INTERNAL COMMUNICATION FORM DEPARTMENT OF HUMAN SERVICES	Suspense: 07/21/17 Neighbor Islands 08/04/17 Oahu
Subject: ADMINISTRATIVE PROCEDURES FOR SUPERVISORS COURSE	Originator: W. Ikemori, x-6-4971 PERS-TS

To: SOs, DAs, EDIRs From: PERS Date: 06/29/17 Memo No. 1

PERS is pleased to announce the next series of the "Administrative Procedures For Supervisors" course. In this four-day class, staff officers and their designated team members will describe their administrative functions in conjunction with the various associated policies, procedures, and processes. They will also clarify the roles and responsibilities of DHS supervisors in achieving these objectives.

FOR: Administrators, Managers, and Supervisors

OBJECTIVE: To provide managerial personnel with the latest information about frequently used departmental policies and procedures. Upon completion of this course, participants will know the functions of each staff office and understand the various administrative procedures (budget, purchasing, personnel, etc.) that impact their daily operations.

SCHEDULE:
Date: APS 0917 Thursdays – September 7, 14, 21, and 28, 2017
Time: 8:00 am to 4:30 pm
Place: Queen Liliuokalani Building, 2nd Floor, Conference Rooms 1 & 2

REGISTRATION: Please submit a prioritized list of nominees on the attached DHS 104 form by suspense dates listed above.

COST: None

PARKING: Participants should arrange parking through their respective Branch/Division Administration

Requests for accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking) must by received by PERS-TS no later than 10 working days prior to this event. Please contact Pauline Chun at 586-4970, 586-4959 (TTY) if you have questions regarding registration procedures or accommodations. Although each DHS office will try to fill your request, resources are limited. If a resource is not available, an alternative method will be used to meet your need.

Bonnie Utashiro

PERS

Attachment

c: DIR