

## TRAINING OFFICE - LEADERSHIP TRAINING COURSES

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

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB	MAR.	APR.	MAY	JUNE
<b>BUILDING PROFESSIONAL PARTNERSHIPS (BLDPP) - *NEW - class description to be posted in the future - Target audience: Managers/Supervisors</b>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p			BLDPP # 0001 - * <del>3/21/19</del> Cancelled			
<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 or goals and learning how to teach new skills to employees. Once learned, it's all about having employees develop their skills by supporting and guiding them to be the best that they can be in their positions. To be a successful supervisor or manager, you must become comfortable with giving feedback and coaching conversations to continuously build your employees' skills and to help them steer away from barriers to their work progress.	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 4:00p		COACH # 0027 - 2/07/19			COACH # 0028 - 6/20/19	
<b>COACHING 202 - (CCH202)</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. <b>Prerequisite: Must have taken Coaching 101 and practiced the coaching skills learned for at least 6 months prior to taking this next level class.</b>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:30p				CCH202 # 0013 4/11/19		

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB	MAR.	APR.	MAY	JUNE
<p><b>DiSC-Interpersonal Communications (DiSC)</b>  <b>Cost: \$ 75</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. <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b></p>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30 - 12:00			DiSC # 0028 * 3/07/19			
<p><b>DiSC for Productive Conflict - (DiSC 2)</b>  <b>Cost: \$ 100</b>  This session explores workplace conflict - one of the most stressful, uncomfortable, and inevitable experiences people face in the workplace. While conflict is an inevitable part of any working relationship, your response to conflict is entirely within your control. This session directly addresses workplace conflict and highlights how DiSC can help you respond to conflict situations in an effective way. <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b></p>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p		DiSC 2 # 0004 * 2/12/19			DiSC 2 # 0005 * 6/25/19	
<p><b>DiSC for Managers - (DiSC3) *NEW</b>  <b>Cost: \$100</b>  Managers aim at increasing the effectiveness of anyone in a management role - whether managing direct reports or the relationship with their own manager. Strategies covered focus on strengthening their one-to-one relationships utilizing the Everything DiSC Management Assessment: 1) Directing people with different styles; 2) Delegating to people with different communication needs; 3) Creating a motivating environment; 4) Developing others with different styles. <b>*Registration will close 1 month prior to class start date to allow for online processing time.</b></p>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 4:00p		DiSC3 # 0001 * 2/26/19			DiSC3 # 0002 * 5/09/19	

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB	MAR.	APR.	MAY	JUNE
<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.	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p	<b>LDRSHP # 0014 <del>1/10/19</del> Cancelled</b>				<b>LDRSHP # 0015 5/23/19</b>	
<b>LEADING CHANGE - (CHANGE) - *NEW -</b> Change is inevitable. It happens in a million different ways. As leaders, we must not only manage our own perspective on change, but also lead others through the process. This course will help raise your awareness of your own reaction to change, explore resistance to change and provide a formula to assist in successful implementation. We will also explore the subtle differences between commitment and compliance to change. <b>(Target audience: supervisors and managers)</b>	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p				<b>CHANGE # 0003 * 4/25/19</b>		
<b>TEAM SUCCESS - (Team-S) - *NEW</b> This session is beneficial for leaders who are hoping to increase the effectiveness and efficiency of the teams they lead. The focus is on understanding the benefits of teaming; how to differentiate amongst the stages of team development, learning more about your own leadership style and how best to motivate your teams and individual team members.	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p		<b>Team-S # 0003 * 2/21/19</b>				<b>Team-S # 0004 * 6/6/19</b>



COURSE DESCRIPTION	LOCATION	TIME	JAN	FEB	MAR	APR	MAY	JUN
<p><b>Drug and Alcohol Testing Program for Supervisors - CDL, HGEA, BU10 (CDAT)</b></p> <p>This course is for supervisors tasked with responsibilities under the Drug and Alcohol Testing (DAT) program to meet requirements found in federal regulations, Collective Bargaining Unit Agreements (CBAs), and Memorandum of Agreements (MOAs) for the CDL, HGEA, and BU 10 Agreements only.</p>	<p>HA - Hilo            KO - Kona            KA - Lihue            MA - Wailuku            OA - SOT 204            STAD-Aloha Stad.</p>	<p>3 hr. class -            session times            may vary</p>		<p>2/26/19            KO - Kona AP            Confrm.            CDAT #138            8:30a -            11:30a</p>		<p>4/25/19            OA - STAD            CDAT #139            8:30a -            11:30a</p>		<p>6/4/19            OA-SOT 204            CDAT#140            8:30a -            11:30a            &amp; CDAT            #141            1p - 4p</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>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>1/29/19            OA SOT 204 -            WVP #169            1p - 3p</p>	<p>2/26/19            KO - Kona AP            Confrm.            WVP #170            1p - 3p            *****            2/28/19            OA-SOT 204            WVP #171 -            9a - 11a &amp;            WVP #172 -            1p - 3p</p>	<p>3/05/19            KA - UPW            Confrm. WVP            #173 - 12:30p -            2:30p            *****            3/21/19            OA - STAD            WVP #174            9a - 11a &amp;            WVP #175            1p - 3p</p>	<p>4/25/19            OA - STAD            WVP #176            1p - 3p</p>	<p>5/7/19            OA-SOT 204            WVP #177            9a - 11a &amp;            WVP # 178            1p - 3p            *****            5/16/19            HA - UPW            Confrm. WVP            #179            12:30p -            2:30p</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.**