STATE OF HAWAIʻI
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
235 S. BERETANIA STREET
HONOLULU, HAWAIʻI 96813-2437

November 22, 2021

TO: All Department Heads

FROM: Ryker Wada, Director   *Ryker J. Wada*

SUBJECT: January – June 2022 Safety Office Training Schedule

The Department of Human Resources Development (DHRD), Employee Claims Division (ECD), Safety Branch's "live" training schedule for the first half of 2022 has been outlined below and can also be found on "What's New" at http://hawaii.gov/hrd. To ensure timely sign up, it is recommended that Human Resources Offices distribute DHRD Safety's training schedule to its programs as soon as possible.

Registration of live courses will be managed through Adobe Captivate Prime and will be conducted through Microsoft Teams. Employees who only have Adobe Connect accessibility can contact Ms. Lily Chu at (808) 587-1066 or lily.b.chu@hawaii.gov for enrollment assistance.

Live training courses are as follows:

- **BU1 Non-CDL Drug and Alcohol Testing Orientation Program (DATU1)** – This is a required training for BU01 Non-CDL Employees who have not previously attended.

- **BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)** - Supervisors of BU1 Non-CDL employees are required to attend this four-hour course once every four years.

- **Combined Drug and Alcohol Testing Program (CDAT)** - Supervisors of HGEA, CDL, and BU10 employees are required to attend this three-hour course once every five years.

DHRD Safety Office also continues to offer Workplace Violence Awareness Training and other safety courses on-demand in both the Captivate Prime and Connect.

Further questions relating to the contents within Safety's trainings can be directed to Ms. Chu. Questions related to logging into or accessing Adobe Captivate Prime or Adobe Connect are to be directed to DHRD – Training Branch at (808) 587-1050 or dhrd.training@hawaii.gov.

Attachment

c: Departmental Human Resources Officers
       Jennifer Mori-Kilbey, acting ECD Administrator
       Patricia McDonald, Learning and Development Program Manager
       Mary Ann Teshima, ASO