, dentists, pharmacists or anyone needing certification for jobs in the healthcare field. Upon successful completion, participants receive a certificate of completion from Windward CC and a Red Cross Certification good for two years. (1 meeting)

HLTH 7100	Oct. 13	8:00a – 12:30p	$90-WCC	Oa WCC rm. TBD

AMERICAN HEART ASSOCIATION HEARTSAVER FIRST AID (STAND-ALONE)

American Heart Association (AHA) First Aid Training is a course that teaches Basic First Aid skills such as helping someone with a given injury. People who take this class are usually taking it for OSHA, Coast Guard, DOE, personal fitness trainer requirements, certain school entry requirements, most home care facilities, state jobs, etc. Upon successful completion, participants will receive a certificate of completion from Windward CC and a Red Cross Certification good for two years.

HLTH 7102	Aug. 11	1:00p – 5:00p	$60-WCC	Oa WCC rm. TBD
HLTH 7102	Oct. 13	1:00p – 5:00p	$60-WCC	Oa WCC rm. TBD

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.ohta@doh.hawaii.gov.

Target Audience: Managers and Supervisors

INTS 0020	Sep. 17	9:00a – 11:00a	$0-HRD	Oa Kina'u Hale rm. 119
INTS 0021	Oct. 15	9:00a – 11:00a	$0-HRD	Oa Kina'u Hale rm. 119
INTS 0022	Nov. 19	9:00a – 11:00a	$0-HRD	Oa Kina'u Hale rm. 119

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.

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

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.
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.
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.
Target Audience: Personnel Management Specialists who are responsible for position classification.
PCOQ class arranged upon request $0-HRD Oa Location: TBD

PRE-RETIREMENT SEMINAR – CONTRIBUTORY PLAN *
This seminar provides a 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 rather provide an informational review of the various programs and benefits that are involved in the typical retirement process. Note: Due to needing a minimum enrollment number to hold this workshop, all registrants should consider their status as "pending" until notice is received from their Departmental Personnel office that a workshop has, in fact, been scheduled on that date. (1 meeting) Please direct content questions to Carol Maeda at 587-1050 or carol.y.maeda@hawaiilgov.
PRSC 0027 Sep. 23 8:00a – 3:30p $0-HRD Oa StCap Aud

PRE-RETIREMENT SEMINAR – HYBRID PLAN
This seminar provides a 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.
Target Audience: Hybrid Plan members who are retirement eligible and planning retirement in the near future. Hybrid Plan members are those who transferred from the Contributory/Noncontributory Plan to the Hybrid Plan.
PRSH 0027 Sep. 24 8:00a – 3:30p $0-HRD Oa StCap Aud

***Note: The Contributory and Noncontributory sessions will be held concurrently on the same day.**

PRE-RETIREMENT SEMINAR – NONCONTRIBUTORY PLAN *
This seminar provides a 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.
Target Audience: Noncontributory Plan members who are retirement eligible and planning retirement in the near future. Noncontributory Plan members are those who elected to remain in the Noncontributory Plan.
PRSN 0027 Sep. 23 8:00a – 3:30p $0-HRD Oa StCap Aud

REASONABLE ACCOMMODATIONS FOR SUPERVISORS

Registration priority: Dept. 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.ohta@doh.hawaii.gov.

Target Audience: Managers and Supervisors

RAS class arranged upon request		$0-HRD	Oa Location: TBD

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 Patti Miyamoto-Asato at 587-0957.

Target Audience: Managers and Supervisors

REC 0006	Oct. 12	9:30a – 11:30a	$0-HRD	Oa SOT ESD Multi-Purp. rm.

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 Patti Miyamoto-Asato at 587-0957.

Target Audience: Managers and Supervisors

SELIN 0006	Oct. 29	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204

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

Please direct content questions to Patti Miyamoto-Asato at 587-0957.

Target Audience: DPOs and staff

SUIT 0006	Oct. 08	9:00a – 11:00a	$0-HRD	Oa SOT ESD Multi-Purp. rm.

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 Patti Miyamoto-Asato at 587-0957.

Target Audience: Managers and Supervisors

APPT 0006	Oct. 12	8:00a – 9:30a	$0-HRD	Oa SOT ESD Multi-Purp. rm.

UNLAWFUL HARASSMENT IN EMPLOYMENT

Registration priority: Dept. 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.ohta@doh.hawaii.gov.

Target Audience: Managers and Supervisors

UHE class arranged upon request		$0-HRD	Oa Location: TBD

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

WVP 0104	Jul. 09	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0105	Jul. 09	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0108	Sep. 17	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0109	Sep. 17	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0112	Nov. 24	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
WVP 0113	Nov. 24	1:00p – 3:00p	$0-HRD	Oa SOT rm. 204

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

ADVANCED WRITING SKILLS
This is a one-day workshop for those who already are good writers. Our time will be devoted to writing letters of recommendation, of persuasion, of refusal or of action, that reflect current word usage and up-to-date formats. You can also become more skilled at writing business cases, proposals and reports, and learn a bit more about e-mail etiquette. (1 meeting)

BUS5604	Sep. 22	8:30a – 4:30p	$199-LCC	Oa LCC CE303

BUSINESS WRITING THAT WORKS
For those who must write as part of their job, being able to write well is a real career boost. Learn how to capture your thoughts on paper so they are strong and persuasive, but at the same time clear, concise, complete, and correct. We can think about writing either as a process or as a product, the finished piece of writing. If we can think of it as a process, then by changing the way we go about writing, we can change the finished product. This one-day workshop will concentrate on the nitty-gritty details that writers have to contend with, and give them some practical advice on making the job less difficult. They will also have opportunity to discuss their writing problems and share solutions with others in the workshop. (1 meeting)

BUS5505	Jul. 29	8:30a – 4:30p	$199-LCC	Oa LCC CE303

CONFLICT RESOLUTION IN THE WORKPLACE
Edward Deming, the father of quality management, has said that people can face almost any problem except the problem of people. They can work long hours, face declining business, even the loss of a job, but they can't deal with difficult people in their lives. This workshop will help you identify some of the ways you may be contributing to these problems and give you some strategies you can adopt, at work and in your personal life. (1 meeting)

BUS5508	Aug. 19	8:30a – 4:30p	$199-LCC	Oa LCC CE303

CRITICAL THINKING IN THE MODERN WORKPLACE
In today's society, many people experience information overload. We are bombarded with messages to believe various ideas, purchase things, support causes, and lead our lifestyle in a particular way. How do you know what to believe? How do you separate the truth from the myths? The answer lies in critical thinking skills. The ability to clearly reason through problems and to present arguments in a logical, compelling way has become a key skill for survival in today's world. This one-day workshop will give you some practical tools and hands-on experience with critical thinking and problem solving. (1 meeting)

BUS5507	Aug. 12	8:30a – 4:30p	$199-LCC	Oa LCC CE303

DiSC – INTERPERSONAL COMMUNICATION
DiSC is a personal assessment tool used to improve work productivity, teamwork and communication through non-judgmental assessment of behavioral differences. Upon completion of the DiSC assessment, participants will learn a common language to better understand themselves and to adapt their behaviors with others. This can be within a work team, a leadership position, or other relationships. DiSC profiles help you and your team:
•Increase self-knowledge: how you respond to conflict and what motivates you
•Facilitate better teamwork and minimize team conflict
•Manage more effectively by understanding the dispositions and priorities of employees and team members
•Become more self-knowledgeable, well-rounded and effective leaders

DISC0005	Aug. 19	8:30-12:00	$50	Oa SOT rm 204
DISC0006	Sept. 16	8:30-12:00	$50	Oa SOT rm 204
DISC0007	Nov. 5	8:30-12:00	$50	Oa SOT rm 204

MANAGEMENT AND SUPERVISORY DEVELOPMENT

UNIVERSITY OF HAWAII AT MANOA OUTREACH COLLEGE

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. Taught by local instructors, the curriculum has served the needs of many Fortune 500 companies as well as local corporations such as Bank of Hawaii, First Hawaiian Bank, First Insurance, Hawaiian Electric Company, HMSA, Kaiser, and Outrigger Hotels, to name a few.

The Leadership program consists of 9 modules, scheduled as 2 sessions per day – a morning session from 8:00a – 12:00p and afternoon session from 1:00p – 5:00p – plus another half-day module. Upon completion of the program's 9 module coursework which includes 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 either register for the entire 9-module program for a special discount fee of **$950 (price includes all workbooks)** or register on an individual module basis as desired.

The deadline to register for the entire 9 module discounted program is Sep. 08, 2015 (course code **P13789)** The Art of Leadership Certificate Program). Students will be issued an attendance certificate upon the completion of each training module they attend. Lunch is on your own or may be purchased on campus.
For more information on registration deadlines, certificate application form, attendance requirements etc., contact Paulette Feeney at 956-2037, or by e-mail: pfeeney@hawaii.edu. Questions regarding the updated content materials in the renamed training modules may be directed to Paulette as well. If you are registering/paying via state purchase order, please contact Lance Haga at 956-9249 or by e-mail: hagal@hawaii.edu,

Session Dates	Module Times	Locations
Sep. 18	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Oct. 02	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Oct. 16	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Oct. 30	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Nov. 13	8:00a – 12:00p	Oa UHMOUT Krauss rm. 012
Oct. 06*	8:00a – 12:00p	Oa UH-MOUT Krauss rm.012

Note: *Oct. 06 - 'Managing Your Priorities' is a NEW class that is **not** part of the Leadership Certificate program.

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

ACTIVATING CHANGE

(Formerly known as Personal Strategies for Navigating Change)

Explore ways to become more adaptive and positive in the face of changes you cannot control. Empower yourself, experience less stress, and capitalize on opportunities generated by change. (1 meeting)

(Register by Oct. 20 - Cost of session includes workbook)

P13797	Oct. 30	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

ADDRESSING EMOTIONS AT WORK

(Formerly known as Handling Emotions Under Pressure)

Develop strategies for addressing strong emotions – your own, and when appropriate, those of people with whom you work – using proven techniques to respond in constructive and objective ways. (1 meeting)

(Register by Oct. 06 - Cost of session includes workbook)

P13792	Oct. 16	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

BUILDING TRUST UNDER PRESSURE: THE BASIC PRINCIPLES

(Formerly known as Basic Principles for a Collaborative Workplace)

Master six principles for putting shared values into practice. Create a climate of credibility and trust that fosters effective relationships and a productive workplace. (1 meeting)

(Register by Sep. 08 - Cost of session includes workbook)

P13790	Sep. 18	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

DEVELOPING OTHERS

(Formerly known as Coaching: Bringing Out the Best in Others)

Obtain skills for developing others, helping them to gain confidence, take on new challenges, and work more independently. (1 meeting)

(Register by Sep. 08 - Cost of session includes workbook)

P13791	Sep. 18	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

GIVING RECOGNITION

(No change in module course title)

Build better working relationships and inspire excellent performance in your organization by acknowledging individuals for their accomplishments. (1 meeting)

(Register by Nov. 03 - Cost of session includes workbook)

P13798	Nov. 13	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

LISTENING IN A HECTIC WORLD

(Formerly known as Proactive Listening)

Cultivate a listening approach that balances the need to obtain information with awareness that every interaction offers an opportunity to cement solid work relationships. (1 meeting)

(Register by Sep. 22 - Cost of session includes workbook)

P13794	Oct. 02	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

PROVIDING CONSTRUCTIVE FEEDBACK

(Formerly known as Giving and Receiving Constructive Feedback)

Gain tools for giving constructive feedback while maintaining a spirit of openness and mutual respect. Help your organization stay competitive by keeping people on track. (1 meeting)

(Register by Sep. 22 - Cost of session includes workbook)

P13793	Oct. 02	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

RESOLVING CONFLICTS WITH YOUR PEERS

(Formerly known as Moving from Conflict to Collaboration)

Obtain a process for resolving conflicts that encourages shared solutions and builds constructive work relationships with your peers. (1 meeting)

(Register by Oct. 20 - Cost of session includes workbook)

P13796	Oct. 30	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

SPEAKING TO INFLUENCE OTHERS

(Formerly known as Expressing Yourself: Presenting Your Thoughts and Ideas; Influencing for Win-Win Outcomes)

Develop speaking techniques and strategies to achieve results by gaining the attention, ensuring the understanding, and influencing the actions of people who hear your message. (1 meeting)

(Register by Oct. 06 - Cost of session includes workbook)

P13795	Oct. 16	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

MANAGING YOUR PRIORITIES – (NOT PART OF THE LEADERSHIP CERTIFICATE PROGRAM)

Explore a range of strategies to maintain clarity about top priorities, apply your energy where it's most needed and maintain your attention on complex tasks. (1 meeting)

(Register by Sep. 24)

P13918	Oct. 06 *	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

MOTIVATING YOUR WORKPLACE

It's no secret, employees who feel they are valued and recognized for the work they do are more motivated, responsible, and productive. This is a busy one-day workshop to help managers and supervisors create a more dynamic, loyal, and energized workplace. This program is designed specifically to help busy managers and supervisors understand what employees want and to provide them with a starting point for creating champions. (1 meeting)

BUS5603	Sep. 15	8:30a – 4:30p	$199-LCC	Oa LCC CE303

PROBLEM SOLVING IN THE WORKPLACE

As an individual, facts and knowledge can only go so far. Solving tough problems requires the ability to define the true problem, analyze the possible causes, create options, select the most feasible option, and then implement it. This one-day workshop should help individuals enhance their efforts to find sustainable solutions and learn new ways to approach problem-solving to reach win-win decisions. (1 meeting)

BUS5605	Sep. 29	8:30a – 4:30p	$199-LCC	Oa LCC CE303

TEAMWORK: BUILDING BETTER TEAMS

Teams have become a principle building block of successful organizations. This one-day workshop is a basic course for team leaders and team members, designed to focus on the characteristics of an effective team player and the elements of an effective team. You will leave the workshop with plans for your personal development as a team player and ideas for developing your back-home team. A critical element of this workshop is the Glen Parker Team Player Survey (PTPS), an 18 item self-assessment instrument that will help you identify your primary team player style, help you increase your personal effectiveness in team situations, and help you effectively develop your group into a high performance team. (1 meeting)

BUS5506	Aug. 05	8:30a – 4:30p	$199-LCC	Oa LCC CE303

PROFESSIONAL DEVELOPMENT

BUSINESS ANALYSIS

ESSENTIALS OF BUSINESS ANALYSIS: DEFINING BUSINESS REQUIREMENTS
Examine a range of business analysis skills, focusing on requirements development and elicitation, to extract the right information from business users and create requirements that support the design, development, testing, and deployment of successful system solutions. (1 meeting) *(Registration/withdrawal deadline 4:00 pm – Sep. 18)*
Prerequisite: Must be taken with *"Building Effective Business Requirements: Specifications That Drive Quality Business System Results".*

P13831	Sep. 29	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

BUILDING EFFECTIVE BUSINESS REQUIREMENTS: SPECIFICATIONS THAT DRIVE QUALITY BUSINESS SYSTEM RESULTS
Continue examination of business analysis skills that help you extract the right information from users. Includes requirements documentation, validation, finalizing, and verification. (1 meeting) *(Registration/withdrawal deadline 4:00 pm – Sep. 18)*
Prerequisite: Must be taken with *"Essentials of Business Analysis: Defining Business Requirements"*

P13832	Sep. 30	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

THE UH CERTIFICATE IN PROJECT MANGEMENT

Understand the Project Management Body of Knowledge (PMBOK®) and prepare for PMI® certification. Or earn the UH Project Certificate in Management on completion of six seminars. Two-day sequences may also be taken without obligation to earn the UH Project Certificate. Class cost per seminar is $400 per day for state employees. Instruction provided by Orion Development Group.

Note: **The UH Certificate in Project Management is not the same as certification**. For anyone seeking the PMP® (Project Management Professional) credential, but lacking the requisite hours of project management experience, the UH Certification is meant as an intermediate step or alternative. For more information about the PMP® credential process and/or the Project Management Institute (PMI®) certification requirements, visit www.pmi.org/Certifcation.aspx.
You may also contact Paulette Feeney at 956-2037, or by e-mail at pfeeney@hawaii.edu, for more information about the certificate program, attendance requirements, or questions regarding application of course credits towards PMP® accreditation.

STRATEGIC PROJECT MANAGEMENT 1: HOW TO SELECT HIGH-IMPACT PROJECTS
Plan a successful project, determining whether the proposed project deliverable aligns with the organization's vision, profitability, and competitiveness. Apply tools to plan the project effectively through the project management life cycle. (1 meeting) (*Register/withdrawal deadline 4:00 pm - Sep. 11)*
Prerequisite: None. Must be taken with *"Strategic Project Management 2: How to Deliver Mission-Critical Results"*.

P13799	Sep. 23	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

STRATEGIC PROJECT MANAGEMENT 2: HOW TO DELIVER MISSION-CRITICAL RESULTS
Ensure that your project is well executed. Create a learning organization for sustainable, strategic results. Monitor and communicate progress at a strategic level; manage multiple projects; identify and track quality and project metrics; and bring projects to formal closure. (1 meeting) *(Registration/withdrawal deadline 4:00 pm - Sep. 11)*
Prerequisite: None. Must be taken with *"Strategic Project Management I: How to Select High-Impact Projects"*

P13800	Sep. 24	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

CONTROLLING PROJECT COSTS: HOW TO STAY WITHIN BUDGET…EVEN WITH UNPLANNED EVENTS
Create a project costs management plan; develop a costs baseline and control account plan (CAP); use the Earned Value Management (EVM) technique; establish estimate at completion; and measure schedule and costs performance. (1 meeting) *(Register/withdrawal deadline 4:00 pm - Nov. 18)*
Prerequisite: None. Must be taken with *"Managing Project Risks: Monitoring, Planning for, and Controlling Risks"*

P13801	Dec. 02	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

MANAGING PROJECT RISKS: MONITORING, PLANNING FOR, AND CONTROLLING RISKS
Focus on how to: identify project risks; analyze risks qualitatively and quantitatively; develop a risks response plan; manage contract-based projects; and knowing what, when, and how to take a corrective action. (1 meeting)
(*Register/withdrawal deadline 4:00 pm - Nov. 18)*
Prerequisite: Must be taken with *"Controlling Project Costs: How to Stay Within Budget…Even with Unplanned Events).*

P13802	Dec. 03	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

HOW TO CREATE HIGH-PERFORMING PROJECT TEAMS
Develop a true team of the group you were assigned. Address team dynamics to engage team members in solutions and gain buy-in to project roles and responsibilities. Establish powerful team reward and recognition systems. Create excitement around your project through the project team. (1 meeting) *(Register/withdrawal deadline 4:00 pm – Nov. 24)*
Prerequisite: Must be taken with *"Sustaining High-Performance Project Teams".*

P13803	Dec. 09	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

SUSTAINING HIGH-PERFORMANCE PROJECT TEAMS
Help your project team maintain its outstanding reputation. Address project variances and manage conflict; plan effective strategies to deal with organizational politics; develop and execute meaningful communication strategies and better manage stakeholder expectations.(1 meeting) *(Register/withdrawal deadline 4:00 pm – Nov. 24)*
Prerequisite: Must be taken with *"How to Create High-Performing Project Teams".*

P13804	Dec. 10	8:00a – 3:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

ENERGY EFFICIENCY FOR COMMERCIAL BUILDINGS

The Building Operator Certification (BOC®, recipient of EPA's 2012 and 2014 ENERGY STAR Award for Excellence, focuses on energy performance job skills including building energy efficiency, prolonging equipment lift, and delivering cost savings through preventive maintenance. See: www.outreach.hawaii.edu/BOC

BOC® LEVEL 1 BUILDING OPERATOR CERTIFICATION
Covers: Energy Efficient Operation of Building HVAC Systems, Measuring and Benchmarking Energy Performance, Efficient Lighting Fundamentals, HVAC Controls Fundamentals, Indoor Environmental Quality, Common Opportunities for Low-Cost Operational Improvement, and Building Scoping for Operational Improvement leading to BOC Level 1 certification. (8 meetings) – NOTE: Class dates = Thurs./Sat.

P13864	Sept. 19, 26, Oct. 8, 22 Nov. 5, 19 Dec. 5, 17	8:00a – 4:00p	$200*-UHMOUT	Oa UHMOUT Krauss rm. 012

*with Hawaii Energy subsidy. Submit Hawaii Energy application by 4:00pm Sept. 10. Payment due by 4:00pm Sept. 15.

SPARK M. MATSUNAGA INSTITUTE FOR PEACE COMMUNICATION AND DISPUTE PREVENTION SERIES

NEGOTIATION FOR WOMEN
Focus on the components of effective negotiation: power, time, information, and skill. Explore ways to overcome these challenges. Practice the skills in exercises and simulations. (1 meeting)

P13927	Oct. 01	8:00a – 12:00p	$90-UHMOUT	Oa UHMOUT Krauss rm. 012

"POWERFUL" LISTENING: HOW TO LISTEN SO PEOPLE WILL SHARE THEIR CONCERNS WITH YOU
Hands-on course introduces 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)

P13928	Oct. 27	8:00a – 12:00p	$90-UHMOUT	Oa UHMOUT Krauss rm. 012

CHALLENGING CONVERSATIONS: HOW TO SHARE YOUR CONCERNS SO PEOPLE WILL HEAR YOU
Focus on acquiring a four-step process to assist in discussing difficult issues in a way that maximizes the possibility of dispute prevention. (1 meeting)

P13929	Oct. 27	1:00p – 5:00p	$90-UHMOUT	Oa UHMOUT Krauss rm. 012

NO MORE JUNK MEETINGS!
Obtain tools to make meetings as effective as possible, emphasizing the importance of setting agendas, facilitating, and keeping meetings focused. (1 meeting)

P13930	Dec. 01	8:00a – 12:00p	$90-UHMOUT	Oa UHMOUT Krauss rm. 012

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 you may visit 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:

MEMBERSHIP IN THESE CLUBS ARE OPEN TO ANY
STATE EMPLOYEES REGARDLESS OF THEIR DEPARTMENT OF ORIGIN

DBEDT for BUSINESS TOASTMASTERS CLUB

Meeting Dates:	**2nd and 4th 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:	**2nd and 4th THURSDAYS of the month**
Times:	11:30a – 12:30p
Place:	Kinau Hale 1250 Punchbowl Street, 3rd Floor Director's Meeting Room
Contact:	Michele Nakata, ph. 586-4586

LILIUOKALANI TOASTMASTERS CLUB

Meeting Dates:	**1st and 3rd WEDNESDAYS of the month**
Times:	12:05p – 1:05p
Place:	Liliuokalani Building 1390 Miller Street, 4th Floor Conference Room 404
Contact:	Wayne Nakamoto, ph. 347-2603

TRANSPORTATION TOASTMASTERS CLUB

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