

## TRAINING OFFICE - LEADERSHIP TRAINING COURSES

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

Note: Dates in Red = Training Office Course Cancellations

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB	MAR.	APR.	MAY	JUNE
<p><b>COACHING 101 - (COACH)</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	Ses # 0021 1/25/18		Ses # 0022 3/6/18		Ses # 0023 5/24/18	Ses # 0024 6/21/18
<p><b>COACHING 202 - (CCH)</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.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		Ses # 0009 2/8/18		Ses # 0010 4/17/18		
<p><b>DISC (DiSC) - Interpersonal Communications</b>                      Cost: \$ 75                      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			Ses # 0024 3/8/18			Ses # 0025 6/7/18

<p><b>DiSC for Productive Conflict - (DiSC 2)</b>  Cost: \$ 100  This session explores workplace conflict - one of the most stressful, uncomfortable, and inevitable experiences people face in the workplace. While conflict is an inevitable part of any working relationship, people's response to conflict is entirely within their control. This session directly addresses workplace conflict and highlights how DiSC can help you respond to conflict situations in an effective way.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		Ses # 0001 2/28/18			Ses # 0002 5/22/18	
<p><b>DIVERSITY - (DIVERS)</b>  In this session, we discuss the various elements of diversity - what they are and how they manifest in the workplace. The end goal is to raise self-awareness and discuss how we can leverage solutions for a more collaborative work environment.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00				Ses # 0001 4/26/18		
<p><b>LEADERSHIP 101 - (LDRSHP)</b>  This course is designed for new supervisors and managers. We will cover the role of leadership and (4) key elements to success: Connecting, Communicating, Collaborating and Celebrating.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00	Ses # 0007 1/9/18	Ses # 0008 2/21/18			Ses # 0009 5/8/18	Ses # 0010 6/12/18
<p><b>LEADING CHANGE - (CHANGE)</b>  Some change is welcomed, some change is not, but change is inevitable. As a leader, how you navigate through this will either strengthen or implode your team. In this session, we will explore some possible resistance to change and learn a formula to help you and your team maintain focus.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00			Ses # 0001 3/20/18			

## SAFETY OFFICE - TRAINING COURSES

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

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB.	MAR.	APR.	MAY	JUNE
<p><b>BU1 Non-CDL Drug and Alcohol Testing Program for Employees (DATU1)</b></p> <p>This briefing of the UPW BU1 DAT program includes information on the purpose of the testing program, the prohibitions, explanations of the various tests, testing procedures, consequences of violations, what constitutes a refusal, etc.</p>	<p>HA - Hilo KO - Kona KA - Lihue MA - Wailuku OA - SOT 204 STAD-Aloha Stad.</p>	<p>2 hr. class - session times may vary</p>		<p>KA - # 0137 2/1/18</p>	<p>MA- # 0138 3/29/18</p>	<p>KO -# 0139 4/24/18</p>	<p>HA - # 0140 5/17/18</p>	
<p><b>Bu1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)</b></p> <p>This briefing of the UPW BU1 DAT program is for supervisors of employees belonging to the UPW BU1 non-commercial driver licensed (CDL) Drug and Alcohol Testing Program (DAT). It is a mandatory 4 hr. program for managers and supervisors tasked with making reasonable suspicion determinations. The information covered will include the purpose of the program, substance prohibitions, explanation of the tests involved, consequences of violations, roles and responsibilities, etc.</p>	<p>HA - Hilo KO - Kona KA - Lihue MA - Wailuku OA - SOT 204 STAD-Aloha Stad.</p>	<p>4 hr. class - session times may vary</p>		<p>STAD - #0096 2/27/18</p>		<p>KO - # 0097 4/24/18</p>		
<p><b>Driver's Training Program (DTP)</b></p> <p>The purpose of the training program is to review and discuss the various defensive driving skills necessary to prevent collisions with other vehicles, avoid property damages, and to prevent personal injury to the driver, other driver, vehicle occupants or pedestrians.</p>	<p>HA - Hilo KO - Kona KA - Lihue MA - Wailuku OA - SOT 204 STAD-Aloha Stad.</p>	<p>4 hr. class - session times may vary</p>						

<p><b>Drug and Alcohol Testing Program for Supervisors - CDL, HGEA, BU10 (CDAT)</b></p> <p>This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs), and Memorandum of Agreements (MOAs) for the CDL, HGEA, and BU 10 Agreements only.</p>	<p><b>HA - Hilo</b>  <b>KO - Kona</b>  <b>KA - Lihue</b>  <b>MA - Wailuku</b>  <b>OA - SOT 204</b>  <b>STAD-Aloha Stad.</b></p>	<p>3 hr. class - session times may vary</p>	<p>OA - #0129 1/30/18</p>			<p>STAD - # 0130 4/10/18</p>		<p>OA - # 0131 06/05/18</p>
<p><b>Workplace Violence Training Program (WVP)</b></p> <p>This course provides both employees and supervisors, primarily from BU01 and BU10, the means and methods to maintain a workplace free from violence. It provides safety and health training that includes recognition of conditions and behaviors that may lead to, or increase, the risk of violence. This program is offered as a contractual provision for UPW employees and meets the training requirements stipulated in the Workplace Violence Policy or Action Plan of State Executive Branch agencies for all other employees as well.</p>	<p><b>HA - Hilo</b>  <b>KO - Kona</b>  <b>KA - Lihue</b>  <b>MA - Wailuku</b>  <b>OA - SOT 204</b>  <b>STAD-Aloha Stad.</b></p>	<p>3 hr. class - session times may vary</p>		<p>KA - # 153 2/1/18 - # 154 2/15/18 OA - #155 2/15/18</p>	<p>STAD - # 156 3/8/18 STAD - # 157 3/8/18 MA - # 158 3/29/18</p>		<p>OA - # 159 5/3/18 OA - # 160 5/3/18 HA - # 161 5/17/18</p>	

## ESD/CLASSIFICATION OFFICE - TRAINING COURSES

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB.	MAR.	APR.	MAY	JUNE
*Position Action Processing								
*Selection Interview								
*Suitability Investigation Training								
*Types of Appointments and Recruitment								

\* These courses are currently suspended until further notice.