

State of Hawaii
Department of Human Resources Development

May 2017

MANAGEMENT AND SUPERVISORY DEVELOPMENT

Go to <http://dhrd.hawaii.gov/state-employees/eetraindev/> to view the entire **January-June 2017 State of Hawaii Executive Branch Training Catalog**. In addition to this catalog, we have also posted the Executive Branch On-Demand Learning Library. Click on the **Getting Started-Your Guide to the Executive Branch On-Demand Learning Library** link to learn how to register and view courses in the on-demand Learning Library. The Learning Library is open to all **Executive Branch employees** who have established an LMS account. If you have not established an account to view the library, please contact your departmental HROs for help on how to do so.

MAUI

DIGITAL LEADERSHIP, DIGITAL WISDOM

An essential element of leadership today is digital leadership – how you use technology to become a more effective leader and help those you lead to do the same. This workshop will guide you through a reflection on your relationship with technology and identify ways it improves, as well as challenges your professional life; discover and identify practical strategies or resources that will help you deal with technology challenges; and formulate digital leadership goals. (1 meeting)

BSU6250 May 09 8:00a – 4:30p \$199-UHMC Ma UHMC Laulima 225

DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS – CDL, HGEA, BU10

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 CDEL, HGEA, and BU10 Agreements only. The training program will inform supervisors of their responsibilities under the state DAT program. Supervisors designated to determine whether reasonable suspicion exists are required to attend training on a recurring basis and on a timeline to be determined by their appropriate CBA and MOAs. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

Note: The BU1 testing requirements are covered in a separate course: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S). Supervisors of HGEA, CDL, and BU10 employees must attend the three hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

CDAT 0122 May 09 8:00a – 11:00a \$0-HRD Ma UPW Conf. rm.

WORKPLACE VIOLENCE TRAINING PROGRAM

Provides both employees and supervisors the means and methods to maintain a workplace free from violence. Provides employees with safety and health training that includes recognition of conditions and behaviors that may lead to or increase risk of violence. This training 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. Please direct content questions to Lily Chu at 587-1060 or lily.b.chu@hawaii.gov. (1 meeting)

Note: Employees and supervisors may register to attend the Workplace Violence Training Program (WVP).

WVP 0147 May 09 12:30p – 2:30p \$0-HRD Ma UPW Conf. rm.

OAHU

COACHING 101

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 your employees. Once taught, these employees must be supported, developed, and guided to be the best they can be in their positions. To be truly successful, a supervisor or manager must become comfortable with giving feedback and coaching conversations to employees in order to continuously build their skills and steer them away from barriers that may prevent achieving work success. (1 meeting)

Prerequisite: Must have completed the Performance Appraisal System course for supervisors.

COACH0016 May 11 8:30a – 4:00p \$0-HRD Oa SOT rm. 204

COACHING 202

Coaching 202 builds upon the coaching skills covered in Coaching 101. Learn how to perform simple employee performance diagnostics to determine how to flex your coaching style for maximum effectiveness. You will also learn new skills on how to handle various emotional reactions that can occur during a coaching session. (1 meeting)

Prerequisite: Must have completed the Coaching 101 course and have at least (3) months of active coaching practice.

CCH202-005 May 25 8:30a – 12:00p \$0-HRD Oa SOT rm. 204

DiSC® – INTERPERSONAL COMMUNICATION

DiSC is a personal assessment tool used to improve work productivity, teamwork and communication through non-judgmental assessment of behavioral differences. Upon completion of the DiSC assessment, participants will learn a common language to better understand themselves and to adapt their behaviors with others. This can be within a work team, a leadership position, or other relationships. (1 meeting)

DiSC profiles help you and your team:

Increase self-knowledge: how you respond to conflict and what motivates you;

Facilitate better teamwork and minimize team conflict;

Manage more effectively by understanding the dispositions and priorities of employees and team members;

Become more self-knowledgeable, well-rounded and effective leaders.

DISC0021 May 16 8:30a – 12:00p \$50-HRD Oa SOT rm. 204

DRUG AND ALCOHOL TESTING PROGRAM FOR SUPERVISORS – CDL, HGEA, BU10

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Note: The BU1 testing requirements are covered in a separate course: BU1 Non-CDL Drug and Alcohol Testing Program for Supervisors (DATU1S). Supervisors of HGEA, CDL, and BU10 employees must attend the three hour Combined Drug and Alcohol Testing Program (CDAT) once every five years.

CDAT 0123 May 23 8:30a – 11:30a \$0-HRD Oa SOT rm. 204

A PROCESS TO THINK CRITICALLY AND MAKE DECISIONS

This course proposes critical thinking as a cognitive approach to performing daily tasks. Furthermore, how this mode of thinking relates to gathering relevant data and information for problem solving. With the endless amount of options today, acknowledging the decision making process is also vital to survival. These processes are useful and applied in personal and business environments. (1 meeting)

BUS5661 May 26 9:00a – 4:00p \$199-LCC Oa LCC CE 205

TALENT MANAGEMENT

This course offers insight as to why organizations are training for competencies rather than just skills. In addition, how performance management can be an effective tool in managing an innovative workforce. When talent experience progresses, coaching and mentorship become necessary components of a Succession Plan.

Cultivating talent from the first day to the end of one's career can stabilize the organization and ensure continuity. (1 meeting)

BUS5685 May 22 9:00a – 4:00p \$199-LCC Oa LCC CE205

On-Line Training Courses

THE ABC'S OF SUPERVISING OTHERS – (online course)

This online workshop is for people who are new supervisors or who are interested in a supervisory position, as well as those who are team leads or part-time supervisors without a great deal of authority. This workshop is designed to help participants overcome many of the supervisory problems that they will encounter as a workplace leader. Dealing with the problems that a new supervisor encounters isn't easy, but it doesn't have to lead to discouragement.

More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Making the transition
- Responsibilities of a Supervisor
- Key behaviors and attitudes
- Setting goals and planning for success
- Active listening techniques
- Giving feedback and instructions
- Orders, requests, and suggestions
- Managing conflict
- Managing challenging situations
- Developing relationships and communication skills

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

Access to state computer or laptop

Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7026

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

ACCOUNTING SKILLS FOR NEW SUPERVISORS – (online course)

Many of us flinch when we hear terms like depreciation, cash flow, balance sheet, and (worst of all!) budgets. However these are all important concepts to understand if you're going to succeed in today's business world, particularly as a supervisor.

Even better, financial terms are not as scary as they seem!

More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Getting the facts straight
- The accounting cycle
- The key reports
- Keeping score
- A review of financial terms
- Understanding debits and credits
- Your financial analysis toolbox
- Identifying high and low risk companies
- The basics of budgeting
- Working smarter; people and numbers

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

Access to state computer or laptop

Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7019

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

BUILDING BETTER TEAMS – (online course)

With teams at the core of corporate strategy, your success as an organization can often depend on how well you and other team members operate together. How are your problem-solving skills? Is the team enthusiastic and motivated to do its best? Do you work well together? This workshop can help you get there! More information at <http://windwardcce.or/cce-online.htm>

What Will Participants Learn?

- The value of working as a team
- The stages of team development and how to help a team move through them
- The critical role communication skills will play in building and maintaining a team atmosphere
- How to develop team norms, ground rules, and team contracts and more

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

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Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

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Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7028

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

BUSINESS WRITING THAT WORKS – (online course)

We all know what good writing is. Good writing is the memo that gets action and the letter that says what a phone call can't. In business writing, the language is concrete, the point of view is clear, and the points are well expressed. Good writing is hard work, and even the best writers get discouraged. However, with practice you can feel more confident about your own writing. This workshop will give you the tools to become a better writer.

More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- The four C's: clear, concise, complete, and correct
- Word agreement
- Active and passive voice
- Sentences and sentence types
- Readability index
- Manners and courtesy
- Practical and inclusive language
- Sentence construction and punctuation
- Writing business letters, memos, and e-mails
- Spelling and proofreading
- Reviewing your writing

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

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Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7020

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

COACHING AND MENTORING – (online course)

Knowing how and when to coach, and when to use other tools, like mentoring is an essential skill that can benefit both you and your organization.

More information at <http://windwardcce.or/cce-online.htm>

What Will Participants Learn?

- Understand how coaching can be used to develop your team
- Develop the coaching and mentoring skills that help improve individual performance
- Demonstrate the behaviors and practices of an effective coach with SPIRIT
- Recognize employees' strengths and give them the feedback they need to succeed
- Identify employee problems and ways you can help to correct them through interpersonal communication skills

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

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Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

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Microsoft Office, a recent edition

BUS7027

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

COMMUNICATION STRATEGIES – (online course)

Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about that individual made you feel comfortable. A major goal of this workshop is to help you understand the impact your communication skills have on other people. You will also explore how improving these skills can make it easier for you to get along in the workplace, and in life. More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Creating positive relationships
- Growing our self-awareness
- Communication basics and barriers
- Asking questions and listening skills
- Body language
- Communication styles
- Creating a positive self-image
- Frame of reference
- Techniques for the workplace
- Assertiveness

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

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Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7021

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

CRITICAL THINKING – (online course)

The ability to clearly reason through problems and to present arguments in a logical, compelling way has become a key skill for survival in today's world. This online workshop will give you some practical tools and hands-on experience with critical thinking and problem solving. More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Where do other types of thinking fit in? (Including whole-brain and left and right brain)
- Understanding critical thinking
- Pitfalls to reasoned decision making
- The critical thinking process
- A critical thinker's skill set
- Plenty of hands-on case studies
- Creating explanations
- Dealing with assumptions
- Common sense
- Critical and creative thought systems

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

Access to state computer or laptop

Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7022

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

PROBLEM SOLVING AND DECISION MAKING – (online course)

We make decisions and solve problems continually. We start making decisions before we even get out of bed (shall I get up now or not?) Despite all the natural decision making that goes on and the problem solving we do, some people are very uncomfortable with having to make decisions. You may know someone who has a hard time making decisions about what to eat, never mind the internal wrestling they go through in order to make major decisions at work. The key to finding creative solutions is not just creativity, although that will certainly help. The answer rests in our ability to identify options, research them, and then put things together in a way that works. Having a process to work through can take the anxiety out of problem solving and made decisions easier. More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Problem solving definitions
- Making decisions
- Problem solving model and toolkit
- Getting into it
- SWOT Analysis
- Making good group decisions
- Analyzing and selecting solutions
- Planning and organizing
- Many hands-on case studies and exercises

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment

Meet the Coach (1/2 hr.) – Phone call or video chat with your coach

Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together

Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

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Access to high speed internet

Computer/laptop with video and audio capabilities

Microsoft Office, a recent edition

BUS7025

Open enrollment from Jan. 02, 2017

\$160-WCC

Oa WCC

PUBLIC SPEAKING: PRESENTATION SURVIVAL SCHOOL – (online course)

A great presenter has two notable qualities – appropriate skills and personal confidence. Confidence comes from knowing what you want to say and being comfortable with your communication skills. In this online workshop, you will master the skills that will make you a better speaker and presenter. More information at <http://windwardcce.or/cce-online.htm>

What topics are covered?

- Communication skills
- Personality types
- Positive self-talk, rapport, and body language
- Maximizing meetings
- Managing sticky situations
- Writing and planning a presentation
- Audience profile
- Your speaking voice
- Add punch to your presentation
- Overcoming nervousness and what are the five S’s. 8 hours

Prerequisite: None. Must have state email address and Internet Access, no previous online experience required. 8 hours of self-paced training with new session beginning every other Monday. One-on-one interactions with a qualified coach and with no course cancellation due to low enrollment. **Scheduled training must be taken during official state working hours** and could be completed in 2 weeks.

Course Format:

- Self-Directed Learning (4-6 hrs.) – Video, Interactive, Reading, Formative assessment
- Meet the Coach (1/2 hr.) – Phone call or video chat with your coach
- Class Huddle (1 hr.) – Online meet up with other participants and your coach to explore content together
- Project (2-4 hrs.) – Accomplish a task using PowerPoint, email, newsletter or video and submit project to your coach

Access Requirements:

- Access to state computer or laptop
- Access to high speed internet
- Computer/laptop with video and audio capabilities
- Microsoft Office, a recent edition

BUS7024	Open enrollment from Jan. 02, 2017	\$160-WCC	Oa WCC
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COURSE PROVIDER LOCATION ADDRESS

MAUI

Ma UHMC Laulima 225
Ma UPW Conf. rm.

University of Hawaii Maui College, 310 W. Kaahumanu Avenue, Kahului, Maui
United Public Workers (UPW), 841 Kolu Street, Wailuku Maui

OAHU

Oa LCC CE205
Oa Location TBD
Oa SOT rm. 204.

Leeward Community College, 96-045 Ala Ike Street, Pearl City, Oahu
Location - To Be Determined (TBD)
State Office Tower, 235 S. Beretania Street, Honolulu, Oahu