

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense: 8/23/17 (COB)

Subject: Pre-Retirement Workshop – Island of Hawaii

Originator: W. Ikemori/6-4971
PERS/TS

To: DAs/EDIR/QC-Hilo

From: PERS

Date: 08/16/17 Memo No. 1

The Department of Human Resources Development (DHRD) offers all employees a State Pre-Retirement series of videos in their on-demand learning library. These videos provide an overview of the typical state retirement process. We encourage all employees contemplating retirement to utilize the free on-demand resources that can be viewed from the comfort of one's work computer (see attachment). However, for departmental employees without access to a computer, the State has been invited to the County of Hawaii's pre-retirement workshop event in Hilo.

DESCRIPTION: This workshop is recommended for members who are at least 52 years of age or contemplating retirement within the next three (3) years.

SCHEDULE: Date: Wednesday, September 13, 2017
Time: 8:00am – 4:00pm (registration begins at 7:45am)
Place: Auntie Sally Kaleohano's Luau Hale
799 Piilani Street, Hilo, Hawaii

REGISTRATION: Please follow appropriate division training authorization protocols and submit a prioritized list of nominees on a DHS 104 (Training Request Form) to PERS/TS. Please note that Hawaii County will not accept phoned-in requests, late enrollments, and any state employee whose name is not on the official class roster.

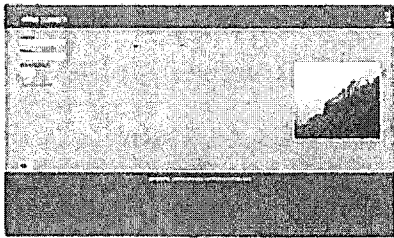
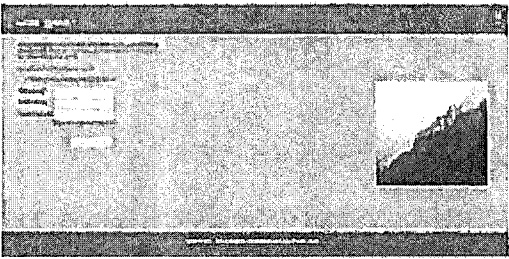
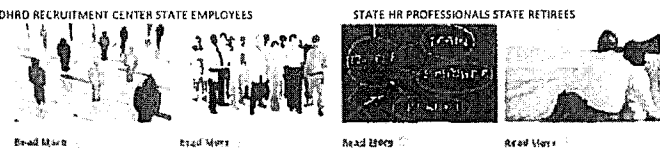
COST: None / Lunch is on your own.

Auntie Sally's Luau Hale is accessible to persons with disabilities. Individuals with disabilities who wish to request use of an auxiliary aid or other type of reasonable accommodation to access this workshop may do so by contacting Waylen Leopoldino at (808) 961-8361 or email to waylen.leopoldino@hawaiicounty.gov no later than seven calendar days prior to the suspense date listed above. Persons who have questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959(TTY).



PERS

Attachments

ACTION	RESOURCE
Obtain your 6-digit Employee ID number	<p>See: Employee Personnel Action(s) report (EPAR)</p> <ul style="list-style-type: none"> - Contact personnel office for help if needed
Step. 1 - Create Adobe Account password	<p>Using an internet browser (internet explorer, google, etc.) type in URL address: hidhrd.adobeconnect.com</p> <p>Username = 6 digit Employee ID number</p> <p>Password = password (or input your Adobe Connect password if already established)</p> 
<p>Create a permanent password</p> <p><i>*Skip this step if you already have a personal password</i></p>	<p>Old password = password</p> <p>New password = (creation of your choice)</p> <p>Re-type new password</p> 
Once you have setup your Adobe Connect account, go to the DHRD website: DHRD.hawaii.gov	<p>Dhrd.hawaii.gov —view bottom of homepage — click on STATE EMPLOYEES to access DHRD Learning & Development webpage</p> 

ACTION

Click on the Learning and Development link to open resource page

RESOURCE

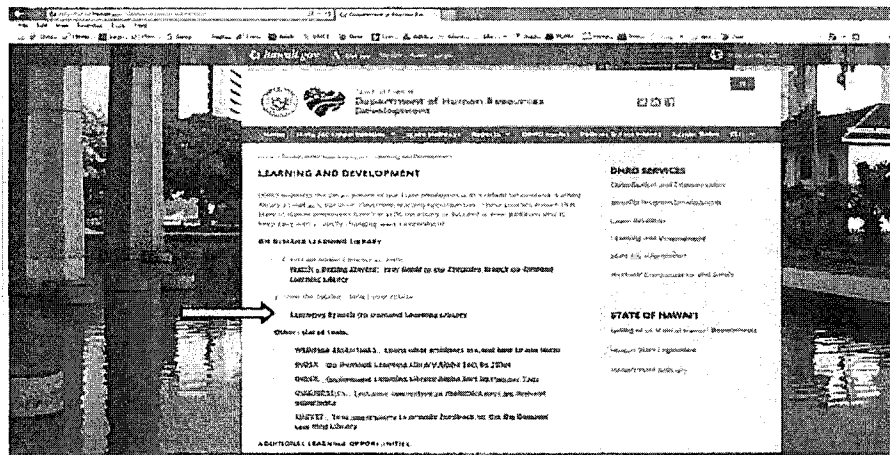


Learning and Development

DHRD supports the development of our State employees with a robust on-demand learning library as well as traditional, classroom learning opportunities. These courses ensure that State of Hawaii employees have the skills necessary to succeed in their positions and to keep pace with a rapidly changing work environment.

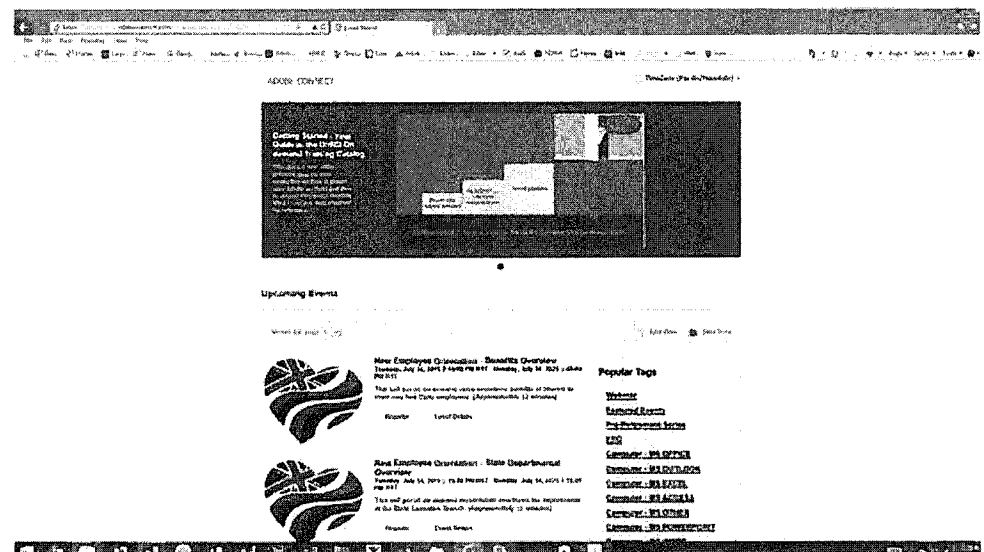
Click on # 1. Watch – Getting Started for helpful navigation and registration instructions on using the Learning Library

Click on # 2. Executive Branch On-Demand Learning Library to view the offerings



Event/Learning Library

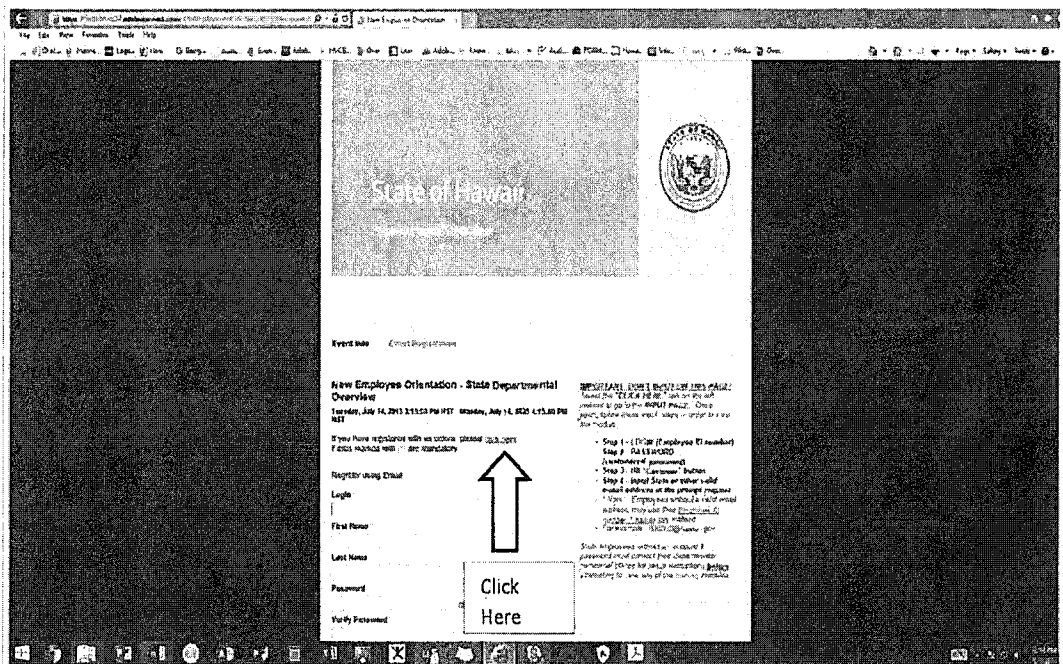
Go to right side column: **Popular Tags** – click to select subject heading for courses



ACTION

Skip this front page
By selecting the "Click Here" line

RESOURCE



Register on this Page

Login = 6 digit Employee ID number

Password = Adobe Connect personal password

Hit Continue to view

(Input valid state email address if it's requested)

