State of Hawaii Executive Branch Training Catalog

July - December
2016

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HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) REGISTRATION PROCEDURES
HUMAN RESOURCES DEVELOPMENT (HRD) CONDUCTED CLASSES
('HRD' in the Training Catalog next to cost column)

For Departmental Human Resources Offices [HROs]

REGISTRATION

Enrollment is subject to space availability. Registration will be considered "closed" when the maximum number of students for that session has been reached. ***Once maximum student capacity has been reached, departments will be informed by an HRMS warning message that no further registration will be accepted for the session.***

DRESS CODE

Employees must attend class in work appropriate attire, e.g., no shorts, zoris-style slippers, tank tops, etc.

ENROLLMENT

Departmental HROs are responsible for registering their departmental employees into HRMS and notifying them of their ***confirmation to attend*** or ***status of enrollment***, class start time, and class location **before** they come to class. Employees must have received official notification of their confirmation in order to attend class.

ATTENDANCE

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

CANCELLATION

Cancellation deadline to notify HRD's Learning and Development Office is no later than **5 working days prior** to the start date of class. Registration fee for a class is nonrefundable (except where proper notification has been received by HRD), is non-transferable, and cannot be applied as credit towards future classes.

PAYMENT

Invoices will be sent to the departmental HROs for those classes with fees. Payment must be made by either Journal Voucher or check. ***Note: HRD does not have the ability to process state p-card payments.***

> ▪ Payments should be made to HRD's account code number as follows:
> **805-S -[insert the current fiscal year here]- 310-P-1368-0600**.

SUBSTITUTION

The substitution deadline to notify HRD is no later than **5 working days prior** to the start date of class. Notification is important to allow the HRD Learning and Development Office enough time to update and revise their training rosters and/or materials.

- Substitution notices should include the employee's name; the substitute's name and reason for change
- Drug and Alcohol, Violence in the Workplace, and Ergonomic classes – call Safety Office, ph. 587-1060 or Facsimile Number 587-1322
- All other HRD classes – call Learning and Development Office, ph. 587-1050 or Facsimile Number 587-1107
- Equal Employment Opportunity (EEO) classes – call Equal Employment Opportunity Office, ph. 587-1162

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 parking for training classes. Employees should refer inquiries to their HROs about any parking options, e.g., parking permits, reimbursement policy, etc.

NEED FOR AUXILIARY AIDS AND SERVICES REQUESTS

Requests for auxiliary aids or services for employees attending HRD classes must be submitted to the Learning and Development Office at least **15 working days prior** to the start date of the class.

COMMUNITY COLLEGE (VENDOR) REGISTRATION PROCEDURES
Employees must register for classes through their HROs.
For Departmental Human Resources Offices [HROs]

REGISTRATION

Submit an approved (signed) Human Resources Development Registration (HRD) Form 410 to the community college (vendor) identified in the course fee column of the Training Catalog, e.g., '$160-**WCC**' (Windward Community College). Refer to "VENDOR CONTACTS FOR REGISTRATION & PAYMENTS", pgs. 12-13, for vendor contact information.

All HRD Form 410 must have the following information:
- Employee's name (Last, First, M.I.)
- Employee's signature of release (required for the release of attendance information)
- Employee's E-mail Address, Division and Contact Phone Number (needed for contact and follow-up)
- The designated P-card Holder's name and contact information (needed for payment processing)

DRESS CODE

Employees must attend class in work appropriate attire, e.g., no shorts, zoris-style slippers, tank tops, etc.

PAYMENT

Payment may be made using the state purchase card (P-card). Vendors will contact the P-card holder listed on the HRD Form 410. Departments must provide the following information to the Vendors:
- Method of payment – State Purchase Card (P-card), check, or purchase order. If paying by other methods than the P-card, check with the vendor first 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 for contact/follow-up purposes)
- P-card Holder's Billing Address

Once the P-card Holder provides the required information to the vendor (see bullet items) and the information has been processed, 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 vendor policy. Departments are instructed to contact the vendor in question (See "*VENDOR CONTACT LIST FOR REGISTRATION & PAYMENTS", pgs. 12-13) to* ask about their substitution policy. Any employee who is approved as a substitute student must attend all sessions of the course.

PARKING

Parking arrangements, if available, will be handled through each vendor. All questions regarding parking should be made directly to the Vendor. Contact information on the vendors may be found in "*VENDOR CONTACT LIST FOR REGISTRATION & PAYMENTS", pgs. 12-13*.

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 PROCEDURES
Employees must register for these online classes through their HROs.
For the Departmental Human Resources Offices [HROs]

REGISTRATION

Submit an officially approved (signed) Human Resources Development (HRD) Registration Form 410 and send the form to the course vendor (Community College). To identify the provider/vendor for a course, go to the course fee column of the Training Catalog to identify the coded vendor, e.g., "$160-**WCC**" (Windward Community College). You may refer to the "VENDOR CONTACTS FOR REGISTRATION & PAYMENTS" pgs. 12-13, for 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 time for departments to process and approve requests to attend online training. Unlike instructor led classes, online courses are *self-directed* and *self-paced*, and therefore, employees should plan their state work schedules to allow enough time to complete their online training course during official work hours.

PROCEDURES

- Once approval is received, employees will be sent an URL link to access the online training course
- All online training must be conducted during employee's official state work hours
- 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 community college URL link to the online course
- All community college (vendor) online training courses come with a defined viewing period. Check with each community college vendor regarding their online viewing policy and time limits
- Employees may determine the pace, length, and frequency of their training participation
- Employees must notify their departmental Human Resources Office if they are unable to commence training for any reason – *Substitution is not permitted however rescheduling is possible depending on each vendor's policy. Please ask about their policy at the time of registration.*
- Departments are responsible to make alternative arrangements for employees unable to attend online training as originally scheduled

PAYMENT

Payment to 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 provide the following in order to process payments:

- Have a 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 (**mandatory information** – needed by vendor in order to process payment and/or follow-up)
- 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 course. The vendor will send an email notice providing the URL link for the online course to either the P-card Holder or the designated department contact or the employee.

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 to take notes, and bring any handout materials sent to them for the class. Employees must inform their work supervisor of any changes that will prevent them from attending class.

CONFIRMATION OF ENROLLMENT

All employees registering for classes must receive a ***confirmation of enrollment*** from either their Departmental Human Resources Office [HRO] designated department contact, or the training vendor, e.g., Leeward Community College (LCC) or University of Hawaii at Manoa Outreach College (UHMOUT), etc., **before** coming to class.

Employees who do not receive a confirmation of enrollment beforehand should contact their HROs to verify their registration status prior to the start of class.

ATTENDANCE

- Attendance is a requirement for every class
- For multi-day/part classes, attendance on the first day is mandatory. Should an employee miss the **first day** of a multi-day/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. Fees will only be waived for employees whose cancellation notices are received by the Department of Human Resources Development **within** the stated grace periods (see "HUMAN RESOURCES MANAGEMENT SYSTEM (HRMS) REGISTRATION PROCEDURES - HUMAN RESOUCES DEVELOPMENT (HRD) CONDUCTED CLASSES – CANCELLATION", pg. 6).

CLASS MAKE UPS

If employees attending the first day of class are unable to attend one, or all, of the **subsequent days** (of a multi-day/part class), then they should check with their departmental HRO on whether make-up sessions may be arranged with the vendor at no additional charge. All make-up sessions will need to be coordinated and arranged through the departmental human resources office.

*No make-up sessions will be allowed for employees who are absent on the **first day** of a class.*

DRESS CODE

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

Environmental conditions for classes may vary depending upon their location. To prepare for this, employees may wish to bring either a sweater or jacket to class or contact the vendor beforehand to inquire about classroom temperature conditions.

PARKING

HRD does **not** provide or arrange for parking for training classes. Employees should contact their departmental HROs to inquire if any parking options are available, e.g., parking permits, reimbursement policy, etc.

NEED FOR AUXILIARY AIDS AND SERVICES REQUESTS

Employees must indicate on their Registration Form 410s if they have any need for auxiliary aids and services requests for a class. The Form 410s must be submitted to their Human Resources Office (fka: Personnel Office) no later than **15 working days** prior to the start of the 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/or departmental Human Resources Offices (HROs)**
(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 human resources office (fka: 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 E-copy 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 CODES

HAWAII

Ha HaCC Bldg. rm. TBA — Hawaii Community College, *200 W. Kawili Street, Hilo, Hawaii,
Room to Be Announced (TBA),   *shared campus with University of Hawaii at Hilo

Ha UPW Conf. rm. — United Public Workers (UPW), 362 E. Lanikaula Street, Hilo, Hawaii

Ha UH-Hilo UCB — University of Hawaii at Hilo, University Campus Bldg. (UCB),
*200 W. Kawili Street, Hilo, Hawaii,   *shared campus with Hawaii Community College

KAUAI

Ka KaCC OCET Bldg. — Kauai Community College, OCET Bldg., 3-1901 Kaumuali'i Highway, Lihue, Kauai
Ka KaCC OCET rm. 104
Ka KaCC OCET rm. 106
Ka KaCC Farm Class room

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, Location to Be Announced (TBA)
874 Dillingham Blvd., Honolulu, Oahu

Oa LCC CE205 — Leeward Community College, 96-045 Ala Ike Street, Pearl City, Oahu
Oa LCC CE206
Oa LCC CE303
Oa LCC D105
Oa LCC DA Basement

Oa Location TBD — Location - To Be Determined (TBD)

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

Oa SOT rm. 204 — 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 CONTACTS 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://ocethawaiicc.org		
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://www.kauai.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.	845-9296
874 Dillingham Boulevard		
Honolulu, Hawaii 96817		
Website: http://www.honolulu.hawaii.edu/cet		
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.	455-0500

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: http://www.outreach.hawaii.edu

*If payment is by state purchase order (P.O.), 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 the UHMOUT office as listed above

Windward Community College (WCC)

Office of Career and Community Education   Ph.   235-7433
45-720 Keaahala Road   Fax: 235-7434
Kaneohe, Hawaii 96744
Website: http://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** <u>June 30, 2017.</u>

- 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.***

<u>*Mandatory Class Requirements*</u> *– you must bring the following to the class:*
1. *Your 2014 National Electric Code Book*
2. *A Picture I.D.*
3. *Your Electrician's License*

Note: Registration and payment must be received five business days prior to the class start date. Advanced registration is required. Please call the Hawaii Community College, Office of Continuing Education (OCET) Office, ph. 934-2700 to ask about session dates. (1 meeting)

Session # TBA   July 1, 2016 – June 30, 2017   8:00a – 12:00p $180-HaCC   Ha HaCC Bldg. rm. TBA

SECURITY GUARD RE-CERTIFICATION COURSE
This four hour continuing education course is a biennial (every other year) requirement following the eight hour initial training pursuant to Act 208, Session Laws of Hawaii, 2010. The training includes the following subjects:

Professional Image	Ethics
Civil Liability	Workplace Violence
Active Shooter	Fire Safety
Bloodborne Pathogens	

Please call the Hawaii Community College, Office of Continuing Education (OCET) Office, ph. 934-2700 to ask about session date and cost. (1 meeting)

Prerequisite: Must be currently registered with the DCCA and have completed the initial 8-hour training requirement.

Session # TBA   Courses available upon request   Cost TBA-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 0112   Oct. 26   12:30p – 3:30p $0-HRD   Ha UPW Conf. rm.

WORKPLACE VIOLENCE TRAINING PROGRAM
This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.
This program is a combination of previous classes known by course codes EVIW and VIW.
WVP 0138   Oct. 25   9:00a – 11:00a $0-HRD   Ha UPW Conf. rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES
This course is an employee briefing for the United Public Workers bargaining unit one (BU1) non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It includes information on the purpose of the testing program, alcohol and controlled substance prohibitions, an explanation of the various tests included in the program, testing procedures, consequences of violating prohibitions, what constitutes a refusal, etc. This is an informational program intended to educate BU1 employees who may be subject to the DAT Agreement. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.
Target audience: *Employees and Working Supervisors belonging to collective bargaining unit one (BU1)*
DATU1 0127   Oct. 26   9:00a – 11:00a $0-HRD   Ha UPW Conf. rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS
This course is for supervisors of employees belonging to 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 0083   Oct. 25   12:30p – 4:30p $0-HRD   Ha UPW Conf. rm.

<u>MANAGEMENT AND SUPERVISORY DEVELOPMENT</u>

COACHING FOR IMPROVED PERFORMANCE (HILO)
Coaching is the most effective way to partner with employees to improve their performance, leading to increased engagement, productivity and profitability for the organization. This course focuses on the skills and behaviors necessary to support employees with interactive coaching, and provides a structure for both a development plan and coaching conversations. Throughout the course, participants will be building an immediately useful coaching template for a current employee to use in the future. (1 meeting)
    Learning Outcomes:
- Understand the basic assumptions of successful coaching
- Learn why coaching is a critical element of performance management
- Learn the critical skills of effective coaching
- Develop a coaching plan for a current or future employee

Prerequisite: None.
Session # TBA   Jul. 29   12:00p – 4:30p $45-UH-Hilo   UCB rm. 118

MANAGING THE PERFORMANCE OF OTHERS (HILO)
Identifying and evaluating employee performance is a challenge virtually every professional manager experiences. This interactive class expands performance management beyond the annual performance appraisal to an effective ongoing process of goal setting, employee development, coaching and feedback. Throughout the course, participants will be building an immediately useful performance management template for a current employee or to use in the future. (1 meeting)

      Learning Outcomes:
- Understand key steps in the ongoing practice of performance management
- Learn how to use the competencies of performance management to meet and exceed individual and group goals
- Understand how communication impacts the success of performance management
- Develop a performance management template you can use for the future

Prerequisite: None.

| Session # TBA | Jul. 15 | 12:00p – 4:30p | $45-UH-Hilo | UCB rm. 118 |

PROJECT MANAGEMENT FUNDAMENTALS
This comprehensive three-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 in total)

Note: A discounted price of $1,499 is offered to individuals choosing to enroll into the total three-part Project Management Fundamentals program rather than enrolling into the individual modules that make up the program.

Prerequisite: None.

| BUS1200 | Oct. 06, 07 & 08 | 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 also known as 'Project Management Fundamentals'. 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 | Oct. 06 | 8:30a – 5:00p | $509-HaCC | HaCC Bldg. rm. TBA |

PROJECT MANAGEMENT FUNDAMENTALS: PLANNING PROJECTS
The second in a series of three courses also known as 'Project Management Fundamentals', 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 | Oct. 07 | 8:30a – 5:00p | $509-HaCC | HaCC Bldg. rm. TBA |

PROJECT MANAGEMENT FUNDAMENTALS: EXECUTING, MONITORING, CONTROLLING, AND CLOSING PROJECTS
The third in a series of three courses also known as 'Project Management Fundamentals'. 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 | Oct. 08 | 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   Oct. 17, 18 & 19   8:30a – 5:00p $1,465*-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   Oct. 17   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   Oct. 18   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   Oct. 19   8:30a – 5:00p $499-HaCC   HaCC Bldg. rm. TBA

PROJECT MANAGEMENT EXAM PREP

Prepare yourself for the Project Management Professionals (PMP) Certification Exam. Review prerequisites to taking the exam, exam strategies, project management framework, five process groups, professional and social responsibilities, the nine knowledge areas, and conclude by taking the PMP practice exam. (2 meetings)

Bus1213   Oct. 20   8:30a – 5:00p $949*-HaCC   HaCC Bldg. rm. TBA
                    Oct. 21   8:30a – 12:30p   *includes textbook

KAUAI

COMPUTER COURSES

EXCEL 2013 LEVEL 1
Introductory Excel 2013 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   Sep. 26, 28, Oct. 03   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a
                 & 05

EXCEL 2013 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 2013 Level 1 or equivalent experience
COM4111   Oct. 24, 26, 31 &   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a
                 Nov. 02

EXCEL 2013 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 2013 Level 2 or equivalent experience
COM4121   Nov. 28, 30, Dec. 05   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a
                 & 07

WORD 2013 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 2013 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   Sep. 12, 14, 29 & 21   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a

WORD 2013 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 2013 Level 1 or equivalent experience
COM4411   Oct. 10, 12, 17 & 19   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a

WORD 2013 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 2013 Levels 1 & 2 or equivalent experience
COM4421   Nov. 07, 09, 14 & 16   8:30a – 12:00p $269-KaCC   Ka KaCC OCET rm. 104a

HUMAN RESOURCES DEVELOPMENT

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.

Please call Kauai Community College, Office of Continuing Education & Training (OCET), ph. 243-8318, to inquire about scheduling classes.
- **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 0110   Sep. 22   8:00a – 11:00a $0-HRD   Ka UPW Conf. rm.

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.
- 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 below. *No one will be allowed in class after the published start time. Latecomers not admitted to class will forfeit their tuition fees.*(1 meeting)
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's License*

TRAD 8203-057   Aug. 06   8:00a – 12:00p $180-KaCC   Ka KaCC OCET rm. 106
TRAD 8203-058   Nov. 05   8:00a – 12:00p $180-KaCC   Ka KaCC OCET rm. 106

FORKLIFT RECERTIFICATION
Hawaii Occupational Safety & Health, United States Department of Labor (USDOL), and the Occupational Health and Safety administration (OSHA) require that employers recertify 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: Course is designed for experienced forklift operators who need to update their forklift certification
(Class 1, 4, & 5 forklifts only)
TRAD8300   Oct. 14   8:00a – 1:30p $95-KaCC   Ka KaCC OCET Bldg.

SECURITY GUARD RECERTIFICATION COURSE
In accordance with the Hawaii Revised Statutes (HRS) Chapter 462 (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. (1 meeting)
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   Jul. 14   8:00a – 12:00p $349-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 0136   Sep. 22   12:30p – 2:30p $0-HRD   Ka UPW Conf. rm.

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

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   Time TBA $75-KaCC   Ka KaCC OCET Bldg.

Please call the Kauai Community College, Office of Continuing Education (OCET), ph. 245-8318, to schedule a session for your workplace.

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)

BUS4400-025	Jul. 07	8:00a – 11:00a	$75-KaCC	Ka KaCC OCET Bldg.
BUS4400-026	Oct. 05	8:00a – 11:00a	$75-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

(1 meeting)

BUS4620-004	Dates TBA	8:00a – 12:00p	$75-KaCC	Ka KaCC OCET Bldg.

Please call the Kauai Community College, Office of Continuing Education (OCET), ph. 245-8318, to schedule a session for your workplace.

MAUI

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 0125   Aug. 10   9:00a – 11:00a $0-HRD   Ma UPW Conf. rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS
This course is for supervisors of employees belonging to 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 0081   Aug. 09   12:30p – 4:30p $0-HRD   Ma UPW Conf. rm.

DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS – CDL, HGEA, BU10
This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing Program (DAT) to meet requirements found in federal regulations, Collective Bargaining Unit Agreements, and Memorandum of Agreements for the commercial driver licensed (CDL), Hawaii Government Employees Association (HGEA), and bargaining unit ten (BU10) agreements only. This training program will inform supervisors of their responsibilities under the State DAT program. Supervisors designated to determine whether reasonable suspicion exists have the following training requirements – mandatory attendance once every 5 years. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.
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 0109   Aug. 10   12:30p – 3:30p $0-HRD   Ma UPW Conf. rm.

WORKPLACE VIOLENCE TRAINING PROGRAM
This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.
This program is a combination of previous classes known by course codes EVIW and VIW.
WVP 0133   Aug. 09   9:00a – 11:00a $0-HRD   Ma UPW Conf. rm.

OAHU

COMPUTER COURSES

BUSINESS APPLICATIONS USING MICROSOFT ACCESS 2013 LEVEL 1
This course is ideal for first-time Access users or novices wanting to learn the basic mechanics of creating and building a database. The course will provide participants with a foundational knowledge of maintaining an existing database. Topics include uses and functionality of tables, queries and reports. (2 meetings)
Prerequisites: Completion of a basic computer knowledge course or equivalent.

COM8131	Dec. 09 & 16	8:00a – 3:30p	$210-LCC	Oa LCC CE 206

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	Sep. 02 & 09	8:00a – 3:30p	$210-LCC	Oa LCC CE 206
COM8121	Oct. 26 & Nov. 02	8:00a – 3:30p	$210-LCC	Oa LCC D105

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	Sep. 16 & 23	8:00a – 3:30p	$210-LCC	Oa LCC CE 206
COM8122	Nov. 09 & 16	8:00a – 3:30p	$210-LCC	Oa LCC D105

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)

COM8123	Dec. 07 & 14	8:00a – 3:30p	$210-LCC	Oa LCC D105

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. (2 meetings) On-site training is available for groups of participants. On-site training rate of $995 is for up to 12 participants. Please contact William Castillo at wkcastil@hawaii.edu for further information and scheduling availability.

COM8141	Oct. 07 & 14	8:00a – 3:30p	$210-LCC	Oa LCC CE 206

CUSTOMIZED COMPUTER TRAINING PROGRAM - WINDWARD COMMUNITY COLLEGE
Many employers are seeking an edge in today's economy. They have expressed their belief in the importance of employee training in Microsoft Office, Excel, Word and PowerPoint as being integral to the performance of their workforce. Windward Community College (WCC) can help by providing the following customized training services to customers:

- Customizable content that is software or technical skills building specific
- Analysis of specific job workflows
- Design of a training course that addresses your specific needs
- Experienced, dedicated, subject matter experts with industry experience
- Opportunity to use WCC's newly updated facilities or have their instructors come to you
- Schedule accommodations around the customer's work schedule availability
- Offer courses of variable duration and teaching formats designed for large or small groups

For more information on customizable training, contact Jane Uyetake, WCC Workforce Coordinator, at ph. (808) 235-7363 or email: juyetake@hawaii.edu.

MICROSOFT WORD 2013 FOR THE BUSINESS WORLD, LEVEL 1
This course will introduce you to the basics of Microsoft Word 2013. Topics covered include working with text, using proof reading tools, using formatting tools, creating bulleted and numbered lists, and creating and using tables, forms and more. (2 meetings)

COM8111	Sep. 14 & 21	8:00a – 3:30p	$210-LCC	Oa LCC D105

MICROSOFT WORD 2013 FOR THE BUSINESS WORLD, LEVEL 2
This course will focus on the Intermediate Word 2013 skillsets. Topics include newsletter columns, WordArt and clip art, basic mail merge, document themes, styles, picture editing, footnotes and endnotes, templates and more. (2 meetings)
Prerequisites: Completion of Basic Microsoft Word course or equivalent

COM8112	Sep. 28 & Oct. 05	8:00a – 3:30p	$210-LCC	Oa LCC D105

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. (2 meetings)
Prerequisites: Completion of Intermediate Microsoft Word course or equivalent

COM8113	Oct. 12 & 19	8:00a – 3:30p	$210-LCC	Oa LCC D105

<u>HUMAN RESOURCES DEVELOPMENT</u>

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 0126	Aug. 16	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
DATU1 0128	Dec. 13	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS
This course is for supervisors of employees belonging to 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 0082	Aug. 23	8:30a – 12:30p	$0-HRD	Oa SOT rm. 204
DATU1S 0084	Nov. 03	8:30a – 12:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.

DRIVER TRAINING PROGRAM

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

DTP 0025	Jul. 07	8:00a – 12:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DTP 0026	Jul. 14	8:00a – 12:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
DTP 0027	Aug. 25	8:00a – 12:00p	$0-HRD	Oa SOT rm. 204
DTP 0028	Sep. 22	8:00a – 12:00p	$0-HRD	Oa SOT rm. 204

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 0107	Jul. 29	8:30a – 11:30a	$0-HRD	Oa SOT rm. 204
CDAT 0108	Jul. 29	1:00p – 4:00p	$0-HRD	Oa SOT rm. 204
CDAT 0111	Oct. 04	8:30a – 11:30a	$0-HRD	Oa SOT rm. 204
CDAT 0113	Nov. 17	8:30a – 11:30a	$0-HRD	Oa Aloha Stad. Hospitality rm.

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 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. For those wishing to take the written exam, please contact Thomson Prometric at ph. (808) 261-8182 for further information.

For information on the renewal process call the Licensing Branch of the Department of Commerce & Consumer Affairs (DCCA) at ph. (808) 586-3000 or go to: www.hawaii.gov/dcca/pvl/boards/electrician/ for information on meeting continued competency requirements.

Mandatory Class Requirements – you must bring the following to the class:
- **Your 2014 National Electricians Code Book**
- **A Picture I.D.**
- **Your Electrician License**

Participants may purchase the 2014 National Electrical Code Book from the Honolulu Community College Bookstore, ph. 845-9105. Registration and payment must be received (5) business days prior to the class start date. Advanced registration is required. (1 meeting)

TRAD8203-040	Jul. 23	8:00a – 12:00p	$180-Hon CC	Oa Hon CC Location TBA
TRAD8203-041	Aug. 13	8:00a – 12:00p	$180-Hon CC	Oa Hon CC Location TBA
TRAD8203-042	Sep. 17	8:00a – 12:00p	$180-Hon CC	Oa Hon CC Location TBA

EXAMINATION AND SCREENING FOR HUMAN RESOURCES PROGRAM OFFICERS (FKA: PERSONNEL OFFICERS) AND STAFF

This is an interactive session targeted for Departmental Human Resources Program Officers and professional HR staff. The training will cover the role of departmental human resources 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)
Please direct content questions to Patti Miyamoto-Asato at 587-0957.

EXSCR 0009	Oct. 21	8:00a – 12:00p	$0-HRD	Oa SOT ESD Multi-Purp. rm.

FORKLIFT RECERTIFICATION

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

TRAD8300	Jul. 13	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Aug. 17	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Sep. 07	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Sep. 28	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Oct. 19	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Nov. 16	8:00a – 3:00p	$135-LCC	Oa LCC CE 303
TRAD8300	Dec. 14	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 7102	Aug. 16	8:00a – 12:00p	$60-WCC	Oa WCC 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	Oct. 11	8:00a – 12:30p	$90-WCC	Oa WCC 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	Aug. 16	1:00p – 5:00p	$60-WCC	Oa WCC rm. TBA
HLTH 7102	Oct. 11	1:00p – 5:00p	$60-WCC	Oa WCC 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 cardiopulmonary resuscitation (CPR) with a mask and adult/child CPR with an automated external defibrillator (AED). (1 meeting)

HLTH5000	Jul. 11	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Aug. 15	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Sep. 12	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Oct. 10	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Nov. 14	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement
HLTH5000	Dec. 12	8:30a – 4:30p	$85-LCC	Oa LCC DA Basement

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 Human Resources Program Officers or their designee upon request by contacting Eric Nitta at 587-3156 or eric.m.nitta@hawaii.gov.

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

Class arranged upon request	$0-HRD	Oa Location TBD

POSITION ACTION PROCESSING

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

Target Audience: Human Resources Assistants/Technicians who are responsible for position action processing and who have a basic understanding of position action terminology and documents.

POSAPQ class arranged upon request	$0-HRD	Oa Location TBD

POSITION CLASSIFICATION ON-THE-JOB TRAINING

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

Target Audience: Human Resources Specialists who are responsible for position classification.

PCJOBQ class arranged upon request	$0-HRD	Oa Location TBD

POSITION CLASSIFICATION OVERVIEW

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

Target Audience: Human Resources Specialists who are responsible for position classification.

PCOQ class arranged upon request	$0-HRD	Oa Location TBD

PRE-RETIREMENT INFORMATION - CONTRIBUTORY, NONCONTRIBUTORY AND HYBRID PLAN
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 will now be available online as part of the Executive Branch On-Demand 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 DHRD online catalog is: http://dhrd.hawaii.gov/state-employees/eetraindev/

Employees wishing to access DHRD's Executive Branch On-Demand Training Catalog, should refer to their instructions for online access or contact their departmental human resources office if they need further help. Note: Information regarding any ERS plan is maintained by the Hawaii State Employees Retirement System (ERS), therefore questions regarding plan benefits or filing information should be directed to their office at ph. 587-1735.

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 0008	Oct. 28	9:00a – 12:00p	$0-HRD	Oa SOT rm. 204

SUITABILITY INVESTIGATION TRAINING
This course provides an overview of the suitability process and the responsibilities of Departmental Human Resources Offices (HROs) fka: Personnel Offices 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: HROs and Staff

SUIT 0008	Nov. 04	9:00a – 11:00a	$0-HRD	Oa SOT ESD Multi-Purp. rm.

TYPES OF APPOINTMENTS AND RECRUITMENT (NEW COMBINATION OF TWO PREVIOUS COURSES)
This course is a combination of two previous courses: **Types of Appoint** and **Recruitment.** It provides human resources and managerial/supervisory staff with an overview of the different types of appointment and how different appointments affect the incumbent of the position with respect to their status, rights, and benefits. It will also provide an overview of the civil service recruitment process: how to fill vacancies, types of appointments available, and strategies used to enhance recruitment efforts for hard-to-fill vacancies. Please direct content questions to Patti Miyamoto-Asato at 587-0957. (1 meeting)
Target Audience: Human Resources Staff, Program Managers and Supervisors

APPT-R 0001	Oct. 26	9:00a – 12:00p	$0-HRD	Oa SOT ESD Multi-Purp. rm.

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 Human Resources Program Officers (HROs) 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: HROs and staff

WC101Q class arranged upon request		$0-HRD	Oa Location TBD

WORKPLACE VIOLENCE TRAINING PROGRAM
This program is designed to meet the bargaining unit one agreement provisions. The program informs supervisors and employees about violence in the workplace, where it is most likely to occur, recognition of conditions and behaviors that may lead to or increase the potential risk of violence, and of prevention and mitigating activities as well as employee/supervisor responsibilities. (1 meeting) Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov.
This program is a combination of previous classes known by course codes EVIW and VIW.

WVP 0131	Jul. 19	9:00a – 11:00a	$0-HRD	Oa SOT rm. 204
WVP 0132	Jul. 19	12:30p – 2:30p	$0-HRD	Oa SOT rm. 204
WVP 0134	Aug. 08	9:00a – 11:00a	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0135	Aug. 08	1:00p – 3:00p	$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0137	Oct. 04	1:00p – 3:00p	$0-HRD	Oa SOT rm. 204
WVP 0139	Dec. 13	12:30p – 2:30p	$0-HRD	Oa Aloha Stad. Hospitality rm.

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

ADVANCED BUSINESS WRITING
Advanced Business Writing is geared for 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.

BUS5604	Sep. 23	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5604	Dec. 05	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

BUSINESS WRITING THAT WORKS
Capture your thoughts on paper to produce a strong and persuasive piece that is also 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	Sep. 16	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5505	Nov. 21	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

COMMUNICATING EFFECTIVELY
Improve your interactions with people in your workplace and at home. 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 manipulative tactics of difficult people and learn the critical skills of listening, asking questions, and being aware of nonverbal messages. Recognizing 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	Sep. 12	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5503	Dec. 19	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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 online experience required.
Open enrollment starting July 4, 2016. 8 hours of self-paced, instructor coached, online instruction.
Scheduled training must be taken during official state working hours and could be completed in 2 weeks.
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.

DISC0016	Aug. 09	8:30a – 12:00p	$50-HRD	Oa SOT rm. 204
DISC0017	Oct. 11	8:30a – 12:00p	$50-HRD	Oa SOT rm. 204
DISC0018	Nov. 15	8:30a – 12:00p	$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 online experience required.
Open enrollment starting July 4, 2016. 8 hours of self-paced, instructor coached, online instruction.
Scheduled training must be taken during official state working hours and could be completed in 2 weeks.
For more information, go to: http://windwardcce.org/cce-online.htm

| BUS7019 | | | $160-WCC | Oa WCC |

A PROCESS TO THINK CRITICALLY AND MAKE DECISIONS

This course proposes critical thinking as a cognitive approach to performing daily tasks. Furthermore, how this mode of thinking relates to gathering relevant data and information for problem solving. With the endless amount of options today, acknowledging the decision making process is also vital to survival. These processes are useful and applied in personal and business environments. (1 meeting)

BUS5661	Aug. 26	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5661	Dec. 02	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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 improvement. 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. (1 meeting)

*Recommend completing Basics to Business Process Mapping prior to taking this course.

BUS5651	Jul. 26	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5651	Oct. 28	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

BASICS OF BUSINESS PROCESS MAPPING

We often perform recurring tasks, yet we often fail to 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 representation. This workshop provides a hands-on opportunity to learn basic fundamentals of processes and basic components and skills for process mapping. (1 meeting)

BUS5650	Aug. 17	9:00a – 4:00p	$199-LCC	Oa LCC CE205
BUS5650	Oct. 21	9:00a – 4:00p	$199-LCC	Oa LCC CE205

BUSINESS SUSTAINABILITY

This course prepares the individual to understand the interconnectedness of people, environment, and processes. Systems Theory is discussed as a model for evaluating causes and conditions of bottlenecks affecting organizational health. These paradigms will be helpful in analyzing our natural and man-made systems to increase overall quality. (1 meeting)

BUS5670	Jul. 29	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5670	Oct. 17	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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 online experience required. Open enrollment starting July 04, 2016. 8 hours of self-paced, instructor coached, online instruction. Scheduled training must be taken during official state working hours and could be completed in 2 weeks. 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.

COACH0010	Aug. 25	8:30a – 4:00p	$0-HRD	Oa SOT rm. 203
COACH0011	Sep. 22	8:30a – 4:00p	$0-HRD	Oa SOT rm. 203
COACH0012	Oct. 13	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204
COACH0013	Nov. 03	8:30a – 4:00p	$0-HRD	Oa SOT rm. 204

COMMUNICATION FOR PROFESSIONALS
This course affords individuals to develop all aspects of communication. Knowing these critical components can generate healthy verbal dialogue, while understanding non-verbal communication cues. Determining what is an effective presentation along with practical techniques for research based for research based writing. These practical skills will prepare each participant for productive professional interactions. (1 meeting)

BUS5675	Aug. 22	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5675	Oct. 10	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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	Aug. 18	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5508	Oct. 14	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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	• Creating explanations
• Pitfalls to reasoned decision making	• Dealing with assumptions
• The critical thinking process	• Common sense
• A critical thinker's skill set	• Critical and creative thought systems
• Plenty of hands-on case studies	

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required.
Open enrollment starting July 04, 2016. 8 hours of self-paced, instructor coached, online instruction.
Scheduled training must be taken during official state working hours and could be completed in 2 weeks.
For more information, go to: http://windwardcce.org/cce-online.htm

BUS7019		$160-WCC	Oa WCC

DIVERSITY AWARENESS FOR ORGANIZATIONAL EFFECTIVENESS
This course provides knowledge about the various areas of diversity affecting all organizations. With four distinct generations in the work place, it is vital that stakeholders appreciate unique contributions. Multicultural strengths awareness will help with facilitating meaningful conversations, and assessing ways to manage conflict. Managing diversity has the potential to increase individual and organizational effectiveness. (1 meeting)

BUS5690	Sep. 02	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5690	Dec. 09	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

HOW TO FACILITATE AND MANAGE ORGANIZATIONAL CHANGE

This course focuses on models and theories of Change Management. From inception, implementation, to conclusion, various processes will be offered. Strategies for leading and managing changes are presented for analysis. Most important is recognizing symptoms of resistance, ethics, and challenges in facilitating change, and determining evidence of success. As technology and globalization drive accelerated change, preparing yourself is the key to managing complex change. (1 meeting)

BUS5665	Aug. 29	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5665	Sep. 19	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

LEADERSHIP DEVELOPMENT

This course reviews various leadership models, styles, and theories. Leadership morals and ethics will also be discussed as to where these are derived from and how they play out in the organization. While leaders address external intricacies, Emotional Intelligence will be presented as an internal compass for navigating diverse situations. An overview of leadership will assist in building new insights and personal development. (1 meeting)

BUS5680	Jul. 18	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5680	Oct. 24	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

LEADING EFFECTIVE MEETINGS

This course provides strategies and skills to help leaders plan and facilitate meetings. Organizations use meetings as a means of communicating or collaborating with other people. Achieving meeting objectives and active participation become critical for leaders to ensure success. Participants will be prepared with an understanding of effective meeting components, develop skills to facilitate brainstorming and participation strategies, and develop meeting

BUS5660	Jul. 12	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5660	Nov. 14	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

MOTIVATING YOUR WORKPLACE

This course provides strategies and skills to help leaders plan and facilitate meetings. Organizations use meetings as a means of communicating or collaborating with other people. Achieving meeting objectives and active participation become critical for leaders to ensure success. Participants will be prepared with an understanding of effective meeting components,

BUS5603	Sep. 26	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

ORGANIZATIONAL BEHAVIOR

This course involves an integrative and multi-disciplinary approach to behavior. Individuals are motivated by a variety of factors, however there are core elements at the heart of everyone. Group Dynamics and Team Development will also be discussed as to their similarities, differences, and the varying responsibilities. Understanding behavior is crucial in the globalized 21st century to increase overall performance. (1 meeting)

BUS5696	Jul. 11	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5696	Sep. 09	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5696	Nov. 28	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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 online experience required. Open enrollment starting July 04, 2016. 8 hours of self-paced, instructor coached, online instruction. Scheduled training must be taken during official state working hours and could be completed in 2 weeks. For more information, go to: http://windwardcce.org/cce-online.htm

BUS7019		$160-WCC	Oa WCC

PROJECT MANAGEMENT BASICS

This course will introduce project management terminology and concepts. Organizations use projects for temporary requirements aimed to achieve key deliverables, optimize limited resources and budget, or perform initiatives outside of normal operations. Participants will be prepared with a basic understanding of the project lifecycle, project roles, and importance of the project triple constraints – scope, time, cost. In addition, participants will gain skills to build simple project management tools such as a Project Charter and Work Breakdown Structure.

BUS5655	Aug. 09	9:00a – 4:00p	$199-LCC	Oa LCC CE 205
BUS5655	Nov. 04	9:00a – 4:00p	$199-LCC	Oa LCC CE 205

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 online experience required. Open enrollment starting July 04, 2016. 8 hours of self-paced, instructor coached, online instruction. Scheduled training must be taken during official state working hours and could be completed in 2 weeks. For more information, go to: http://windwardcce.org/cce-online.htm

BUS7019		$160-WCC	Oa WCC

TALENT MANAGEMENT

This course offers insight as to why organizations are training for competencies rather than just skills. In addition, how performance management can be an effective tool in managing an innovative workforce. As talent experience progresses, Coaching and Mentorship become necessary components of a Succession Plan. Cultivating talent from the first day to the end of one's career can stabilize the organization and ensure continuity. (1 meeting)

BUS5685	Aug. 08	9:00a – 4:00p	$199-LCC	Oa LCC CE205
BUS5685	Dec. 12	9:00a – 4:00p	$199-LCC	Oa LCC CE205

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	Jul. 05	9:00a – 4:00p	$199-LCC	Oa LCC CE205
BUS5506	Oct. 05	9:00a – 4:00p	$199-LCC	Oa LCC CE205

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 Aug. 31, 2016. (course code **P14260 -** 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.

If you are registering/paying via State Purchase Order (P.O.) rather than State Debit card, please contact Lance Haga at 956-9249 or by e-mail: hagal@hawaii.edu for processing assistance.

MANAGING YOUR PRIORITIES – *(*Not part of the Art of 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 Aug. 24th)

P14261	Sep. 01*	8:00a – 12:00p	$115-UHMOUT	Oa UHMOUT Krauss rm. 012

Note: *Sep. 01, 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 Art of Leadership modules below on an individual basis if so desired.

The Art of Leadership Certificate Program – Fall 2016

Module Session Dates	Times	Locations
Sep. 09	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Sep. 23	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Oct. 07	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Oct. 21	8:00a – 12:00p & 1:00p – 5:00p	Oa UHMOUT Krauss rm. 012
Nov. 04	8:00a – 12:00p	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 Aug. 31- Cost of session includes workbook)

P14262	Sep. 09	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 Aug. 31 - Cost of session includes workbook)

P14263	Sep. 09	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 Sep. 14 - Cost of session includes workbook)
P14264   Sep. 23   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 Sep. 14 - Cost of session includes workbook)
P14265   Sep. 23   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 Sep. 28 - Cost of session includes workbook)
P14266   Oct. 07   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 Sep. 28 - Cost of session includes workbook)
P14267   Oct. 07   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 Oct. 12 - Cost of session includes workbook)
P14268   Oct. 21   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 Oct. 12 - Cost of session includes workbook)
P14269   Oct. 21   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 Oct. 26 - Cost of session includes workbook)
P14270   Nov. 04   8:00a – 12:00p $115-UHMOUT   Oa UHMOUT Krauss rm. 012

<u>PROFESSIONAL DEVELOPMENT</u>

<u>UH BUSINESS ANALYSIS SERIES</u>

ESSENTIALS OF BUSINESS ANALYSIS: DEFINING BA PROJECTS THAT DELIVER BUSINESS VALUE – *(NEW)*
Apply strategy and organizational tools to define the business need for projects. Understand and apply IIBA® (International Institute of Business Analysts™) Knowledge Areas and the Business Analysis Core Concepts Model to create a business case for project solutions and design. (1 meeting)
(Register/withdraw by Sep. 01)
Prerequisite: Must be taken with Planning and Gaining Support for Mission-Critical BA Projects
P14245   Sep. 15   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

PLANNING AND GAINING SUPPORT FOR MISSION-CRITICAL BA PROJECTS – *(NEW)*
Plan and gain support for mission-critical BA projects. Lay the foundation for projects that will deliver meaningful and necessary business results. (1 meeting)
(Register/withdraw by Sep. 01)
Prerequisite: Must be taken with Essentials of Business Analysis: Defining BA Projects That Deliver Business Value
P14246   Sep. 16   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

ENGAGING STAKEHOLDERS TO CAPTURE TRUE BUSINESS NEEDS – *(NEW)*
As a Business Analyst, you bridge the divide between your IT department and the business organization you support. Develop good requirements using elicitation, collaboration, and stakeholder analysis. (1 meeting)
(Register/withdraw by Nov. 23)
Prerequisite: Must be taken with Documenting Value-Driven Business Requirements
P14251   Dec. 07   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

DOCUMENTING VALUE-DRIVEN BUSINESS REQUIREMENTS – *(NEW)*
Address the business analysis skills that help you extract and document the right information from business users to support the design, development, testing, and deployment of successful system solutions. (1 meeting)
(Register/withdraw by Nov. 23)
Prerequisite: Must be taken with Engaging Stakeholders to Capture True Business Needs
P14252   Dec. 08   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

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

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)
(Register/withdraw by Nov. 28)
Prerequisite: Must be taken with Applying the Process Mapping Toolkit to Streamline Business Processes
P14253   Dec. 13   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

APPLYING THE PROCESS MAPPING TOOLKIT TO STREAMLINE 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)
(Register/withdraw by Nov. 28)
Prerequisite: Must be taken with Introduction to Systems Thinking and Process Mapping Analysis
P14254   Dec. 14   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®) to prepare for and earn PMI® certification. Or earn the **UH Project Certificate in Management** (on completion of six seminars this fall). Two-day programs may also be taken without obligation to earn the Certificate. With Orion Development Group facilitators.

Note: **The UH Certificate in Project Management** is not the same as PMI® certification. For anyone seeking the PMP® (Project Management Professional) credential, but lacking the requisite hours of project management experience, the UH Certificate in Project Management 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 their website at: www.pmi.org/Certifcation.aspx.

STRATEGIC PROJECT MANAGEMENT I: HOW TO SELECT HIGH-IMPACT PROJECTS
Understand how to plan and deliver a successful project, first, determining whether the proposed project deliverable aligns with your organization's vision, profitability, and competitiveness, then applying tools to plan the project effectively through the project management life cycle. (1 meeting)
(Register/withdraw by Sep. 01)
Prerequisite: Must be taken with Strategic Project Management 2: How to Deliver Mission-Critical Results
P14243   Sep. 13   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

STRATEGIC PROJECT MANAGEMENT 2: HOW TO DELIVER MISSION-CRITICAL RESULTS
See that your project is well executed. Create a learning organization for sustainable, strategic results. Monitor and communicate project progress at a strategic level; manage multiple projects; identify and track quality and project metrics; and bring projects to formal closure. (1 meeting)
(Register/withdraw by Sep. 01)
Prerequisite: Must be taken with Strategic Project Management 1: How to Select High-Impact Projects
P14244   Sep. 14   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

HOW TO CREATE HIGH-PERFORMING PROJECT TEAMS
Develop a true team of the group you were assigned. Address team dynamics to engage team members in solutions and gain buy-in to project roles and responsibilities. Establish powerful team reward and recognition systems. Create excitement around your project through the project team. (1 meeting)
(Register/withdraw by Oct. 12)
Prerequisite: Must be taken with Sustaining High-Performance Project Teams
P14247   Oct. 26   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

SUSTAINING HIGH-PERFORMANCE PROJECT TEAMS
Help your project team maintain its outstanding reputation. Address project variances and manage conflict; plan effective strategies to deal with organizational politics; develop and execute meaningful communication strategies and better manage stakeholder expectations. (1 meeting)
(Register/withdraw by Oct. 12)
Prerequisite: Must be taken with How to Create High-Performing Project Teams
P14248   Oct. 27   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

CONTROLLING PROJECT COSTS: HOW TO STAY WITHIN BUDGET…EVEN WITH UNPLANNED EVENTS
Review essential project management skills and: create a costs management plan; develop a costs baseline and control account plan (CAP); use the Earned Value Management (EVM) technique; establish estimate at completion; and measure schedule and costs performance. (1 meeting)
(Register/withdraw by Oct. 25)
Prerequisite: Must be taken with Managing Project Risks: Monitoring, Planning for, and Controlling Risks
P14245   Nov. 09   8:00a – 4:00p $400-UHMOUT   Oa UHMOUT Krauss rm. 012

MANAGING PROJECT RISKS: MONITORING, PLANNING FOR, AND CONTROLLING RISKS
Focus on how to: identify project risks; analyze risks qualitatively and quantitatively; develop a risks response plan; manage contract-based projects; and knowing what, when, and how to take corrective action. (1 meeting)
(Register/withdraw by Oct. 25)
Prerequisite: Must be taken with Controlling Project Costs: How to Stay Within Budget…Even with Unplanned Events
P14246   Nov. 10   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 I BUILDING OPERATOR CERTIFICATION
Covers: Energy Efficient Operation of Building HVAC Systems, Measuring and Benchmarking Energy Performance, Efficient Lighting Fundamentals, HVAC Controls Fundamentals, Indoor Environmental Quality, Common Opportunities for Low-Cost Operational Improvement, and Building Scoping for Operational Improvement, leading to BOC Level 1 certification.

Find complete details at www.outreach.hawaii.edu/BOC. (8 meetings) – NOTE: Class dates will fall on either Saturdays or Thursdays.

*Due to the specialized nature of this course, state employees should discuss any work related schedule changes that need to be made to accommodate training with their departmental human resources office (fka: personnel office) staff or their supervisors prior to receiving approval to register for this class.

P14313   Sep. 17, 24, Oct. 06, 20,   8:00a – 4:00p $200*- UHMOUT   Oa UHMOUT Krauss rm. 012
                 Nov. 03, 17, Dec. 03 & 15

*Price listed of $200 is based on the Hawaii Energy subsidy (regular cost is $1600). Inquire in July if the Hawaii Energy subsidy funds will be available for FY 2017. Apply by Sep. 09, 2016. Payment is due by Sep. 15th.

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

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

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

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