State of Hawaii Executive Branch Training Catalog

January - June 2016

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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 entered 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 for a state work environment, e.g., no shorts, zoris-style slippers, tank tops, etc.

ENROLLMENT

Employees shall be enrolled directly into HRMS by their departmental personnel offices (DPOs), using the appropriate HRMS course and session codes as indicated. The DPOs are thereafter responsible for notifying departmental employees of their **confirmation to attend or status of enrollment**, class start time, and class location **before** coming to class. All employees should be reminded that they have not been officially confirmed to attend class until they have received departmental 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 current fiscal year] -310-P-1368-0600**. DPOs will be notified regarding collection of any overdue payments.

SUBSTITUTION

Any substitution of a student once he/she has been confirmed to attend, must be done by either phone or fax to the appropriate HRD training office:

- **Drug and Alcohol, Violence in the Workplace, and ErgoSafe classes** – Safety Office, ph. 587-1060 or fax number 587-1322
- **Other HRD conducted classes** – Learning and Development Office, ph. 587-1050 or fax number 587-1107
- **Equal Employment Opportunity (EEO) related classes** – Equal Employment Opportunity Office, ph. 587-1162
- The substitution 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 multi-day 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 community college 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", should you need vendor 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
- Designated P-card Holder's name (for processing of course payment)

DRESS CODE

Employees must come to class dressed appropriately in work appropriate attire, 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 course registration. The vendor will contact the P-card holder listed on the HRD Form 410 in order to obtain payment information. Departments must have the following information in order to process payments:

- Selected method of Payment – by State Purchase Card (P-card), check, or purchase order - Note: if payment method is by other than P-card, then check with the vendor for further 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")* 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.

ONLINE COURSE REGISTRATION

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

REGISTRATION

Submit an officially approved (signed) Human Resources Development Registration (HRD) Form 410 to the online course provider/vendor. To identify the provider/vendor for a course, go to the course fee column of the Training Catalog to see the coded vendor, e.g., "$160-**WCC**" (Windward Community College). You may refer to the "VENDOR CONTACT LIST FOR REGISTRATION & PAYMENTS", for online vendor contact information.

All HRD Form 410 should have the following information:

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

Employees should allow enough time for departments to process and approve requests to attend online training. Unlike instructor led classes, online courses are ***self-directed*** and ***self-pace***d and therefore, employees should plan their state work schedules to allow for enough time to attend and complete their online training course during work hours.

ONLINE TRAINING PROCEDURES

- Employees will be sent an URL address link to access the online training course
- All online training must be during employee's official state work schedule
- Employees must use state owned computer equipment (either their individual work stations or departmental stations) for online training
- Employees must have a valid state email address (either their own or department issued alternate address) in order to access the URL address link
- Employees will have 1 business week (beginning Monday to the end of the Friday workday) to complete their course
- Training period (1 business week) **cannot** contain a State Holiday within the week
- Employees may determine the pace, length, and frequency of their training participation
- Employees must notify their departmental personnel offices if they are unable to start their training for any reason – *No substitution of employees will be allowed*
- Departments are responsible to contact the vendor to get a new URL access link for employees who are unable to initiate their online training course as scheduled

PAYMENT PROCEDURES

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

- Selected method of Payment – by State Purchase Card (P-card), check, or purchase order - ***Note: if payment method is by other than P-card - check with the vendor for further 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 processed, the employee is considered registered for the class. The vendor will send an email notice providing the URL address link of the online course to either the P-card Holder, or designated department contact, or the employee, as appropriate.

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 Manono	Hawaii Community College, 1175 Manono Street, Hilo, Hawaii
Ha UPW Conf. rm.	United Public Workers (UPW), 362 E. Lanikaula Street, Hilo, Hawaii

KAUAI

Ka KaCC OCET 104a Ka KaCC OCET Bldg. 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 UPW Conf. rm.	United Public Workers (UPW), 841 Kolu Street, Wailuku Maui

OAHU

Oa Aloha Stad. Hospitality rm.	Aloha Stadium, 99-500 Salt Lake Boulevard, Honolulu, Oahu
Oa HCC Location TBA	Honolulu Community College,
Oa Kinau Hale rm. 119	Department of Health Building, 1250 Punchbowl Street, Honolulu, Oahu
Oa LCC CE201 Oa LCC CE302 Oa LCC CE303 Oa LCC DA Basement	Leeward Community College, 96-045 Ala Ike Street, Pearl City, Oahu
Oa Location TBA	Location to be announced (TBA)
Oa SOT ESD Multi-Purp. rm.	State Office Tower, Employee Staffing Division (ESD), 11th floor, 235 S. Beretania Street, Honolulu, Oahu
Oa SOT rm. 203 Oa SOT rm. 204 Oa SOT rm. 405	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 TBA	Windward Community College, Hale Kuhina Bldg., Room to be announced (TBA), 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

OAHU

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

Honolulu Community College (HCC)
Continuing Education and Lifelong Learning Office — Ph. 845-9211
874 Dillingham Boulevard
Honolulu, Hawaii 96817
Website: http://honcc@hawaii.edu
For customized training requests, contact Preshess Willets-Vaquilar — Ph. 845-9407

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 Joy Mahiko — Ph. 455-0647

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

HUMAN RESOURCES DEVELOPMENT

ELECTRICIAN CONTINUED COMPETENCY COURSE - (BASED ON THE 2014 NEC)
Effective July 1, 1995, all electricians in categories EJ, EJI, EJS, ES, ESI and ESS (Maintenance Electricians – EM category are exempt from this requirement) will need to complete a continued competency requirement and pay the applicable fees in order to renew their license.

The deadline to renew your license with the Department of Commerce and Consumer Affairs (DCCA) is June 30, 2017. Failure to timely renew by the renewal date will result in the forfeiture of the license. After the renewal date, the forfeited license may be restored within 1 year and is subject to meeting restoration requirements. Failure to restore a forfeited license within 1 year after the renewal date will result in the termination of the license and the person must apply as a new applicant and meet current licensing requirements.

Attendance Requirements: Attendance for the full 4 hours of class is required in order to obtain a certificate of course attendance. You must be in class by the published start time for any class listed here. ***No one will be allowed in class after the published start time. Latecomers not admitted to class will forfeit their tuition fees.***

Mandatory Class Requirements – you must bring the following to the class:

1. ***Your 2014 National Electric Code Book***
2. ***A Picture I.D.***
3. ***Your Electrician License***

Note: Registration and payment must be received (5) business days prior to the class start date. Advanced registration is required. (1 meeting)

TRAD8203-087	Mar. 22	8:00a – 12:00n	$65-HaCC	Ha HaCC Bldg. rm. TBA
TRAD8203-088	Mar. 24	8:00a – 12:00n	$65-HaCC	Ha HaCC Bldg. rm. TBA

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.
Note: *The bargaining unit one (BU1) testing requirements are covered in a separate course entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors, course code: DATU1S*

CDAT 0100	Mar. 03	8:30a – 11:30a	$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 0119	Mar. 03	12:30p – 2:30p	$0-HRD	Ha UPW Conf. rm.

MANAGEMENT AND SUPERVISORY DEVELOPMENT

PROJECT MANAGEMENT FUNDAMENTALS
This comprehensive 3-part project management program provides practical techniques for successfully completing projects within time, budget, and scope/quality constraints. You will learn a step-by-step model to initiate, plan, execute, monitor and control, and close a project. Proven project management techniques are applied to in-class projects. Five process areas are covered through lecture, discussion and team exercises that take a project through the project life cycle. The program concludes with an interactive discussion of the ten knowledge areas that support the project management methodology. (3 meetings)
**Note: A discounted price of $1,499 is offered to individuals choosing to enroll into the 3-part Project Management Fundamentals program rather than enrolling into the individual modules.*
Prerequisite: None.

BUS1200	Mar. 21, 22 & 23	8:30a – 5:00p	$1,499*-HaCC	HaCC Bldg. rm. TBA

PROJECT MANAGEMENT FUNDAMENTALS: INTRODUCTION AND INITIATING PROJECTS
The first in a series of three courses. 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	Mar. 03	8:30a – 5:00p	$509-HaCC	HaCC Bldg. rm. TBA

PROJECT MANAGEMENT FUNDAMENTALS: PLANNING PROJECTS
The second in a series of three courses, 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 Fundamentals: Introduction and Initiating Projects

BUS1202	Mar. 04	8:30a – 5:00p	$509-HaCC	HaCC Bldg. rm. TBA

PROJECT MANAGEMENT FUNDAMENTALS: EXECUTING, MONITORING AND CONTROLLING, AND CLOSING PROJECTS
The third in a series of three courses. 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 Fundamentals: Introduction and Initiating Projects and Project Management Fundamentals: Planning Projects

BUS1203	Mar. 05	8:30a – 5:00p	$509-HaCC	HaCC Bldg. rm. TBA

ADVANCED PROJECT MANAGEMENT
A comprehensive project management program covering the Nine Knowledge Areas in addition to information on Professional and Social Responsibility, Project Management Framework, and the five Project Management Process Groups. A must for those who have mastered the Fundamentals of Project Management Process Groups or for those who have mastered the Fundamentals of Project Management or are preparing to take the Project Management Professionals (PMP) Certification Exam I. (3 meetings)
**Note: A discounted price of $1,469 is offered to individuals choosing to enroll into the 3-part Advanced Project Management program rather than enrolling into the individual modules.*

Bus1209	Jun. 27, 28 & 29	8:30a – 5:00p	$1,469*-HaCC	HaCC Bldg. rm. TBA

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;
- Overall project management success and the role of the nine knowledge areas throughout the project management process;
- The importance of integration and working across the organization to complete a project successfully.

(1 meeting)

BUS1210	Jun. 27	8:30a – 5:00p	$499-HaCC	HaCC Bldg. rm. TBA

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;
- Satisfies the needs for which it was undertaken.

(1 meeting)

BUS1211	Jun. 28	8:30a – 5:00p	$499-HaCC	HaCC Bldg. rm. TBA

ADVANCED PROJECT MANAGEMENT: HUMAN RESOURCES, COMMUNICATIONS, RISKS, AND PROCUREMENT
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;
- Acquire goods and services from outside the performing organization.

(1 meeting)

BUS1212	Jun. 29	8:30a – 5:00p	$499-HaCC	HaCC Bldg. rm. TBA

KAUAI

COMPUTER COURSES

EXCEL 2010 LEVEL 1
Introductory Excel 2010 will cover the different features of the interface and give a brief overview of all the tabs in the ribbon. It will 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	Feb. 29, Mar. 02, 07 & 09	8:30a – 12:00n	$269-KaCC	Ka KaCC OCET 104a

EXCEL 2010 LEVEL 2
This intermediate 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	Mar. 14, 16, 21, 23	8:30a – 12:00n	$269-KaCC	Ka KaCC OCET 104a

EXCEL 2010 LEVEL 3
This advanced course is intended to help regular users of Excel become more proficient by expanding their knowledge of Excel's data analysis tools, consolidation tools, advanced functions, and PivotTables. 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. Two key advanced spreadsheet tools (PivotTables and PivotCharts) will be discussed at length. 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	Mar. 28, 30, Apr. 03 & 06	8:30a – 12:00n	$269-KaCC	Ka KaCC OCET 104a

POWERPOINT LEVEL 1
This foundation level is intended to help novice computer users get up to speed quickly. It will also help more experienced users who have little to no experience with PowerPoint 2007 and the ribbon interface. 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 some simple presentations as well as cover the basics of formatting. By the end of this course, users should be comfortable with creating a new presentation, customizing the PowerPoint interface, making their presentation look professional and presentable, and saving and presenting their slide show. This course is geared towards the novice computer user. (4 meetings)
Prerequisite: Comfortable with the basics of using the keyboard, mouse, and Start menu of a Windows-based computer

COM4200	Feb. 01, 03, 08 & 10	8:30a – 12:00n	$269-KaCC	Ka KaCC OCET 104a

WORD 2010 LEVEL 1
This Foundation level is intended to help novice computer users get up to speed quickly. It will also help more experienced users who have little to no experience with Word 2010 and the ribbon interface. 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	Jan. 19, 21, 26 & 28	8:30a – 12:00n	$269-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	Feb. 02, 04, 09 & 11	8:30a – 12:00n	$269-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	Feb. 16, 18, 23 & 25	8:30a – 12:00n	$269-KaCC	Ka KaCC OCET 104a

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.
Target audience: *Employees and Working Supervisors belonging to collective bargaining unit one (BU1)*

DATU1 0121	Apr. 20	9:00a – 11:00a	$0-HRD	Ka UPW Conf. rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS
This course is for supervisors of employees belonging in the United Public Workers (UPW) 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.
Note: *Working Supervisors belonging in BU1 should attend the employee briefings entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Employees, course code - DATU1, rather than this supervisory course.*

DATU1S 0077	Apr. 19	12:30p – 4:30p	$0-HRD	Ka UPW Conf. rm.

CHAINSAW SAFETY / FIELD MAINTENANCE AND BASIC TREE FELLING PROGRAM
This program is divided into two modules which must be taken ***together and sequentially***. The program is designed to cover the basics of chain saw safety, field maintenance, and operation. Module 1 covers basic chain saw safety and handling practices. Module 2 covers basic tree felling: the plan, approach, site inspection and preparation, how to climb and exit the tree, the cut, the hinge, and liming and bucking, etc. (1 meeting per module, both modules must be taken)
Prerequisite: Students must be able to provide all Safety Gear (PPEs) and a working chainsaw.

- **CHAIN SAW SAFETY (Module 1)**

TRAD4910-001	Dates TBA	8:00a – 4:00p	$300-KaCC	Ka KaCC Farm Classroom

- **FIELD MAINTENANCE & BASIC TREE FELLING (Module 2)**

TRAD4100-001	Dates TBA	8:00a – 4:00p	$500-KaCC	Ka KaCC Farm Classroom

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.

Note: *The bargaining unit one (BU1) testing requirements are covered in a separate course entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors, course code: DATU1S*

CDAT 0103	Apr. 20	12:30p – 3:30p	$0-HRD	Ka UPW Conf. rm.

ELECTRICIAN'S CONTINUED COMPETENCY COURSE (BASED ON THE 2014 NEC)

This course covers changes in the 2014 National Electrical Code. Effective July 1, 1995, all electricians in categories EJ, EJI, EJS, ES, ESI, and ESS (Maintenance Electricians – EM category are exempt from this requirement) will need to complete a continued competency requirement and pay the applicable fee in order to renew their license. Alternately, you may also renew your license by taking an exam. **The deadline to renew your license is June 30, 2017.** Failure to renew your license by paying the applicable fee and meeting the continued competency requirement (attending the continued competency course **OR** taking an exam) shall constitute a forfeiture of the license effective July 1, 2017. A forfeited license does not allow you to perform electrical work. You have one year from June 30, 2017, to restore your license. If you fail to restore your license by June 30, 2018, you will need to reapply as a new applicant. (1 meeting)

Course Competencies - at the end of this course the student will be able to:

- List electrical code changes
- Discuss electrical theory and calculations
- Discuss proper electrical grounding and bonding procedures
- Describe proper electrical wiring methods

For registration information, call the Kauai Community College-Office of Continuing Education and Training at ph. 245-8318. If necessary, you may also purchase a copy of the NEC 2014 National Electricians' Code Book at the Kauai Community College Bookstore, ph. 245-8273 or 245-8324.

Mandatory Class Requirements – you must bring the following to the class:

1. ***Your 2014 National Electric Code Book***
2. ***A Picture I.D.***
3. ***Your Electrician License***

IMPORTANT NOTE: These classes are scheduled for Saturdays. Due to the specialized nature of this course, state employees who need re-certification for their jobs should discuss the necessity of any work related schedule changes with their departmental personnel office or their supervisors *prior* to receiving approval to register for this class.

TRAD8203-055	Feb. 06	8:00a – 12:00n	$65-KaCC	Ka KaCC OCET rm. 106
TRAD8203-056	May 07	8:00a – 12:00n	$65-KaCC	Ka KaCC OCET rm. 106

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	Feb. 05	8:00a – 1:30p	$95-KaCC	Ka KaCC OCET Bldg.

SECURITY GUARD RECERTIFICATION COURSE

In accordance with the Hawaii Revised Statutes (HRS) Chapter 463 (see 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)

TRAD8101-067	Jan. 15	8:00a – 12:00n	$135-KaCC	Ka KaCC OCET Bldg.
TRAD8101-070	Apr. 12	1:00p – 5:00p	$135-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 0122	Apr. 19	9:00a – 11:00a	$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	Mar. 29, 31, Apr. 05, 07, 12 & 14	1:00p – 3:30p	$225-KaCC	Ka KaCC OCET Bldg.

CREATING A RESPECTFUL WORKPLACE
Creating a respectful workplace begins with understanding what is and isn't respectful. In this course students will be able to:

- Define Respect
- Understand Diversity
- Define Social Style
- Define Emotional Intelligence
- Practice giving and receiving feedback

(1 meeting)

BUS4610	Dates TBA	9:00a – 12:00n	$45-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)

BUS4400-018	Jan 20	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-019	Feb. 22	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-020	Mar. 30	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-021	Apr. 18	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.
BUS4400-022	May 25	8:00a – 11:00a	$45-KaCC	Ka KaCC OCET Bldg.

SHOWING CUSTOMERS WE CARE – THE ESSENTIAL COMPONENT OF EXCELLENT CUSTOMER SERVICE
Businesses cannot survive without excellent customer service. In this four hour course, students will learn to welcome customers, communicate positively, listen, answer customer questions and anticipate their needs. Students will also get great, proven tips on service recovery. Students will:

- Obtain tools to help them make customers feel welcome and special
- Enhance their ability to communicate in a positive way with customers
- Gain an understanding of the importance of problem solving and service recovery to customers

BUS4620-003	Feb. 10	8:00a – 12:00n	$75-KaCC	Ka KaCC OCET Bldg.
BUS4620-004	Apr. 25	8:00a – 12:00n	$75-KaCC	Ka KaCC OCET Bldg.

MANAGEMENT AND SUPERVISORY DEVELOPMENT

CONFLICT RESOLUTION
This course is great for anyone supervising or managing people. Students will examine the nature of conflict, and again an understanding of the alternatives for settlement. Students will be able to practice using real work situations and will leave class with a toolbox of communication tips. Back at work, students will be better able to assess conflict and determine the best resolution whether it is concession, negotiation, mediation or arbitration. (2 meetings)

BUS4006	Dates TBA	8:30a – 11:30a	$90-KaCC	Ka KaCC OCET Bldg.

MAUI

HUMAN RESOURCES DEVELOPMENT

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.
Note: *The bargaining unit one (BU1) testing requirements are covered in a separate course entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors, course code: DATU1S*

CDAT 0099	Feb. 02	8:30a – 11:30a	$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 0118	Feb. 02	12:30a – 2:30p	$0-HRD	Ma UPW Conf. rm.

OAHU

COMPUTER COURSES

BUSINESS APPLICATIONS USING MICROSOFT ACCESS 2013 LEVEL 1
This course is ideal for the first-time Access user or novice who wants 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. Topics include uses and functionality of tables, queries and reports. (2 meetings)
Prerequisites: None

COM8131	Mar. 02 & 09	8:00a – 3:30p	$210-LCC	Oa LCC CE 201
COM8131	May 06 & 13	9:00a – 4:30p	$210-LCC	Oa LCC CE 201

BUSINESS APPLICATIONS USING MICROSOFT EXCEL 2013 LEVEL 1
This course will cover key introductory Microsoft Excel 2013 skillset. Introductory topics include entering and editing entries, selecting cells and ranges, creating and modifying basic formulas and more. (2 meetings)
Prerequisites: Completion of a basic computer knowledge course or equivalent.

COM8121	Feb. 03 & 10	8:00a – 3:30p	$210-LCC	Oa LCC CE 201
COM8121	Mar. 04 & 11	9:00a – 4:30p	$210-LCC	Oa LCC CE 201
COM8121	May 20 & 27	9:00a – 4:30p	$210-LCC	Oa LCC CE 201

BUSINESS APPLICATIONS USING MICROSOFT EXCEL 2013 LEVEL 2
This course will cover intermediate Microsoft Excel 2013 skillsets. Intermediate topics include advanced formatting of worksheets, creating tables, sorting worksheet rows, freezing headings, using templates, adding graphics, and more. (2 meetings)
Prerequisites: Completion of Introduction to Excel course or equivalent.

COM8122	Feb. 17 & 24	8:00a – 3:30p	$210-LCC	Oa LCC CE 201
COM8122	Mar. 18 & Apr. 01	9:00a – 4:30p	$210-LCC	Oa LCC CE 201
COM8122	Jun. 03 & 17	9:00a – 4:30p	$210-LCC	Oa LCC CE 201

BUSINESS APPLICATIONS USING MICROSOFT EXCEL 2013 LEVEL 3
This course will cover advance Microsoft Excel 2013 skillsets. Topics include features used for data analysis and auditing via financial functions and advanced functions, and macros. Individuals who successfully complete the suite of Microsoft Excel modules will be prepared for the Microsoft Office Specialist Excel 2013 certification exam. (2 meetings)
Prerequisites: Completion of Intermediate level Excel course or equivalent.

COM8123	Apr. 08 & 15	9:00a – 4:30p	$210-LCC	Oa LCC CE 201
COM8123	Jun. 24 & Jul. 01	9:00a – 4:30p	$210-LCC	Oa LCC CE 201

BUSINESS PRESENTATIONS USING POWERPOINT 2013 LEVEL 1
This course will introduce you to Microsoft PowerPoint 2013 skillsets. Topics covered include themes, bulleted lists, and outlines, formatting text, delivering a slide show and more. On-site training is available and can be arranged for groups of participants. Please contact Joy Mahiko for further details and/or information on arrangements for group bookings. She can be reached via e-mail at: jmahiko@hawaii.edu. (2 meetings)

COM8141	Mar. 16 & 23	8:00a – 3:30p	$210*-LCC	Oa LCC CE 201

**Note: LCC charges an on-site training fee of $995 per group bookings of up to 12 participants per group.*

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)

COM8111	Jan. 22 & 29	9:00a – 4:30p	$210-LCC	Oa LCC CE 201
COM8111	Mar. 30 & Apr. 06	8:00a – 3:30p	$210-LCC	Oa LCC CE 201

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)
Prerequisites: Completion of Basic Microsoft Word course or equivalent

COM8112	Feb. 05 & 12	9:00a – 4:30p	$210-LCC	Oa LCC CE 201
COM8112	Apr. 13 & 20	8:00a – 3:30p	$210-LCC	Oa LCC CE 201

MICROSOFT WORD 2013 FOR THE BUSINESS WORLD, LEVEL 3
This course will focus on the advance Microsoft Word 2013 skillsets. Topics include features used for organizing long documents including table of contents, indices, page numbering and cross referencing, integrating multiple users and reviewers for a document, and personalizing your Word settings and macros. Individuals who successfully complete the suite of Microsoft Word modules will be prepared for the Microsoft Office Specialist Word 2013 certification exam.
Prerequisites: Completion of Intermediate Microsoft Word course or equivalent

COM8113	Feb. 19 & 26	9:00a – 4:30p	$210-LCC	Oa LCC CE 201

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.
Target audience: *Employees and Working Supervisors belonging to collective bargaining unit one (BU1)*

DATU1 0119	Feb. 23	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
DATU1 0120	Feb. 23	1:00p – 3:00p	$0-HRD	Oa SOT rm. 204
DATU1 0122	May 03	12:30p – 2:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS
This course is for supervisors of employees belonging in the United Public Workers (UPW) 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.
Note: *Working Supervisors belonging in BU1 should attend the employee briefings entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Employees, course code - DATU1, rather than this supervisory course.*

DATU1S0075	Feb. 11	8:30a – 12:30p	$0-HRD	Oa SOT rm. 204
DATU1S0076	Apr. 12	8:30a – 12:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DATU1S0078	May 19	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.

Note: *The bargaining unit one (BU1) testing requirements are covered in a separate course entitled: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors, course code: DATU1S*

CDAT 0097	Jan. 26	8:30a – 11:30a	$0-HRD	Oa SOT rm. 204
CDAT 0098	Jan. 26	1:00p – 4:00p	$0-HRD	Oa SOT rm. 204
CDAT 0101	Mar. 10	8:30a – 11:30a	$0-HRD	Oa SOT rm. 204
CDAT 0102	Mar. 10	1:00p – 4:00p	$0-HRD	Oa SOT rm. 204
CDAT 0104	May 03	8:30a – 11:30a	$0-HRD	Oa Aloha Stad. Hospitality rm.

ELECTRICIAN CONTINUED COMPETENCY COURSE - (BASED ON THE 2014 NEC)

This course covers changes in the 2014 National Electrical Code. Effective July 1, 1995, all electricians in categories EJ, EJI, EJS, ES, ESI and ESS (Maintenance Electricians – EM category are exempt from this requirement) will need to complete a continued competency requirement and pay the applicable fee in order to renew their license.

The deadline to renew your license is June 30, 2017. Failure to renew your license by paying the applicable fee and meeting the continued competency requirement (attending the continued competency course **OR** taking an exam offered by Thomson Prometric) shall constitute a forfeiture of the license effective July 1, 2017. A forfeited license does not allow you to perform electrical work. You have one year from June 30, 2017, to restore your license. If you fail to restore your license by June 30, 2018, you will need to reapply as a new applicant.

Attendance Requirements: Attendance for the full 4 hours of class is required in order to obtain a certificate of course attendance. You must be in class by the published start time for any class listed here. **No one will be allowed in class after the published start time. Latecomers not admitted to class will forfeit their tuition fees.**

Mandatory Class Requirements – you must bring the following to the class:

- **Your 2014 National Electric Code Book**
- **A Picture I.D.**
- **Your Electrician License**

Book information is as follows: Book Title – NFPA 70: National Electrical Code (NEC), 2014 Edition, 1st Edition, ISBN-13: 9781455906727. You may purchase this book from the Honolulu Community College Bookstore, Ph. 845-9105 or via Amazon.com.

For registration information, please contact Honolulu Community Colleges' Continuing Education and Lifelong Learning program at 845-9296. Note: Registration and payment must be received (5) business days prior to the class start date. Advanced registration is required. (1 meeting)

Course Code TBA	Mar. 23	9:00a – 1:00p	$65-Hon CC	Oa Hon CC Location TBA
Course Code TBA	May 19	9:00a – 1:00p	$65-Hon CC	Oa Hon CC Location TBA
Course Code TBA	Jun. 08	9:00a – 1:00p	$65-Hon CC	Oa Hon CC Location TBA

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 0007	Apr. 29	8:00a – 12:00n	$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	Jan. 27	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Feb. 17	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Mar. 09	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Mar. 23	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Apr. 20	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	May 25	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Jun. 08	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Jun. 22	8:00a – 3:00p	$135-LCC	Oa LCC CE 303

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 7103	Feb. 05	8:00a – 12:00n	$99-WCC	Oa WCC Hale Kuhina rm. TBA
HLTH 7103	May 27	8:00a – 12:00n	$99-WCC	Oa WCC Hale Kuhina rm. TBA

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	Apr. 01	8:00a – 12:30p	$90-WCC	Oa WCC Hale Kuhina rm. TBA

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. (1 meeting)

HLTH 7102	Feb. 05	1:00p – 5:00p	$60-WCC	Oa WCC Hale Kuhina rm. TBA
HLTH 7102	Apr. 01	1:00p – 5:00p	$60-WCC	Oa WCC Hale Kuhina rm. TBA
HLTH 7102	May 27	1:00p – 5:00p	$60-WCC	Oa WCC Hale Kuhina rm. TBA

HEARTSAVER FIRST AID WITH CPR AND AED

This Heartsaver course teaches you the skills to recognize and provide care to treat emergencies until healthcare personnel arrive. You will practice health and safety solutions for adult first aid, environmental emergencies, adult/child CPR (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	Feb. 08	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Mar. 14	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Apr. 11	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	May 09	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Jun. 13	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement

INTERVIEW AND SELECTION FOR SUPERVISORS

Registration priority will be given to Department of Health (DOH) supervisors and agencies without Equal Employment Opportunity (EEO) 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 introductory course 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 0023	Jan. 21	9:00a – 11:00a	$0-HRD	Oa Kina'u Hale rm. 119
INTS 0024	Feb. 18	9:00a – 11:00a	$0-HRD	Oa Kina'u Hale rm. 119
INTS 0025	Mar. 17	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 on 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 TBA

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 TBA

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 TBA

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 TBA

PRE-RETIREMENT SEMINARS

Effective January 1, 2016, the Department of Human Resources Development (DHRD) has discontinued hosting the Contributory Plan, Non-Contributory Plan and Hybrid Plan pre-retirement workshops at the State Capitol Auditorium. Instead, information on these 3 retirement plans (along with workshop presentation materials and handouts), will now be available 24-7 online as part of the Executive Branch On-Line Training Catalog listed on DHRD's website. This conversion to an online format was made in order to help employees state-wide obtain plan information as needed.

The web address for the on-line catalog is: http://dhrd.hawaii.gov/state-employees/eetraindev/

Employees wishing to access DHRD's On-Line Training Catalog, should contact their departmental personnel office for access instructions and/or further information. Note: The pre-retirement content posted online may be updated periodically to reflect changes to information and/or benefits.

The pre-retirement course modules posted online are as follows:

- Pre-Retirement-Hawaii State Hybrid Plan Benefits - Plan information and booklet
- Pre-Retirement-Hawaii State Noncontributory Plan Benefits - Plan information and booklet
- Pre-Retirement-Hawaii State Contributory Plan Benefits - Plan information and booklet
- Pre-Retirement – Morning Session Presentation Materials – Handout Materials presented at Sept. 23, 2015 workshop
- Pre-Retirement – Afternoon Session Presentation Materials – Handout Materials presented at Sept. 23, 2015 workshop

REASONABLE ACCOMMODATIONS FOR SUPERVISORS

Registration priority: Dept. of Health (DOH) supervisors and agencies without Equal Employment Opportunity (EEO) 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 TBA

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: Personnel Staff, Managers and Supervisors

REC 0007	Apr. 21	10:00a – 12:00n	$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 0007	Jan. 29	9:00a – 12:00n	$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 Personnel Staff

SUIT 0007	Jun. 03	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 the different appointment types affect the incumbent of the position with respect to their status, rights, and benefits. (1 meeting) Please direct content questions to Patti Miyamoto-Asato at 587-0957.

Target Audience: Personnel Staff, Managers and Supervisors

APPT 0007	Apr. 21	8:30a – 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 TBA

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 TBA

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 0116	Jan. 12	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
WVP 0117	Jan. 12	1:00p – 3:00p	$0-HRD	Oa SOT rm. 204
WVP 0120	Mar. 22	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0121	Mar. 22	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0123	Jun. 16	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0124	Jun. 16	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

COMMUNICATION STRATEGIES – (online course)
Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about that individual made you feel comfortable. A major goal of this workshop is to help you understand the impact your communication skills have on other people. You will also explore how improving these skills can make it easier for you to get along in the workplace, and in life.

What topics are covered?

- Creating positive relationships
- Growing our self-awareness
- Communication basics and barriers
- Asking questions and listening skills
- Body language
- Communication styles
- Creating a positive self-image
- Frame of reference
- Techniques for the workplace
- Assertiveness

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019	$160-WCC	Oa WCC

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. (1 meeting)

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.

DISC0010	Feb. 16	8:00a – 12:30p	$50-HRD	Oa SOT rm. 204
DISC0011	Mar. 01	8:00a – 12:30p	$50-HRD	Oa SOT rm. 405
DISC0012	Apr. 05	8:00a – 12:30p	$50-HRD	Oa SOT rm. 204
DISC0013	Apr. 19	8:00a – 12:30p	$50-HRD	Oa SOT rm. 204
DISC0014	May 17	8:00a – 12:30p	$50-HRD	Oa SOT rm. 204
DISC0015	Jun. 14	8:00a – 12:30p	$50-HRD	Oa SOT rm. 204

MANAGEMENT AND SUPERVISORY DEVELOPMENT

THE ABC'S OF SUPERVISING OTHERS – (online course)
This online workshop is for people who are new supervisors or who are interested in a supervisory position, as well as those who are team leads or part-time supervisors without a great deal of authority. This workshop is designed to help participants overcome many of the supervisory problems that they will encounter as a workplace leader. Dealing with the problems that a new supervisor encounters isn't easy, but it doesn't have to lead to discouragement.
What topics are covered?

- Making the transition
- Responsibilities of a Supervisor
- Key behaviors and attitudes
- Setting goals and planning for success
- Active listening techniques
- Communication skills
- Giving feedback and instructions
- Orders, requests, and suggestions
- Managing conflict
- Managing challenging situations
- Developing relationships

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019	$160-WCC	Oa WCC

ADVANCED BUSINESS WRITING
Advanced Business Writing is geared towards writers who are confident with the writing process and organization of information. Participants will move beyond the fundamentals and address the challenges of writing in pieces such as business reports, proposals, public announcements, and letters of request or refusal. (1 meeting)

BUS5604	Apr. 29	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

BUSINESS WRITING THAT WORKS
Capture your thoughts on paper to produce a strong and persuasive piece that is clear, concise, complete, and correct. This interactive, skills-based workshop provides participants with the process and strategies to organize their ideas in a variety of ways. Participants will review how to incorporate writing style and format for business emails, letters, memos, and reports to fit the audience and purpose. (1 meeting)

BUS5505	Feb. 12	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

BUSINESS WRITING THAT WORKS – (online course)
We all know what good writing is. Good writing is the memo that gets action and the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This workshop will give you the tools to become a better writer.
What topics are covered?

- The fours C's: clear, concise, complete, and correct
- Word agreement
- Active and passive voice
- Sentences and sentence types
- Readability index
- Manners and courtesy
- Practical and inclusive language
- Sentence construction and punctuation
- Writing business letters, memos, and e-mails
- Spelling and proofreading
- Reviewing your writing

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019	$160-WCC	Oa WCC

COACHING 101

This course is designed for state supervisors and managers who may be new to the employee development and coaching process. Coaching begins with setting expectations or goals and learning how to teach new skills to your employees. Once taught, these employees must be supported, developed, and guided to be the best they can be in their positions. To be truly successful, a supervisor or manager must become comfortable with giving feedback and coaching conversations to employees in order to continuously build their skills and steer them away from barriers that may prevent achieving work success. (1 meeting)

Prerequisite: Must have completed the Performance Appraisal System course for supervisors.

COACH0001	Feb. 11	8:30a – 4:00p	$0-HRD	Oa SOT rm. 203
COACH0002	Feb. 25	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204
COACH0003	Mar. 10	8:30a – 4:00p	$0-HRD	Oa SOT rm. 203
COACH0004	Mar. 17	8:30a – 4:00p	$0-HRD	Oa SOT rm. 405
COACH0005	Apr. 14	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204
COACH0006	May 12	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204
COACH0007	May 26	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204
COACH0008	Jun. 09	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204

COMMUNICATING EFFECTIVELY

Improve your interactions with people in your workplace and at home. Learning multiple ways to communicate and connect are for those who often struggle to find that middle ground between being too aggressive and too passive. Participants will learn how to counter the manipulative tactics of difficult people and learn the critical skills of listening, asking questions, and being aware of nonverbal messages. Learning to recognize the elements of communication can reveal information about ourselves and how to get a handle on managing ourselves for a professional image. (1 meeting)

BUS5503	Jan. 29	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

CONFLICT RESOLUTION IN THE WORKPLACE

Conflict Resolution is a skills-based workshop that explores common conflicts in the workplace. Gain the skills and strategies to move beyond the conflict and to resolve business disputes. Learn techniques to maintain composure and confidence as the mediator or negotiator. (1 meeting)

BUS5508	Apr. 13	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

CRITICAL THINKING – (online course)

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 online workshop will give you some practical tools and hands-on experience with critical thinking and problem solving.

What topics are covered?

- Where do other types of thinking fit in? (Including whole-brain and left and right brain)
- Understanding critical thinking
- Pitfalls to reasoned decision making
- The critical thinking process
- A critical thinker's skill set
- Plenty of hands-on case studies
- Creating explanations
- Dealing with assumptions
- Common sense
- Critical and creative thought systems

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019			$160-WCC	Oa WCC

CRITICAL THINKING IN THE MODERN WORKPLACE

Critical Thinking is an interactive and collaborative workshop to equip you with the skills to exercise critical thinking and problem-solving in the modern workplace. Understand how to approach and make clear judgments on business and workplace problems. Learn how to present arguments that are logical and compelling. This workshop provides practical tools and hands-on practice with critical thinking and problem solving. (1 meeting)

BUS5507	Mar. 28	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

MOTIVATING YOUR WORKPLACE
Motivating Your Workplace provides managers and supervisors with the knowledge and skills to create a more dynamic, loyal, and energized staff of employees. Participants will identify the individual needs of staff and identify focus areas to boost motivation and morale in the workplace. (1 meeting)

BUS5603	May 27	9:00a – 3:00p	$199-LCC	Oa LCC CE 302

PROBLEM SOLVING AND DECISION MAKING – (online course)
We make decisions and solve problems continually. We start making decisions before we even get out of bed (shall I get up now or not?) Despite all the natural decision making that goes on and the problem solving we do, some people are very uncomfortable with having to make decisions. You may know someone who has a hard time making decisions about what to eat, never mind the internal wrestling they go through in order to make major decisions at work. The key to finding creative solutions is not just creativity, although that will certainly help. The answer rests in our ability to identify options, research them, and then put things together in a way that works. Having a process to work through can take the anxiety out of problem solving and made decisions easier.
What topics are covered?

- Problem solving definitions
- Making decisions
- Problem solving model and toolkit
- Getting into it
- SWOT Analysis
- Making good group decisions
- Analyzing and selecting solutions
- Planning and organizing
- Many hands-on case studies and exercises

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019			$160-WCC	Oa WCC

PROBLEM SOLVING IN THE WORKPLACE
Problem Solving in the Workplace is an interactive and collaborative workshop where participants work together to define the true problem, analyze and identify possible causes, and create feasible options and solutions to implement in the workplace. Participants will learn effective strategies to problem-solve and arrive at sustainable win-win solutions. (1 meeting)

BUS5605	May 11	9:00a – 3:00p	$199-LCC	Oa LCC CE302

PUBLIC SPEAKING: PRESENTATION SURVIVAL SCHOOL – (online course)
A great presenter has two notable qualities – appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this online workshop, you will master the skills that will make you a better speaker and presenter.
What topics are covered?

- Communication skills
- Personality types
- Positive self-talk, rapport, and body language
- Maximizing meetings
- Managing sticky situations
- Writing and planning a presentation
- Audience profile
- Your speaking voice
- Add punch to your presentation
- Overcoming nervousness and what are the five S's

Prerequisite: None. Must have state email address and Internet Access, no previous on-line experience required. Open enrollment starting Jan. 11, 2016. 8 hours of self-pace, instructor coached, online instruction. Scheduled training must be taken during official state working hours. For more information, go to http://windwardcce.org/cce-online.htm

BUS7019			$160-WCC	Oa WCC

TEAMWORK: BUILDING BETTER TEAMS
Working together is a characteristic of all successful organizations, but some are much better at this skill than others. Building Better Teams is for team leaders and members who want to increase their team's effectiveness in performance and team satisfaction. Gain the knowledge and confidence to be an effective team player and create value within your organization. (1 meeting)

BUS5506	Mar. 04	9:00a – 3:00p	$199-LCC	Oa LCC CE302

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 Feb. 02, 2015 (course code **P1473 -** 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. If you are registering/paying via state purchase order, please contact Lance Haga at 956-9249 or by e-mail: hagal@hawaii.edu,

2016 Session Dates	Module Times	Locations
Feb. 11	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Mar. 04	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Mar. 18	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Apr. 01	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Apr. 15	8:00a – 12:00p	Oa UHMOUT Krauss rm. 012
Jan. 12*	8:00a – 12:00p	Oa UHMOUT Krauss rm. 012

Note: *Jan. 12, 2016 - 'Managing Your Priorities' is an *OPTIONAL CLASS* that is **not** part of, or required for, the Leadership Certificate program. You may register for any of the following modules below on an individual basis if so desired.

MANAGING YOUR PRIORITIES – *(*OPTIONAL MODULE - 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 Dec. 30, 2015)

P14073	Jan. 12	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

BUILDING TRUST UNDER PRESSURE: THE BASIC PRINCIPLES
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 Feb. 02 - Cost of session includes workbook)

P14064	Feb. 11	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

DEVELOPING OTHERS
Obtain skills for developing others, helping them to gain confidence, take on new challenges, and work more independently. (1 meeting)
(Register by Feb. 02 - Cost of session includes workbook)

P14065	Feb. 11	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

LISTENING IN A HECTIC WORLD
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 Feb. 23 - Cost of session includes workbook)

P14066	Mar. 04	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

PROVIDING 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 Feb. 23 - Cost of session includes workbook)

P14067	Mar. 04	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

ADDRESSING EMOTIONS AT WORK
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 Mar. 09 - Cost of session includes workbook)

P14068	Mar. 18	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

SPEAKING TO INFLUENCE OTHERS
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 Mar. 09 - Cost of session includes workbook)

P14069	Mar. 18	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

RESOLVING CONFLICTS WITH YOUR PEERS
Obtain a process for resolving conflicts that encourages shared solutions and builds constructive work relationships with your peers. (1 meeting)
(Register by Mar. 22 - Cost of session includes workbook)

P14070	Apr. 01	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

ACTIVATING 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 Mar. 22 - Cost of session includes workbook)

P14071	Apr. 01	1:00p – 5:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

GIVING RECOGNITION
Build better working relationships and inspire excellent performance in your organization by acknowledging individuals for their accomplishments. (1 meeting)
(Register by Apr. 06 - Cost of session includes workbook)

P14072	Apr. 15	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

PROFESSIONAL DEVELOPMENT

ANALYZING PROCESSES TO MAP BETTER OUTCOMES
Leaders often face challenging environments, which require budget reduction, increased efficiencies, streamlining of work, and increasing production. Using process maps, leaders can analyze the process to make effective decisions and identify opportunities for improvements. This workshop provides a hands-on opportunity to learn basic process mapping analysis, which leverages basic process mapping concepts and introduces new skills in detailed process mapping, and new components in process analysis.
Prerequisite: Recommend completion of Basics to Business Process Mapping prior to taking this course or its equivalent.

BUS5651	Mar. 18	8:30a – 4:00p	$199-LCC	Oa LCC CE 302

BASICS TO BUSINESS PROCESS MAPPING
We often perform recurring tasks, yet we don't often document the entire process from beginning to end. Process mapping allows individuals and organizations to understand what the organization does and who performs each action in a visual. This workshop provides a hands-on opportunity to learn the basic fundamentals or processes and the basic components and skills for process mapping. (1 meeting)

BUS5650	Feb. 12	8:30a – 4:00p	$199-LCC	Oa LCC CE 302

UH BUSINESS ANALYSIS SERIES

The Business Analysis series is a three-day seminar series that introduces the principles and methodology of Business Analysis (BA). The fee for each day of training is $400 per day. **Registration Deadline for this series is by Jan. 29.** All sessions will meet on UH-Manoa Campus, Krauss Hall, rm. 012.

BUSINESS ANALYSIS BASICS PART 1: INTRODUCTION TO BA AND BABOK® – *(NEW)*
For business analysts, project managers and anyone who does business analysis in their work - learn about the Business Analysis Body of Knowledge (BABOK®) and what a Business Analyst does. (1 meeting) *Registration by Jan. 29, 2016.*
Prerequisite: Must be taken with Business Analysis Basics Parts 2 & 3

P14103	Feb. 08	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

BUSINESS ANALYSIS BASICS PART 2: CORE COMPETENCY MODEL & REAL-WORLD APPLICATION – *(NEW)*
Review how to use the BABOK® as a guide. Covers the Core Competency Model and six knowledge areas of BABOK®, as well as real-world application of the tasks in each knowledge area. (1 meeting) *Registration by Jan. 29, 2016.*
Prerequisite: Must be taken with Business Analysis Basics Parts 1 & 3

P14104	Feb. 09	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

BUSINESS ANALYSIS BASICS PART 3: UNDERLYING COMPETENCIES AND THE BA ORGANIZATION – *(NEW)*
Review BABOK® Underlying Competencies, Techniques and Perspectives. Learn about the International Institute of Business Analysis (IIBA) and understand the different certification models and process. (1 meeting) *Registration by Jan. 29, 2016.*
Prerequisite: Must be taken with Business Analysis Basics Parts 1 & 2

P14105	Feb. 10	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

UH BUSINESS PROCESS IMPROVEMENT CERTIFICATE (www.outreach.hawaii.edu/PROCESS)

Master business processes and leverage process capabilities for operational excellence. Attend any of the two-day series listed below to meet a specific need. Earn the **Business Process Improvement Certificate** upon completion of all eight seminars. These two-day series may also be taken without the obligation to earn the Certificate. Fee for each day of training is $400 per state employee. All sessions will meet on UH-Manoa Campus, Krauss Hall, rm. 012.

INTRODUCTION TO SYSTEMS THINKING AND PROCESS MAPPING ANALYSIS
Look beyond functional activities and rediscover your organization's core processes. Reduce inefficiency and waste. Increase productivity, competitive advantage, and profits through systems thinking and process analysis. (1 meeting) *Registration/withdrawal by Feb. 04, 2016.*
Prerequisite: Must be taken with Applying the Process Mapping Toolkit to Streamline & Reengineer Your Business Processes

P14075	Feb. 18	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

APPLYING THE PROCESS MAPPING TOOLKIT TO STREAMLINE & REENGINEER YOUR BUSINESS PROCESSES
Apply process maps to peel away the complexity of your organizational structure and internal politics. Select processes for reengineering, eliminate systems flaws, identify business requirements, and apply proven principles to improve the way your organization works. (1 meeting) *Registration/withdrawal by Feb. 04, 2016.*
Prerequisite: Must be taken with Introduction to Systems Thinking and Process Mapping Analysis

P14076	Feb. 19	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

UNDERSTANDING CUSTOMER NEEDS: SELECTING THE RIGHT MEASURES FOR PROCESS IMPROVEMENT
Understand which customers and which requirements are most critical to your business. Learn to measure and analyze process performance and identify factors that liumit quality, slow service time, and increase costs. (1 meeting) *Registration/withdrawal by Feb. 09, 2016.*
Prerequisite: Must be taken with Analyzing Performance and Applying Six Sigma Improvement Tools

P14077	Feb. 23	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

ANALYZING PERFORMANCE AND APPLYING SIX SIGMA IMPROVEMENT TOOLS
Gain clarity on how variability drives your improvement tactics. Determine what level of quality your process is capable of delivering; recognize trends; evaluate and apply process improvement alternatives; and develop results-oriented solutions. (1 meeting) *Registration/withdrawal by Feb. 09, 2016.*
Prerequisite: Must be taken with Understanding Customer Needs: Selecting the Right Measures for Process Improvement

P14078	Feb. 24	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

THINKING OUTSIDE THE BOX: TOOLS AND TECHNIQUES FOR PROCESS REDESIGN
Focus on process innovation. Evaluate the business return of process improvement alternatives; thinking outside the process box; and devising innovative process designs based on customer needs. (1 meeting) *Registration/withdrawal by Mar. 30, 2016.*
Prerequisite: Must be taken with Strategic Innovation: Leveraging and Implementing Process Excellence

P14079	Apr. 13	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

STRATEGIC INNOVATION: LEVERAGING AND IMPLEMENTING PROCESS EXCELLENCE
Go beyond creative solutions to business process challenges. Drill down to: leverage process excellence and foster growth; create a strategy canvas to assess the impact of processes on strategic position; and plan for the realities of process change. (1 meeting) *Registration/withdrawal by Mar. 30, 2016.*
Prerequisite: Must be taken with Thinking Outside the Box: Tools and Techniques for Process Redesign

P14080	Apr. 14	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PLANNING FOR IMPLEMENTATION OF PROCESS AND TECHNOLOGY CHANGE
Build a powerful combination of soft skills – leadership, coalition building, internal sales and communication, conflict management – and hard skills – strategic planning, project management, and organizational alignment – to win widespread support for process changes. (1 meeting) *Registration/withdrawal by Apr. 05, 2016.*
Prerequisite: Must be taken with Deploying and Integrating Performance Improvement Solutions

P14081	Apr. 19	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

DEPLOYING AND INTEGRATING PERFORMANCE IMPROVEMENT SOLUTIONS
Integrate your process solutions by prioritizing key objectives; communicating the vision, plan, and progress of process change; increasing the effectiveness of implementation teams; managing conflict; and promoting widespread involvement in the change initiative. (1 meeting) *Registration/withdrawal by Apr. 05, 2016.*
Prerequisite: Must be taken with Planning for Implementation of Process and Technology Change

P14082	Apr. 20	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

THE UH CERTIFICATE IN PROJECT MANGEMENT (www.outreach.hawaii.edu/PROJECT)

Learn the Project Management Body of Knowledge (PMBOK®) and earn the **UH Project Certificate in Management** (on completion of the six seminars), or prepare for PMI® certification. Each three-day series may also be taken without obligation to earn the UH Project Certificate. Fee for each day of training is $400 per state employee. Instructor is Mr. Kuuipo Laumatia.

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.

PROJECT MANAGEMENT BASICS I: INTRODUCTION AND INITIATING PROJECTS
Understand the definition of a project and project management, role of the project manager, the initiating process, and the project charter. (1 meeting) *Register/withdrawal deadline 4:00 pm – Jan. 19, 2016.*
Prerequisite: None. Must be taken with Project Management Basics II: Planning Projects *and* Project Management Basics III: Executing, Controlling, and Closing Projects

P14083	Jan. 27	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PROJECT MANAGEMENT BASICS II: PLANNING PROJECTS
Review the purpose of the planning process, the project plan, work breakdown structure, estimating and budgeting, scheduling, staffing, and risk management. (1 meeting) *Registration/withdrawal deadline 4:00 pm – Jan. 19, 2016.*
Prerequisite: Must be taken with *Project Management Basics I: Introduction and Initiating Projects and* Project Management Basics III: Executing, Controlling, and Closing Projects

P14084	Jan. 28	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PROJECT MANAGEMENT BASICS III: EXECUTING, CONTROLLING, AND CLOSING PROJECTS
Learn the executing process and activities, change requests, the controlling process, performance reporting, integrated change control, the closing process, administrative closure, and contract closeout. (1 meeting) *Register/withdrawal deadline 4:00 pm – Jan. 19, 2016.*
Prerequisite: Must be taken with Project Management Basics I: Introduction and Initiating Projects *and* Project Management Basics II: Planning Projects

P14085	Jan. 29	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PROJECT MANAGEMENT ESSENTIALS I: FRAMEWORK, PROCESSES, RESPONSIBILITY, AND INTEGRATION
Review the project management framework and body of knowledge (PMBOK®), including project life cycle, processes, professional and social responsibility, knowledge areas, and working across the organization to complete a project successfully. (1 meeting) *Register/withdrawal deadline 4:00 pm – Mar. 1, 2016.*
Prerequisite: Must be taken with Project Management Essentials II: Scope, Time, Costs, and Quality *and* Project Management Essentials III: Human Resources, Communications, Risks, and Procurement

P14097	Mar. 09	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PROJECT MANAGEMENT ESSENTIALS II: SCOPE, TIME, COSTS, AND QUALITY
Focus on the processes required to ensure that the project includes all the work, and only the work, required; is completed on time and within the approved budget; and satisfies the needs for which it was undertaken. (1 meeting) *Register/withdrawal deadline 4:00 pm – Mar. 1, 2016.*
Prerequisite: Must be taken with Project Management Essentials I: Framework, Processes, Responsibility, and Integration *and* Project Management Essentials III: Human Resources, Communications, Risks, and Procurement

P14098	Mar. 10	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

PROJECT MANAGEMENT ESSENTIALS III: HUMAN RESOURCES, COMMUNICATIONS, RISKS, AND PROCUREMENT
Survey the processes required to make effective use of people involved; ensure proper collection and dissemination of project information; identify, analyze, and respond to project risks; and acquire needed goods and services from outside the performing organization. (1 meeting) *Register/withdrawal deadline 4:00 pm – Mar. 1, 2016.*
Prerequisite: Must be taken with Project Management Essentials I: Framework, Processes, Responsibility, and Integration *and* Project Management Essentials II: Scope, Time, Costs, and Quality

P14099	Mar. 11	8:00a – 4:00p	$400-UHMOUT	Oa UHMOUT Krauss rm. 012

UH ENERGY EFFICIENCY PROGRAM 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. You may also contact Paulette Feeney at 956-0237 regarding questions on this certificate program or the application and subsidy process.

BOC® LEVEL II BUILDING OPERATOR CERTIFICATION – *(NEW)*
Higher-level energy efficiency series focuses on Preventative Maintenance and Troubleshooting Principles, Advanced Electrical Systems Diagnostics, HVAC Troubleshooting and Maintenance, HVAC Controls and Optimization, Building, Commissioning, and Enhanced Automation and Demand Reduction for the BOC Level II certification. Exams and homework also required. Find complete details at www.outreach.hawaii.edu/BOC. (7 meetings) – NOTE: Class dates will alternate between Saturdays and Tuesdays. **Due to the specialized nature of this course, state employees should discuss the necessity of any work related schedule changes with their departmental personnel office or their supervisors prior to receiving approval to register for this class.*

P14125	Feb. 06 & 20 Mar. 08, 15 & 29 Apr. 09 & 23	8:00a – 4:00p	$200*- UHMOUT	Oa UHMOUT Krauss rm. 012

*Price listed of $200 is based on Hawaii Energy subsidy (regular cost is $1600). **Deadline to submit the Hawaii Energy Subsidy application is Jan. 20, 2016.** Payment for this course is due by Jan. 29, 2016.

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

"POWERFUL" LISTENING: HOW TO LISTEN SO PEOPLE WILL SHARE THEIR CONCERNS WITH YOU
Learn 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) *Registration deadline - Feb. 09, 2016.*

P14127	Feb. 17	8:00a – 11:45a	$90-UHMOUT	Oa UHMOUT Krauss rm. 012

CHALLENGING CONVERSATIONS: HOW TO SHARE YOUR CONCERNS SO PEOPLE WILL HEAR YOU
Focus on a process to discuss difficult issues. Address the "necessary" conversation and your readiness; focus on the other person and his/her readiness; logistics for success; and how to have the conversation. (1 meeting) *Registration deadline - Feb. 09, 2016.*

P14128	Feb. 17	12:45p – 4:30p	$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