

INTERNAL
COMMUNICATION FORM
DEPARTMENT OF HUMAN SERVICES

Suspense:

Subject: State of Hawaii Executive Branch - Learning and
Development Training Catalog: January to June 2018

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

To: SOs, DAs, EDIRs

From: PERS

Date: 11/28/17

Memo No. 1

The Department of Human Resources Development (DHRD) has announced the State Executive Branch – Learning and Development Training Catalog for January to June 2018. These “live” classes are listed for supervisors and managers on Oahu. The schedule and synopsis of these classes is also available on the Department of Human Services’ (DHS) website.

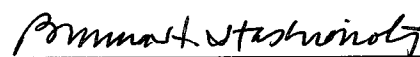
Employee requests for training contained in the State of Hawaii Executive Branch – Learning and Development Training Catalog must be forwarded (following proper office authorization protocols) to your division training coordinator’s office for processing and submittal to the Personnel Office, Training Staff (PERS-TS).

Registration for DHRD training classes must be submitted on the attached employee training request form (DHS 104). Include Uniform Accounting Codes (appropriation and activity code) for journal voucher payments for classes with a cost on the designated line.

Confirmation to attend training events will be made by the PERS/TS to divisional training coordinators. Employees should not attend any class without notification confirming enrollment. Employees confirmed to attend, but needing to cancel, must follow the respective course provider cancellation policy. There may be charges for cancellations made in less than the allotted time. Changes (substitutions or cancellations) made for DHRD courses require written notification (reason for change) to divisional training coordinators at least five days prior to the start date of class (refer to attached catalog).

In addition to the instructor-led training, employees with access to Adobe Connect may also sign up for free online, on-demand classes. The link to the online, on-demand presentations can be found on DHRD’s Learning and Development page at: <http://dhrd.hawaii.gov/state-employees/eetraindev/>.

Please note that the participant’s DHS office is responsible for additional costs if costs are related to reasonable accommodation under the Americans with Disabilities Act Amendments Act. Employees who have requests for special needs or reasonable accommodations (e.g., sign or other language interpreter, large print materials, van accessible parking must send requests to PERS/TS at least 18 working days (DHRD requires a minimum of 15 working days) prior to the event. Although each DHS office will try to fill your request, resources are subject to availability. If a resource is not available, an alternative method might be used to meet your need(s). Employees who have special needs or questions regarding registration procedures, please contact Pauline Chun at 586-4970/586-4959 (TTY) or via email at pchun@dhs.hawaii.gov.



PERS

Attachment

c: DIR

Training Office - Leadership Training Courses

Contact your Departmental Human Resources Office (HRO) for help in registering for these class dates.

Note: Dates in Red = Course Cancellations

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB	MAR	APR	MAY	JUNE
<p>COACHING 101 - (COACH) 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 and learning how to teach new skills. Performance is then supported with feedback and coaching - all of which is covered in this course.</p>	State Office Tower 2nd floor - Rm 204	8:30-4:00	Ses # 0021 1/25/18		Ses # 0022 3/6/18		Ses # 0023 5/24/18	Ses # 0024 6/21/18
<p>COACHING 202 - (COH) This course builds upon the skills covered in Coaching 101. Learn performance diagnostics to determine how to flex your coaching style for maximum effectiveness. We will also cover how to handle various emotional reactions that can occur during a coaching session. Pre-Requisite: Coaching 101.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		Ses # 0009 2/8/18		Ses # 0010 4/17/18		
<p>DISC (DISC) This is a personal assessment tool used to improve work productivity, teamwork and communication through non-judgmental assessment of behavioral differences. Participants will learn to better understand themselves and to adapt their behaviors with others.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00			Ses # 0024 3/8/18			Ses # 0025 6/7/18

<p>DISC for Productive Conflict - (DISC2)</p> <p>This session explores workplace conflict - one of the most stressful, uncomfortable, and inevitable experiences people face in the workplace. While conflict is an inevitable part of any working relationship, people's response to conflict is entirely within their control. This session directly addresses workplace conflict and highlights how DISC can help you respond to conflict situations in an effective way.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00		Ses # 0001 2/28/18			Ses # 0002 5/22/18	
<p>DIVERSITY - (DIVERS)</p> <p>In this session, we discuss the various elements of diversity - what they are and how they manifest in the workplace. The end goal is to raise self-awareness and discuss how we can leverage solutions for a more collaborative work environment.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00				Ses # 0001 4/26/18		
<p>LEADERSHIP 101 - (LDRSHIP)</p> <p>This course is designed for new supervisors and managers. We will cover the role of leadership and (4) key elements to success: Connecting, Communicating, Collaborating and Celebrating.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00	Ses # 0007 1/9/18	Ses # 0008 2/21/18			Ses # 0009 5/8/18	Ses # 0010 6/12/18
<p>LEADING CHANGE - (CHANGE)</p> <p>Some change is welcomed, some change is not, but change is inevitable. As a leader, how you navigate through this will either strengthen or implode your team. In this session, we will explore some possible resistance to change and learn a formula to help you and your team maintain focus.</p>	State Office Tower 2nd floor - Rm 204	8:30 - 12:00			Ses # 0001 3/20/18			

ESD/ Classification Office -Training Courses

COURSE DESCRIPTION	LOCATION	TIME	JAN.	FEB.	MAR.	APR.	MAY	JUNE
* Position Action Processing								
* Selection Interview								
* Suitability Investigation Training								
* Types of Appointments and Recruitment								

*** These courses are currently suspended until further notice.**