



State of Hawaii Executive Branch Training Catalog

July – December
2017



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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

Departments have been delegated enrollment authority over the registration process of their employees. Departmental HROs are therefore responsible for registration into the HRMS using status “enrolled”, the notification to employees of their enrollment status, class start time, and class location **prior** to their attendance in class.

A course will be considered “closed” when the maximum number of students for a particular session has been reached. **Once a session is deemed at maximum capacity, an HRMS warning message will appear that no further registration will be accepted for the session.**

ATTENDANCE

Attendance on the first day of a class is mandatory. Should employees miss the **first day** of a *multi-day course*, they will be dropped from the course. In cases where a registration fee is involved, departments will be charged the full registration fee for any absentee registrants unless cancellation notice is sent to the HRD Learning and Development (aka: Training) Office no later than 5 working days prior to the start date of class.

NOTIFICATION OF CHANGES TO REGISTRATION

Since departments are now responsible for their own registrations, departmental HROs must notify HRD of any changes affecting a class such as cancellations, drops, or substitutions. Notification may be done either through phone, email or fax. The deadline to notify HRD is no later than 5 working days **prior** to the start date of class.

- Substitutions should include the employee’s name; the substitute’s name and reason for change (when possible).
- In the case of a *multi-day course*, the substitute is expected to attend **all** sessions of the multi-day course.
- Drug and Alcohol, Violence in the Workplace, and Ergonomic classes – call the HRD/Safety Office at ph. 587-1060 or send to Facsimile Number 587-1322
- For all other HRD classes – call HRD/Learning and Development Office, ph. 587-1050 or sent to Facsimile Number 587-1107

PAYMENT

Invoices will be sent to those classes with fees. **HRD cannot accept or process state p-card payments electronically. All payments must be made by either State Purchase Order, Journal Voucher or check.**

- ❖ Payments should be made to HRD’s account code number:
805-S -[insert the current fiscal year here]- 310-P-1368-0600.

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 appropriate HRD training provider, e.g., Safety Office or the Learning and Development Office (aka: Training Office), at least 15 working days prior to the start date of the class.

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.

ATTENDANCE

- Attendance is a requirement for every class
- For multi-day/part classes, attendance on the first day is mandatory. Any employee who misses the **first day of a** multi-day or part class will be dropped from the class and their department charged if there is a fee for the class.
- HRD course fees will only be waived for employees whose cancellation notices are received by the Department of Human Resources Development no later than 5 working days prior to the start date of class.

DRESS CODE

Employees must come to class dressed appropriately dressed for a work environment, 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 contact the HRD training provider 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 departmental 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 DOT-Hwys	DOT-Highways Hawaii District 50 Makaala Street, Hilo, Hawaii
Ha UPW Conf. rm.	United Public Workers (UPW), 362 E. Lanikaula Street, Hilo, Hawaii

KAUAI

Ka DOT-Hwys	DOT-Highways Kauai District 1720 Haleukana Street, Lihue, Kauai
Ka UPW Conf. rm.	United Public Workers, 4211 Rice Street, Lihue, Kauai

MAUI

Ma DOT-Hwys	DOT-Highways Maui District 650 Palapala Drive, Kahului, 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 SOT rm. 203 Oa SOT rm. 204	State Office Tower, 235 S. Beretania Street, Honolulu, Oahu

HAWAII

HUMAN RESOURCES DEVELOPMENT

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES

Employee briefing for the UPW BU1 Drug and Alcohol Testing Program. Briefing 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 employee members who may be subject to the Drug and Alcohol Testing Agreement. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: This class is MANDATORY for BU1 employees deemed Non-CDL (Commercial Driver License).

Target audience: BU1 Non-CDL employees who have not attended the BU1 Non-CDL Drug and Testing Program (DATU-1) class yet.

DATU1 0136 Oct. 24 1:30p – 3:30p \$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. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course. Supervisors of BU1 Non-CDL employees must attend the four hour BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years

DATU1S 0094 Oct. 24 8:30a – 12:30p \$0-HRD Ha UPW Conf. rm.

DRIVER'S TRAINING PROGRAM

The purpose of the 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)

DTP 0030 Aug. 03 8:00a – 12:00n \$0-HRD DOT-Highways Hawaii District.

KAUAI

HUMAN RESOURCES DEVELOPMENT

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES

Employee briefing for the UPW BU1 Drug and Alcohol Testing Program. Briefing 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 employee members who may be subject to the Drug and Alcohol Testing Agreement. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: This class is MANDATORY for BU1 employees deemed Non-CDL (Commercial Driver License).

Target audience: BU1 Non-CDL employees who have not attended the BU1 Non-CDL Drug and Testing Program (DATU-1) class yet.

DATU1 0133 Sep. 21 1:30p – 3:30p \$0-HRD Ka 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. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course. Supervisors of BU1 Non-CDL employees must attend the four hour BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years

DATU1S 0093 Sep. 21 8:30a – 12:30p \$0-HRD Ka UPW Conf. rm.

DRIVER'S TRAINING PROGRAM

The purpose of the 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)

DTP 0032 Aug. 24 8:00a – 12:00n \$0-HRD DOT-Highways Kauai District

MAUI

HUMAN RESOURCES DEVELOPMENT

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES

Employee briefing for the UPW BU1 Drug and Alcohol Testing Program. Briefing 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 employee members who may be subject to the Drug and Alcohol Testing Agreement. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: This class is MANDATORY for BU1 employees deemed Non-CDL (Commercial Driver License).

Target audience: BU1 Non-CDL employees who have not attended the BU1 Non-CDL Drug and Testing Program (DATU-1) class yet.

DATU1 0132 Aug. 03 9:00a – 11:00a \$0-HRD Ma UPW Conf. rm.

DRIVER'S TRAINING PROGRAM

The purpose of the 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)

DTP 0031 Aug. 10 8:00a – 12:00n \$0-HRD DOT-Highways Maui District

WORKPLACE VIOLENCE TRAINING PROGRAM

Provides both employees and supervisors, primarily from BU1 and BU10, the means and methods to maintain a workplace free from violence. Provides employees with safety and health training that includes recognition of conditions and behaviors that may lead to or increase, the risk of violence. This training program is offered as a contractual provision for UPW employees and meets the training requirements stipulated in the Workplace Violence Policy or Action Plan of State Executive Branch agencies for all other employees as well. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

Note: Employees and supervisors may register to attend the Workplace Violence Training Program (WVP).

WVP 0151 Aug. 03 1:00p – 3:00p \$0-HRD Ma UPW Conf. rm.

OAHU

HUMAN RESOURCES DEVELOPMENT

BU1 NON-CDL DRUG AND ALCOHOL TESTING PROGRAM FOR EMPLOYEES

Employee briefing for the UPW BU1 Drug and Alcohol Testing Program. Briefing 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 employee members who may be subject to the Drug and Alcohol Testing Agreement. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: This class is MANDATORY for BU1 employees deemed Non-CDL (Commercial Driver License).

Target audience: BU1 Non-CDL employees who have not attended the BU1 Non-CDL Drug and Testing Program (DATU-1) class yet.

DATU1 0131	Jul. 13	9:00a – 11:00a	\$0-HRD	Oa Aloha Stad. Hospitality rm.
DATU1 0134	Oct. 12	9:00a – 11:00a	\$0-HRD	Oa Aloha Stad. Hospitality rm.
DATU1 0135	Oct. 12	1:00p – 3:00p	\$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. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

NOTE: Working Supervisors belonging in BU1 should attend the employee briefings (DATU1) rather than this supervisory course. Supervisors of BU1 Non-CDL employees must attend the four hour BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) once every four years

DATU1S 0092	Aug. 15	8:30a – 12:30p	\$0-HRD	Oa Aloha Stad. Hospitality rm.
DATU1S 0095	Nov. 16	8:00a – 12:00n	\$0-HRD	Oa SOT rm. 204

DRIVER'S TRAINING PROGRAM

The purpose of the 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)

DTP 0029	Jul. 18	8:00a – 12:00n	\$0-HRD	Oa SOT rm. 204
DTP 0033	Sep. 14	8:00a – 12:00n	\$0-HRD	Oa Aloha Stad. Hospitality rm.

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

This course is for supervisors tasked with responsibilities under the Drug and alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs) and Memorandum of Agreements (MOAs) for the CDEL, HGEA, and BU10 Agreements only. The training program will inform supervisors of their responsibilities under the state DAT program. Supervisors designated to determine whether reasonable suspicion exists are required to attend training on a recurring basis and on a timeline to be determined by their appropriate CBA and MOAs. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

Note: The BU1 testing requirements are covered in a separate course: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S). Supervisors of HGEA, CDL, and BU10 employees must attend the three hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

CDAT 0124	Sep. 12	8:30a – 11:30a	\$0-HRD	Oa SOT rm. 204
CDAT 0125	Sep. 12	1:00p – 4:00p	\$0-HRD	Oa SOT rm. 204
CDAT 0126	Oct. 03	8:30a – 11:30a	\$0-HRD	Oa SOT rm. 204
CDAT 0127	Nov.16	1:00p – 4:00p	\$0-HRD	Oa SOT rm. 204
CDAT 0128	Dec. 05	8:30a – 11:30a	\$0-HRD	Oa Aloha Stad. Hospitality rm.

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/>. 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. (1 meeting)

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

RETIREMENT INFORMATION – ERS CONTRIBUTORY, NONCONTRIBUTORY AND HYBRID PLAN

Information on the Hawaii State Employees Retirement System Plans known as the Contributory Plan, Non-Contributory Plan and Hybrid Plan, along with other information about other pre-retirement related subjects, may be found on DHRD's Website: <http://dhrd.hawaii.gov/state-employees/eetraindev/>. Executive Branch state employees who have an LMS training account may click on the link entitled: **Executive Branch On-Demand Learning Library** then go to the right-hand column "**Popular Tags**" and scroll to select "**Pre-Retirement Series**" to view the offerings. If you do not have an LMS account established, please contact your departmental Human Resources Office (HRO) for further assistance.

Note: The Hawaii State Employees Retirement System (ERS), is the party responsible for maintaining information about these retirement plans, therefore questions regarding plan benefits or filing information should be directed to the ERS office at ph. 586-1735.

WORKPLACE VIOLENCE TRAINING PROGRAM

Provides both employees and supervisors, primarily from BU1 and BU10, the means and methods to maintain a workplace free from violence. Provides employees with safety and health training that includes recognition of conditions and behaviors that may lead to or increase, the risk of violence. This training program is offered as a contractual provision for UPW employees and meets the training requirements stipulated in the Workplace Violence Policy or Action Plan of State Executive Branch agencies for all other employees as well. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

Note: Both Employees and supervisors may register to attend the Workplace Violence Training Program (WVP).

WVP 0148	Jul. 13	1:00p – 3:00p	\$0-HRD	Oa Aloha Stad. Hospitality rm.
WVP 0149	Jul. 26	9:00a – 11:00a	\$0-HRD	Oa SOT rm. 204
WVP 0150	Jul. 26	1:00p – 3:00p	\$0-HRD	Oa SOT rm. 204
WVP 0152	Dec.05	1:00p – 3:00p	\$0-HRD	Oa Aloha Stad. Hospitality rm.

INDIVIDUAL AND INTERPERSONAL DEVELOPMENT

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.

DISC 0022	Aug. 29	8:30a – 12:00n	\$50-HRD	Oa SOT rm. 204
DISC 0023	Oct. 24	8:30a – 12:00n	\$50-HRD	Oa SOT rm. 204

MANAGEMENT AND SUPERVISORY DEVELOPMENT

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.

COACH 0017	Aug. 10	8:30a – 4:00p	\$0-HRD	Oa SOT rm. 204
COACH 0018	Sep. 26	8:30a – 4:00p	\$0-HRD	Oa SOT rm. 204
COACH 0019	Nov. 14	8:30a – 4:00p	\$0-HRD	Oa SOT rm. 204

COACHING 202

Coaching 202 builds upon the coaching skills covered in Coaching 101. Learn how to perform simple employee performance diagnostics to determine how to flex your coaching style for maximum effectiveness. You will also learn new skills on how to handle various emotional reactions that can occur during a coaching session. (1 meeting)

Prerequisite: Must have completed the Coaching 101 course and have at least (3) months of active coaching practice.

CCH202 007	Aug. 16	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 203
CCH202 008	Oct. 12	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 204

LEADERSHIP 101 – *NEW CLASS OFFERING*

This course is designed for new supervisors and managers. We will cover the role of leadership and (4) key elements to success. (1 meeting)

- ❖ Connecting
- ❖ Communicating
- ❖ Collaborating and
- ❖ Celebrating

Target Audience: New supervisors and Managers

LDRSHP 001	Jul. 19	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 204
LDRSHP 002	Aug. 23	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 204
LDRSHP 003	Sep. 14	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 204
LDRSHP 004	Oct. 18	8:30a – 12:00n	\$0-HRD	Oa SOT rm. 204

VOLUNTARY LEARNING AND SELF-DEVELOPMENT

DHRD ON-DEMAND TRAINING COURSES

The Department of Human Resources Development (DHRD) now offers an on-demand Learning Library for Executive Branch state employees. The Learning Library can be found on the DHRD/Learning and Development webpage, URL address: <http://dhrd.hawaii.gov/state-employees/eetraindev/>

The On-Demand Learning Library contains over 900 + courses covering a variety of topics geared to help Executive Branch state employees improve their office, technical, individual development, and supervisory/management skills.

All courses offered are free and designed to make on-line learning easy and fun. Training is provided in a variety of formats such as videos, PowerPoint presentations, and e-books. The majority of the Learning Library's content is in video format ranging from short (1-5 minute) presentations to other more advanced videos covering an hour or more.

Listed below are the Topic Headings (entitled: POPULAR – TAGS) in the Learning Library which show how courses are grouped by subject. The content in the Learning Library is updated frequently and state workers are advised to check periodically to view the new courses and subjects that are added. (Note: These periodic updates may also include discontinuation of previously listed courses as well.)

POPULAR TAG HEADING

Civil Rights	Grammar Skills	Pre-Retirement Series
Computer - MS Access	Interpersonal Skills	Presentation Skills
Computer - MS Excel	IT Specialist	Professional Development
Computer - MS Office	Leadership - Conflict	Safety-Bloodborne Pathogens (B&P)
Computer - Miscellaneous	Leadership - Change Management	Safety-Driver Safety
Computer MS Outlook	Leadership - Coaching	Safety-Ergonomics
Computer - MS PowerPoint	Leadership - Communication	Safety-General Safety
Computer - MS Word	Leadership - Development	Safety-Hazard Communication (HAZCOM)
Customer Service	Leadership - Diversity	Safety-Mandatory Workplace Violence
EEO	Leadership - Emotional Intelligence	Safety-Personal Protective Equipment (PPE)
EEO-ADA	Leadership - Time Management	Safety-Slips, Trips and Falls
EEO-Discrimination	Math Skills	Safety-Workplace Violence
EEO-Diversity	New Employees	Webinars
EEO-Harassment	New Leader	Wellness
EEO-Retaliation	Office Basics	Writing Skills

Executive Branch state workers wishing to set up an account to the DHRD On-Demand Learning Library may contact their departmental human resources office (HRO) directly or call the DHRD Learning and Development Office (aka: Training) at (808) 587-1050 for further information.

Note: The DHRD Learning and Development Office is tasked to handle the administrator responsibilities for the on-demand system. Questions regarding operational issues with the system may be directed to their office.

VOLUNTARY LEARNING AND SELF-DEVELOPMENT

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

TOASTMASTERS

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

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

AS A RESULT OF PARTICIPATING IN TOASTMASTERS, YOU WILL:

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

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

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

LISTED BELOW ARE TOASTMASTERS CLUBS FOR STATE EMPLOYEES:

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

DBEDT for BUSINESS TOASTMASTERS CLUB

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

KINAU HALE TOASTMASTERS CLUB

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

LILIUOKALANI TOASTMASTERS CLUB

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

TRANSPORTATION TOASTMASTERS CLUB

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