

Department of Human Resources Development

Safety Training Schedule 7/1/22 – 12/31/22 by Training Program

**Drug and Alcohol Testing Program for Supervisors (CDAT)
(CDL, HGEA, BU10)**

Date	Island	Session #	Time	Location
07/28/22	All	173	1:00 – 4:00pm	Microsoft TEAMS Meeting
08/09/22	All	174	8:30 – 11:30am	Microsoft TEAMS Meeting
10/20/22	All	175	1:00 – 4:00pm	Microsoft TEAMS Meeting
11/17/22	All	176	8:30 – 11:30am	Microsoft TEAMS Meeting

BU1 Non CDL Drug and Alcohol Testing Program (DATU1)

Date	Island	Session #	Time	Location
09/20/22	ALL	164	8:30 – 10:30am	Microsoft TEAMS Meeting
12/06/22	ALL	165	9:00 – 11:00am	Microsoft TEAMS Meeting

BU-1 Non CDL Drug and Alcohol Testing Program for Supervisors (DATU1S)

Date	Island	Session #	Time	Location
09/29/22	ALL	122	8:30 – 12:30pm	Microsoft TEAMS Meeting
12/08/22	ALL	123	8:30 – 12:30pm	Microsoft TEAMS Meeting

Driver's Training Program (DTP) – ON DEMAND Only

This self-paced course is presented in four (4) parts.

It takes about 1 hour 15 minutes to complete all 4 parts

but each part can be viewed at the employee's convenience.

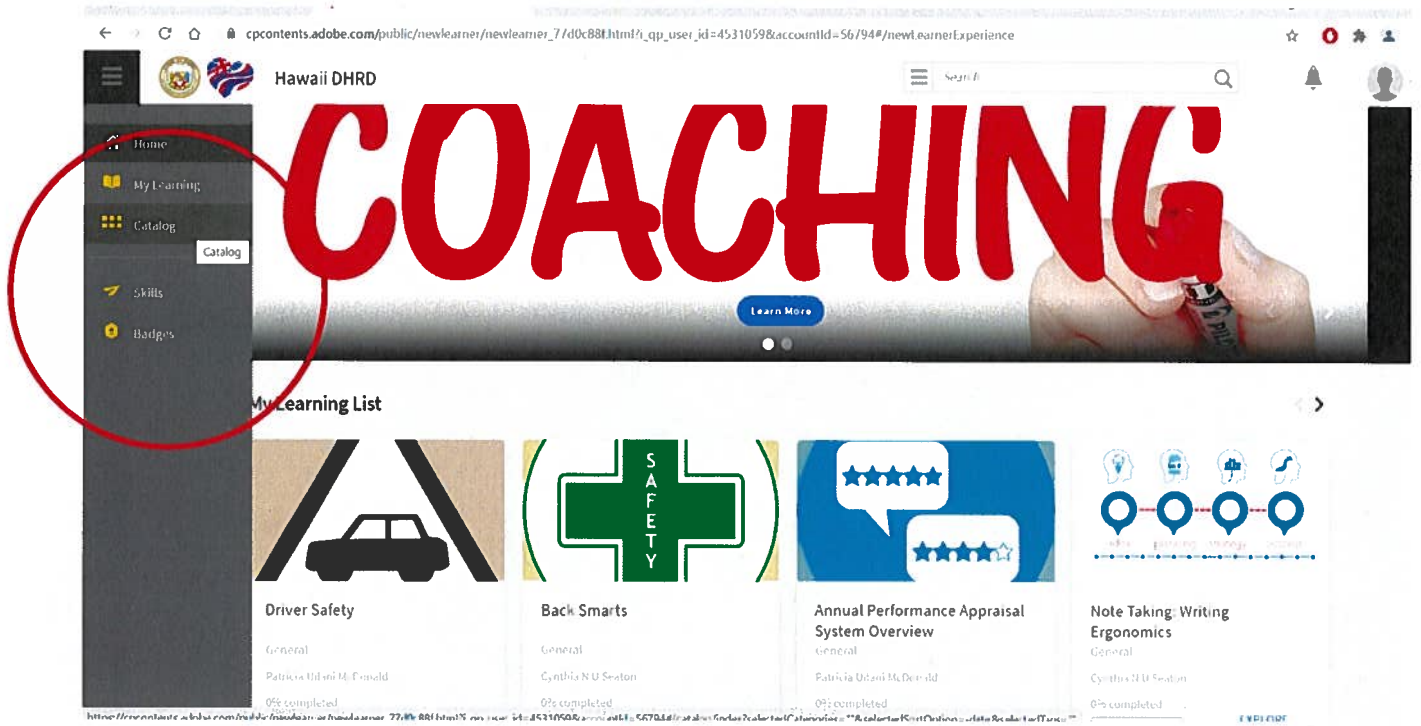
**See instructions and screenshots on next few pages to find the Drivers' Training -
Defensive Driver Training Program in Adobe Captivate Prime or Adobe Connect.**

Defensive Driving Driver's Safety Training Program LMS Instructions

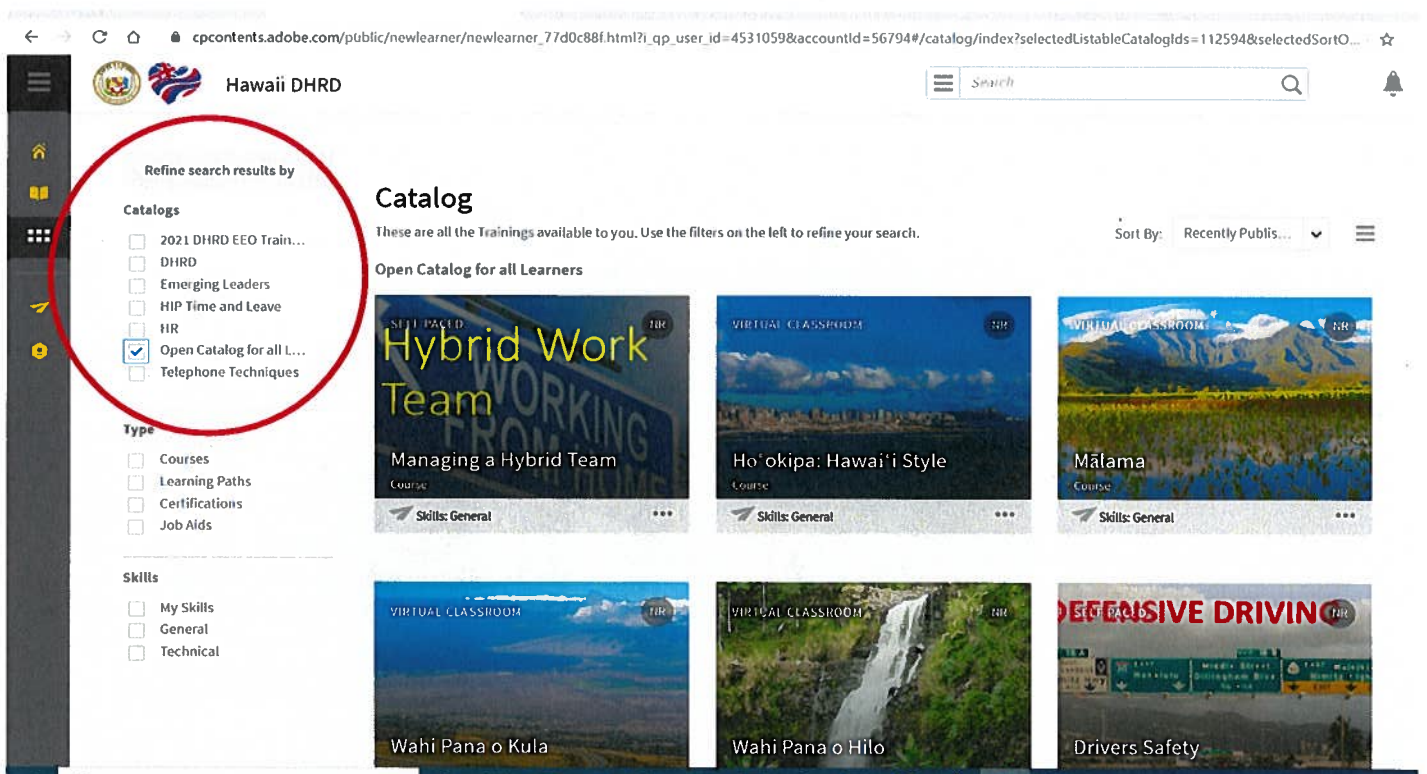
*Adobe Captivate Prime users (use work email & password):

<https://captivateprime.adobe.com/primetimehawaii>

Step 1: After you login and click on **Catalog** from the bar on the left.

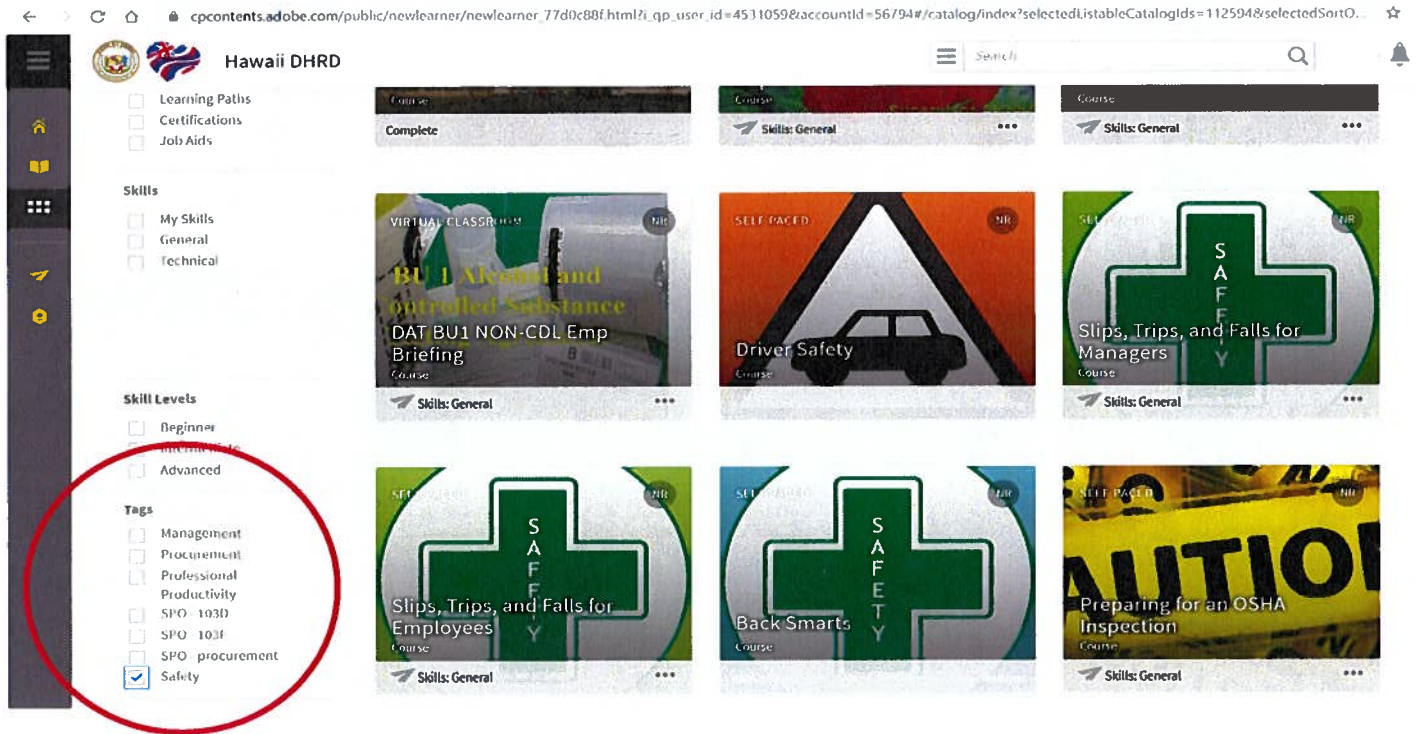


Step 2: Check off "Open Catalog" under **Catalogs**



***Adobe Captivate Prime users (use work email & password):**
<https://captivateprime.adobe.com/primetimehawaii>

Step 3: Scroll down to Tags and check off "Safety".



Step 4: Look for Drivers Safety - Defensive Driving course



Defensive Driving Driver's Safety Training Program LMS Instructions

*Adobe Connect users (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>

Step 1: Click on "Safety – General Safety" under Popular Tags

The screenshot shows a web browser window with the URL: events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210. The page displays a list of search results for the tag "Safety - General Safety". Each result includes an icon, a title, dates, duration, and a "Register" button. The results are:

- Bloodborne Pathogens: Bloodborne Pathogens for Employers**
Monday 5 October 2020, 11:15 AM - Saturday 6 October 2030, 12:15 PM
On-demand 7 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Bloodborne Pathogens: Bloodborne Pathogens for Employers**
Monday 5 October 2020, 11:45 AM - Saturday 6 October 2030, 12:45 PM
On-demand 6 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Electrical Safety: 01. Basics for General Employees**
Monday 5 October 2020, 12:45 PM - Saturday 5 October 2030, 01:45 PM
On-demand 4 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Electrical Safety: 02. Safe Work Practices and PPE**
Monday 5 October 2020, 01:00 PM - Saturday 5 October 2030, 02:00 PM
On-demand 9 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Electrical Safety: 04. Understanding Grounding**

On the right side, there is a "Popular Tags" sidebar with a list of tags. The tag "Safety-General Safety" is circled in red.

Popular Tags

- On Demand Presentation
- Recorded Webinar
- Webinar
- Business Writing
- Civil Rights
- Communication
- DISC
- DOT OCR
- EEQ
- Emerging Leaders
- Employee Benefits
- IT Security
- Leadership Development
- New Employee
- Office Basics
- Performance Appraisal System
- Pre-Retirement Series
- Professional Productivity
- Return to Work Safety
- Safety-General Safety**
- Feature

Step 2: Scroll down to the bottom and click on "Next" until you reach the last page

The screenshot shows the same Adobe Connect event catalog page, but scrolled down to show more results. The URL is the same. The results are:

- Wednesday 7 October 2020, 10:45 AM - Monday 7 October 2030, 11:45 AM**
On-demand 4 5 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Ergonomics: Ergonomic Basics**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 4 5 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Ergonomics: Reducing Eyestrain**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 3 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details
- Ergonomics: Stretching at Work**
Wednesday 7 October 2020, 11:00 AM - Monday 7 October 2030, 12:00 PM
On-demand 4 5 minute presentation
Tags: Safety-General Safety
Buttons: Register, Event Details

At the bottom of the page, there is a "Page 1" indicator and a "Next >>" button, which is circled in red.

Page 1
Upcoming Events
Next >>

*Adobe Connect users (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>

Step 3: See screenshot of the Defensive Driving courses below.

events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210



Driver's Safety: Module 1 - Plan Ahead
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 1 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#)

[Event Details](#)



Driver's Safety - Module 2: Analyze Surroundings
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 2 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#)

[Event Details](#)



Driver's Safety - Module 3: Communicate with Others
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 3 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#)

[Event Details](#)



Driver's Safety - Module 4 part 1: Speed and Space Management
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

This is module 4, part 1 of a 5 part series on Driver's Safety

Tags: [Safety-General Safety](#)

[Register](#)

[Event Details](#)



Driver's Safety - Module 4, part 2: Stops Backing Parking
Monday 4 April 2022, 09:45 AM - Sunday 4 April 2032, 10:45 AM

On-demand module 4, part 2 of a 5 part series on Driver's Safety. This is the last module

[Business Writing](#)

[Civil Rights](#)

[Communication](#)

[DISC](#)

[DOT OCR](#)

[EEO](#)

[Emerging Leaders](#)

[Employee Benefits](#)

[IT Security](#)

[Leadership Development](#)

[New Employee](#)

[Office Basics](#)

[Performance Appraisal System](#)

[Pre-Retirement Series](#)

[Professional Productivity](#)

[Return to Work Safety](#)

[Safety-General Safety](#)

[Featured Events](#)

***Adobe Connect users** (use employee ID & password): <https://events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/catalog.html?from-origin=hidhrd.adobeconnect.com#currentSearchTag=1519339210>

Step 4: Click on **Register** and follow the instructions highlighted in yellow

The screenshot shows a web browser window with the URL: events-na12.adobeconnect.com/content/connect/c1/1363395130/en/events/event/shared/default_template_simple/event_registration.html?sco-id=4957904148

Event Info | Event Registration

Driver's Safety: Module 1 - Plan Ahead

Monday, April 4, 2022 9:45:00 AM HST - Sunday, April 4, 2032 10:46:00 AM HST

If you have registered with us before, please [click here](#)
Fields marked with (*) are mandatory.

Register using Email

Login *

First Name *

Last Name *

Password *
 Hints

Verify Password *

Email Address *

Use Registration Shortcut !

Look LEFT - Click on Blue "**CLICK HERE**" Link

LOGIN = last 6 digits of your Employee ID No.
(never use your E-mail address for Login)

PASSWORD = Your Adobe Connect Password

Hit "Continue" tab

PROBLEMS? - call DHRD Training Office, ph. 587-1050

A red arrow points from the top right of the page down to the blue "CLICK HERE" link in the registration instructions.

