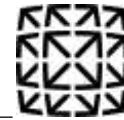


Registration

Hawaii Employers Council



OAHU Fundamentals of Supervision

Please register the following person (please print clearly):

Name: _____ Title _____

Email: _____

Company: _____

Address: _____
Street / P.O. Box City State Zip

Telephone: _____ Fax: _____

Special arrangements request (e.g., front seat, etc.): _____

Register me for: Certificate (8 sessions) Only individual sessions as noted

Location – Honolulu Country Club (Salt Lake)

Morning sessions start at 9:00 a.m. and Afternoon sessions start at 1:00 p.m.

Supervision 101 9:00 a.m. - 11:30 a.m.

Wednesday, April 3, 2019

Basic Employment Laws 1:00 p.m. - 3:30 p.m.

Wednesday, April 3, 2019

Preventing Workplace Harassment – An Updated Approach 9:00 a.m. - 11:30 a.m.

Wednesday, April 10, 2019

Interviewing and Selecting – Want to Hire “A” Players? 1:00 p.m. - 3:30 p.m.

Wednesday, April 10, 2019

Building Employee Performance 9:00 a.m. - 11:30 a.m.

Wednesday, April 17, 2019

Investigating and Addressing Misconduct 1:00 p.m. - 3:30 p.m.

Wednesday, April 17, 2019

Goal Setting for Success 9:00 a.m. - 11:30 a.m.

Wednesday, April 24, 2019

Performance Reviews: Purpose, Process and Payoff 1:00 p.m. - 3:30 p.m.

Wednesday, April 24, 2019

Payment Check payable to the Hawaii Employers Council for \$_____ enclosed.

Hawaii Employers Council is registered with the Hawaii State Board of Public Accountancy as a sponsor of continuing professional education. HEC CPE #98023-19

Complaints regarding registered sponsors may be addressed to: Hawaii State Board of Public Accountancy, P. O. Box 3469, Honolulu, Hawaii 96801, (808) 586-2696.

for Members Only

\$60.00 per person, per session

Includes refreshments and workshop materials.

Registration begins at 8:30 a.m. and 12:30 p.m.

Check must accompany registration.

No class switching allowed within 7 calendar days prior to each session.

Cancellations made seven calendar days prior to each session will be entitled to a full refund. No refunds will be made thereafter.

Mail this form, with check, to:

Tonya Ahn

Hawaii Employers Council

2682 Waiwai Loop

Honolulu, HI 96819

Phone: 440-8815

Fax: 808-833-6731

Email: tahn@hecouncil.org