

## TRAINING OFFICE - LEADERSHIP TRAINING COURSES

Contact your Departmental Human Resources Office (HRO) for help in registering for these class dates.

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>COACHING 101 - (COACH)</b></p> <p>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 employees. Once learned, it's all about having employees develop their skills by supporting and guiding them to be the best that they can be in their positions. To be a successful supervisor or manager, you must become comfortable with giving feedback and coaching conversations to continuously build your employees' skills and to help them steer away from barriers to their work progress.</p> <p><b>Target Audience: Supervisors / Managers</b></p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 4:00p	1/23/20 <b>COACH</b> <b># 0031</b>			4/14/20 <b>COACH</b> <b># 0032</b>		
<p><b>COACHING 202 - (CCH202)</b></p> <p>This course builds upon the skills covered in Coaching 101. Learn performance diagnostics to determine how to flex your coaching style for maximum effectiveness. We will also cover how to handle various emotional reactions that can occur during a coaching session.</p> <p><b>Prerequisite: Must have taken Coaching 101 and practiced the coaching skills learned for at least 6 months prior to taking this next level class.</b></p> <p><b>Target Audience: Supervisors / Managers</b></p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:30p			3/4/20 <b>CCH 202</b> <b># 0016</b>			

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>DiSC 101- PROFESSIONAL DEVELOPMENT (fka: Interpersonal Communications)</b>  <b>Cost: \$ 100</b>  Open to all employees. This is a personal assessment tool used to improve work productivity, teamwork and communication through non-judgmental assessment of behavioral differences. Participants will learn to better understand themselves and to adapt their behaviors with others. <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b>  <b>Target Audience: All Employees</b></p>	<p>State Office Tower,  DHRD Training Center  10th floor, # 1001</p>	<p>8:30a -  12:00p</p>		<p><b>2/04/20</b>  <b>DiSC 101</b>  <b>Ses # 0032</b>  *Registration deadline 1/07/20</p>		<p><b>4/30/20</b>  <b>DiSC 101</b>  <b>Ses # 0033</b>  *Registration deadline 3/30/20</p>		
<p><b>DiSC for PRODUCTIVE CONFLICT - (DiSC 2)</b>  <b>Cost: \$ 125</b>  This session explores workplace conflict - one of the most stressful, uncomfortable, and inevitable experiences people face in the workplace. While conflict is an inevitable part of any working relationship, your response to conflict is entirely within your control. This session directly addresses workplace conflict and highlights how DiSC can help you respond to conflict situations in an effective way.  <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b>  <b>Target Audience: All Employees</b></p>	<p>State Office Tower,  DHRD Training Center  10th floor, # 1001</p>	<p>8:30a -  12:00p</p>			<p><b>3/24/20</b>  <b>DiSC 2</b>  <b>Ses # 0007</b>  *Registration deadline 2/24/20</p>		<p><b>5/28/20</b>  <b>DiSC 2</b>  <b>Ses # 0008</b>  *Registration deadline 4/28/20</p>	

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>DISC for MANAGERS - (DiSC3)</b>  <b>Cost: \$125</b></p> <p>Managers aim at increasing the effectiveness of anyone in a management role - whether managing direct reports or the relationship with their own manager. Strategies covered focus on strengthening their one-to-one relationships utilizing the Everything DiSC Management Assessment: 1) Directing people with different styles; 2) Delegating to people with different communication needs; 3) Creating a motivating environment; 4) Developing others with different styles. <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b></p> <p><b>Target Audience: Supervisors / Managers</b></p>	<p>State Office Tower,  DHRD Training Center  10th floor, # 1001</p>	<p>8:30a - 4:00p</p>			<p><b>3/12/20</b>  <b>DiSC3</b>  <b>Ses # 0004</b>  <b>*Registration deadline 2/12/20</b></p>			<p><b>6/04/20</b>  <b>DiSC3</b>  <b>Ses # 0005</b>  <b>*Registration deadline 5/04/20</b></p>
<p><b>FIVE BEHAVIORS of a COHESIVE TEAM: PERSONAL DEVELOPMENT (5Behav)</b>  <b>Cost: \$125</b></p> <p>This course suitable for any person who works as part of a team and focuses on Patrick Lencioni's <i>Five Behaviors of a Cohesive Team</i> model. You will learn about the model, how it applies to successful team interactions, discover your personal tendencies and their impact on your team. You will also learn strategies on becoming a better team member.</p> <p><b>*Registration will close 1 month prior to class start date to allow for online processing time.</b></p> <p><b>Target Audience: All Employees</b></p>	<p>State Office Tower,  DHRD Training Center  10th floor, # 1001</p>	<p>8:30a - 4:00p</p>		<p><b>2/25/20</b>  <b>5BEHAV</b>  <b># 0006</b>  <b>*Registration deadline 1/27/20</b></p>			<p><b>5/19/20</b>  <b>5BEHAV</b>  <b># 0006</b>  <b>*Registration deadline 4/20/20</b></p>	

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>LEADING CHANGE - (CHANGE)</b>  Change is inevitable. It happens in a million different ways. As leaders, we must not only manage our own perspective on change, but also lead others through the process. This course will help raise your awareness of your own reaction to change, explore resistance to change and provide a formula to assist in successful implementation. We will also explore the subtle differences between commitment and compliance to change.  <b>Target Audience: Supervisors / Managers</b></p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:00p		<b>2/13/20</b> CHANGE # 0008			<b>5/07/20</b> CHANGE # 0009	
<p><b>LEADERSHIP 101 - (LDRSHP)</b>  This course is designed for new supervisors and managers. We will cover the role of leadership and (4) key elements to success: Connecting, Communicating, Collaborating and Celebrating.  <b>Target Audience: Supervisors / Managers</b></p>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p	<b>1/09/20</b> LDRSHP 101 # 0018			<b>4/02/20</b> LDRSHP # 0019		<b>6/30/20</b> LDRSHP # 0020

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>TEAM SUCCESS - (Team-S)</b>  This session is beneficial for leaders who are hoping to increase the effectiveness and efficiency of the teams they lead. The focus is on understanding the benefits of teaming; how to differentiate amongst the stages of team development, learning more about your own leadership style and how best to motivate your teams and individual team members.  <b>Target Audience: Supervisors / Managers</b></p>	<p>State Office Tower,  DHRD Training Center  10th floor, room 1001</p>	<p>8:30a -  12:00p</p>			<p><b>3/17/20</b>  TEAM-S  # 0007</p>			<p><b>6/23/20</b>  TEAM-S  # 0008</p>
<p><b>PRE-RETIREMENT SSN WEBINAR</b>  Live webinar presentation with Jane Yamamoto-Burigsay, Social Security Administration - Public Affairs Specialist for Hawaii.  <b>Registration is via the On-Demand Learning Library/POPULAR TAGS - WEBINAR. Use the last 6-digits of your employee ID no. as LOGIN and your personal Adobe Connect password as PASSWORD. Space is limited and on a first come-first enrolled basis. IMPORTANT!</b>  1) You need to register showing/providing a valid email address where the Webinar Access Link can be sent to you. 2. Keep the SSN Confirmation email - it provides the URL access link to the seminar.  <b>TARGET AUDIENCE - EMPLOYEES CONSIDERING RETIREMENT IN THE NEXT YEAR OR SO.</b></p>	<p>This is a general overview presentation of the SSN program.  <b>NO ADVICE ON INDIVIDUAL SOCIAL SECURITY OPTIONS FOR RETIREMENT WILL BE GIVEN TO WEBINAR PARTICIPANTS.</b></p>	<p>9:00 am -  10:15 am</p>	<p>none  scheduled</p>	<p>none  scheduled</p>	<p>none  scheduled</p>	<p>none  scheduled</p>	<p><b>POPULAR TAGS - WEBINAR</b>  SSN Webinar -  TBA</p>	<p><b>POPULAR TAGS - WEBINAR</b>  SSN Webinar -  TBA</p>

## SAFETY OFFICE - TRAINING COURSES

Contact your Departmental Human Resources Office (HRO) for help in registering for these class dates.

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>BU1 Non-CDL Drug and Alcohol Testing Program for Employees (DATU1)</b></p> <p>This briefing of the UPW BU1 DAT program includes information on the purpose of the testing program, the prohibitions, explanations of the various tests, testing procedures, consequences of violations, what constitutes a refusal, etc.</p>	<p>HA - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.</p>	<p>2 hr. class - session times may vary</p>	<p>1/28/20 OA-SOT 204 DATU1 # 0152 9a - 11a</p>					
<p><b>Bu1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)</b></p> <p>This briefing of the UPW BU1 DAT program is for supervisors of employees belonging to the UPW BU1 non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It is a mandatory 4 hr. program for managers and supervisors tasked with making reasonable suspicion determinations. The information covered will include the purpose of the program, substance prohibitions, explanation of the tests involved, consequences of violations, roles and responsibilities, etc.</p>	<p>HA - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.</p>	<p>4 hr. class - session times may vary</p>		<p>2/04/20 OA-SOT 204 DATU1S # 110 8:30a - 12:30p</p>	<p>3/12/20 KA -UPW Confrm. DATU1S # 111 8:00a - 12:n</p>		<p>5/05/20 OA-SOT 204 DATU1S # 112 8:00a - 12n</p>	
<p><b>Driver's Training Program (DTP)</b></p> <p>The purpose of the training program is to review and discuss the various defensive driving skills necessary to prevent collisions with other vehicles, avoid property damages, and to prevent personal injury to the driver, other driver, vehicle occupants or pedestrians. <i>Priority will be given to those who have experienced collisions and then to all other employees on a space available basis.</i></p>	<p>HA - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civci Ctr OA - SOT rm. 1001 STAD - Aloha Stad.</p>	<p>4 hr. class - session times may vary</p>		<p>2/07/20 OA-STAD DTP # 0041 8:30a - 12:30p</p>			<p>5/07/20 HA - UPW Confrm. DTP # 0042 8:30a - 12:30p</p>	

COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>Drug and Alcohol Testing Program for Supervisors - CDL, HGEA, BU10 (CDAT)</b></p> <p>This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs), and Memorandum of Agreements (MOAs) for the CDL, HGEA, and BU 10 Agreements only.</p>	<p><b>HA - Hilo</b>  <b>KO - Kona AirP</b>  <b>KA - Lihue</b>  <b>MA - Wailuku</b>  <b>MO - Civic Ctr</b>  <b>OA - SOT 204</b>  <b>STAD-Aloha Stad.</b></p>	<p>3 hr. class -  session times  may vary</p>		<p><b>2/06/20</b>  OA-STAD  CDAT # 149  12:30p -  3:30p  *****  <b>2/25/20</b>  HA-UPW  Confrm.  CDAT # 150  8:30a-11:30a</p>	<p><b>3/12/20</b>  KA-UPW  Confrm.  CDAT # 151  1:00p - 4:00p  *****  <b>3/19/20</b>  OA-SOT 204  CDAT # 152  8:30a-11:30a &amp;  CDAT #153  12:30p-3:30p</p>	<p><b>4/16/20</b>  MA-UPW  Confrm.  CDAT # 154  8:30a -  11:30a</p>	<p><b>5/05/20</b>  OA-STAD  CDAT # 155  1:00p - 4:00p</p>	
<p><b>Workplace Violence Training Program (WVP)</b></p> <p>This course provides both employees and supervisors, primarily from BU01 and BU10, the means and methods to maintain a workplace free from violence. It provides safety and health training that includes recognition of conditions and behaviors that may lead to, or increase, the risk of violence. This program is offered as a contractual provision for UPW employees and meets the training requirements stipulated in the Workplace Violence Policy or Action Plan of State Executive Branch agencies for all other employees as well.</p>	<p><b>HA - Hilo</b>  <b>KO - Kona AirP</b>  <b>KA - Lihue</b>  <b>MA - Wailuku</b>  <b>MO - Civic Ctr</b>  <b>OA - SOT 204</b>  <b>STAD-Aloha Stad.</b></p>	<p>2 hr. class -  session times  may vary</p>	<p><b>1/28/20</b>  OA-SOT 204  WVP # 186  1:00p-3:00p</p>	<p><b>2/06/20</b>  OA-STAD  WVP # 187  9:00a -11:00a  *****  <b>2/25/20</b>  HA-UPW  Confrm.  WVP # 188  1:00p-3:00p</p>		<p><b>4/16/20</b>  MA-UPW  Confrm.  WVP # 189  12:30p -  2:30p</p>		