

**INTERNAL
COMMUNICATION FORM**
DEPARTMENT OF HUMAN SERVICES

Suspense

Subject: Conducting Investigations Training

Originator: W. Ikemori ext.6-4971

To: *SOs/DAs/EDIRs*

From: PERS

Date: 02/11/16

Memo No. 1

The Department of Human Resources Development (DHRD) has announced instructor-led Conducting Investigations Training. This training will walk attendees through an actual investigation of an employee complaint, including interviewing witnesses and developing a final investigation report.

FOR: Those who are assigned or conduct basic non-criminal investigations, such as those resulting from charges of discrimination, workplace violence, and misconduct.

SCHEDULE:

Session Dates:

March 8th

April 26th

May 24th

June 21st

July 19th

August 23rd

September 20th

October 18th

November 22nd

Course Codes:

HAR-CI 0009

HAR-CI 0010

HAR-CI 0011

HAR-CI 0012

HAR-CI 0013

HAR-CI 0014

HAR-CI 0015

HAR-CI 0016

HAR-CI 0017

Time: 9:00 a.m. to 4:30 p.m.


Place: Leiopapa A Kamehameha Bldg. (State Office Tower), Room 1403
235 South Beretania Street, Honolulu.

REGISTRATION: Please note: the **prerequisite** for this course is the completion of the online/on-demand training on Conducting Investigations. You may access it from the DHRD website (<http://dhrd.hawaii.gov>) at bottom of page, select "State Employees", go to "Learning and Development", select, "Executive Branch On-line Training Catalog" select "EEO" for all EEO training. Please submit a prioritized list of nominees on the attached DHS 104 **no later than thirteen (13) working days prior to session date**. Class size is limited to 15 participants per session.

COST: None.

PARKING: Participants are responsible for their own parking arrangements.

Persons who have special needs (e.g. sign language interpreter, large print materials) or questions regarding registration procedures, please call Pauline Chun at 586-4970/586-4959 (TTY).


PERS

cc: DIR