

## TRAINING OFFICE - LEADERSHIP TRAINING COURSES

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

Note: Dates in Red = Course Cancellations

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<p><b>COACHING 101</b> 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 and learning how to teach new skills. Performance is then supported with feedback and coaching - all of which is covered in this course.</p>	State Office Tower 2nd floor - Rm 204	8:30-4:00		<del>10th</del>	26th		14th	
<p><b>COACHING 202</b> This course builds upon the skills covered in Coaching 101. Learn performance diagnostics to determine how to flex your coaching style for maximum effectiveness. We will also cover how to handle various emotional reactions that can occur during a coaching session. Pre-Requisite: Coaching 101. <b>Note: *Aug 16th class is in 2nd Floor - Rm. 203</b></p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		<del>16th*</del>		12th		
<p><b>Leadership 101:</b> This course is designed for new supervisors and managers. We will cover the role of leadership and (4) key elements to success: Connecting, Communicating, Collaborating and Celebrating.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00	19th	23rd	14th	18th	7th	
<p><b>DISC:</b> This is a personal assessment tool used to improve work productivity, teamwork and communication through non-judgmental assessment of behavioral differences. Participants will learn to better understand themselves and to adapt their behaviors with others.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		29th		24th		

## SAFETY OFFICE - TRAINING COURSES

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
<b>BU1 Non-CDL Drug and Alcohol Testing Program for Employees (DATU1)</b> This briefing of the UPW BU1 DAT program includes information on the purpose of the testing program, the prohibitions, explanations of the various tests, testing procedures, consequences of violations, what constitutes a refusal, etc.	HA - Hawaii KA - Kauai MA - Maui OA - Oahu	2 hr. class - session times may vary	13th - OA	3rd - MA	21st - KA	12th - OA 24th - HA		
<b>Bu1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)</b> This briefing of the UPW BU1 DAT program is for supervisors of employees belonging to the UPW BU1 non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It is a mandatory 4 hr. program for managers and supervisors tasked with making reasonable suspicion determinations. The information covered will include the purpose of the program, substance prohibitions, explanation of the tests involved, consequences of violations, roles and responsibilities, etc.	HA - Hawaii KA - Kauai MA - Maui OA - Oahu	4 hr. class - session times may vary		15th - OA	21st - KA	24th - HA	16th - OA	16th - OA
<b>Driver's Training Program (DTP)</b> The purpose of the training program is to review and discuss the various defensive driving skills necessary to prevent collisions with other vehicles, avoid property damages, and to prevent personal injury to the driver, other driver, vehicle occupants or pedestrians.	HA - Hawaii KA - Kauai MA - Maui OA - Oahu	4 hr. class - session times may vary	18th - OA	3rd - HA 10th - MA 24th - KA	14th - OA			
<b>Drug and Alcohol Testing Program for Supervisors - CDL, HGEA, BU10 (CDAT)</b> This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs), and Memorandum of Agreements (MOAs) for the CDL, HGEA, and BU 10 Agreements only.	HA - Hawaii KA - Kauai MA - Maui OA - Oahu	3 hr. class - session times may vary			12th - OA	3rd - OA	16th - OA	5th - OA

**Workplace Violence Training Program**

This course provides both employees and supervisors, primarily from BU01 and BU10, the means and methods to maintain a workplace free from violence. It provides safety and health training that includes recognition of conditions and behaviors that may lead to, or increase, the risk of violence. This program is offered as a contractual provision for UPW employees and meets the training requirements stipulated in the Workplace Violence Policy or Action Plan of State Executive Branch agencies for all other employees as well.

**HA - Hawaii**  
**KA - Kauai**  
**MA - Maui**  
**OA - Oahu**

3 hr. class -  
session times  
may vary

13th - OA

12th - OA

3rd - OA

16th - OA

5th - OA

## ESD/CLASSIFICATION OFFICE - TRAINING COURSES

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
*Position Action Processing								
*Selection Interview								
*Suitability Investigation Training								
*Types of Appointments and Recruitment								

\* These courses are currently suspended until further notice.