

TRAINING OFFICE - LEADERSHIP TRAINING COURSES

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

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
COACHING 101 - (COACH) 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. Target Audience: Supervisors/Managers	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 4:00p			9/26/19 COACH 101 Ses # 0030			
COACHING 202 - (CCH202) 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. Prerequisite: Must have taken Coaching 101 and practiced the coaching skills learned for at least 6 months prior to taking this next level class. Target Audience: Supervisors/Managers	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:30p		8/08/19 CCH202 Ses # 0014			11/07/19 CCH202 Ses # 0015	

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
<p>DiSC 101- PROFESSIONAL DEVELOPMENT (fka: Interpersonal Communications) Cost: \$ 100 Open to all employees. 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. <i>*Registration will close 1 month prior to class start date to allow for online processing time.</i> Target Audience: All Employees</p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:00p		<p>8/01/19 DiSC 101 Ses # 0029</p>			<p>11/21/19 DiSC 101 Ses # 0030</p>	
<p>DiSC for PRODUCTIVE CONFLICT - (DiSC 2) 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, 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. <i>*Registration will close 1 month prior to class start date to allow for online processing time.</i> Target Audience: All Employees</p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:00p				<p>10/29/19 DiSC 2 Ses # 0006</p>		

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
<p>DiSC for MANAGERS - (DiSC3) *NEW</p> <p>Cost: \$100</p> <p>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. *Registration will close 1 month prior to class start date to allow for online processing time.</p> <p>Target Audience: Supervisors/Managers</p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 4:00p			<p>9/12/19</p> <p>DiSC 3</p> <p>Ses # 0030</p>			
<p>FIVE BEHAVIORS of a COHESIVE TEAM: PERSONAL DEVELOPMENT (5Behav) *NEW</p> <p>Cost: \$100</p> <p>This course suitable for any person who works as part of a team and focuses on Patrick Lencioni's <i>Five Behaviors of a Cohesive Team</i> model. You will learn about the model, how it applies to successful team interactions, discover your personal tendencies and their impact on your team. You will also learn strategies on becoming a better team member.</p> <p>Target Audience: All Employees</p>	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 4:00p	<p>7/18/19</p> <p>5Behav</p> <p>Ses # 0003</p>			<p>10/24/2019</p> <p>5Behav</p> <p>Ses # 0004</p>		

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
LEADING CHANGE - (CHANGE) - *NEW - 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. Target Audience: All Employees	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:00p		8/13/19 CHANGE Ses # 0005			11/19/19 CHANGE Ses # 0006	
LEADERSHIP 101 - (LDRSHP) 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. Target Audience: Supervisors/Managers	State Office Tower, DHRD Training Center 10th floor, room 1001	8:30a - 12:00p		8/29/19 LDRSHP 101 Ses # 0017				
TEAM SUCCESS - (Team-S) - *NEW 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. Target Audience: Supervisors/Managers	State Office Tower, DHRD Training Center 10th floor, # 1001	8:30a - 12:00p	7/23/19 Team-S Ses # 0005			10/10/19 Team-S Ses # 0006		

SAFETY OFFICE - TRAINING COURSES

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

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
BU1 Non-CDL Drug and Alcohol Testing Program for Employees (DATU1) 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 - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.	2 hr. class - session times may vary		8/13/19 OA-STAD DATU1 # 147 9a - 11a & DATU1 # 148 1p - 3p		10/31/19 OA-STAD DATU1 # 149 9a - 11a & DATU1 # 150 1p - 3p	11/21/19 KO-Kona AirP Confrm. DATU1 # 151 12:30p - 2:30p	
Bu1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S) 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 - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.	4 hr. class - session times may vary		8/29/19 HA - Hilo UPW Confrm DATU1S # 106 8a - 12p		10/17/19 OA -SOT 204 DATU1S # 107 8:30a - 12:30p	11/21/19 KO-Kona AirP DATU1S # 108 8a - 12p	
Driver's Training Program (DTP) 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 - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.	4 hr. class - session times may vary	None Scheduled	None Scheduled	None Scheduled	None Scheduled	None Scheduled	None Scheduled

COURSE DESCRIPTION	LOCATION	TIME	JULY	AUG	SEPT	OCT	NOV	DEC
Drug and Alcohol Testing Program for Supervisors - CDL, HGEA, BU10 (CDAT) 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 - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.	3 hr. class - session times may vary	7/30/19 MA-UPW Confrm. CDAT # 143 8:30a - 11:30a	8/29/19 HA-UPW Confrm. CDAT # 144 1p - 4p	9/19/19 MO-Civic Ctr CDAT # 145 8:30a - 11:30a	10/1/19 OA-STAD CDAT # 146 8:30a - 11:30a & CDAT # 147 1p - 4p		12/10/19 OA-SOT 204 CDAT # 148 8:30a - 11:30a
Workplace Violence Training Program (WVP) 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 - Hilo KO - Kona AirP KA - Lihue MA - Wailuku MO - Civic Ctr OA - SOT 204 STAD-Aloha Stad.	2 hr. class - session times may vary	7/16/19 OA-SOT 204 WVP # 180 9a - 11a & WVP # 181 1p - 3p ***** 7/30/19 MA-UPW Confrm WVP # 182 1p - 3p		9/19/2019 MO-Civic Ctr WVP # 183 12p - 2p		11/7/19 OA-SOT 204 WVP # 184 9a - 11a & WVP # 185 1p - 3p	

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.**