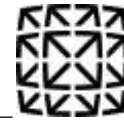


Registration

Hawaii Employers Council



HILO Fundamentals of Supervision

Please register the following person (please print clearly):

Name: _____ 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

Series Schedule – ‘Imiloa Astronomy Center of Hawai‘i, Classroom

Supervision 101

- Wednesday, August 7, 2019, 8:30 a.m. - 11:00 a.m.

Basic Employment Laws

- Wednesday, August 7, 2019, 12:30 p.m. - 3:00 p.m.

Preventing Workplace Harassment: An Updated Approach

- Wednesday, August 14, 2019, 8:30 a.m. - 11:00 a.m.

Interviewing and Selection – Want to Hire “A” Players?

- Wednesday, August 14, 2019, 12:30 p.m. - 3:00 p.m.

Building Employee Performance

- Wednesday, August 21, 2019, 8:30 a.m. - 11:00 a.m.

Investigating and Addressing Misconduct

- Wednesday, August 21, 2019, 12:30 p.m. - 3:00 p.m.

Goal Setting for Success

- Wednesday, August 28, 2019, 8:30 a.m. - 11:00 a.m.

Performance Reviews: Purpose, Process and Payoff

- Wednesday, August 28, 2019, 12:30 p.m. - 3:00 p.m.

Members: \$60.00

Non-Members: \$120.00

**Registration Fees are
per person, per session**

*Includes coffee, hot tea, water, and
workshop materials.*

*Registration: 8:15 a.m. & 12:15 p.m.,
respectively.*

**Check payment MUST accompany
registration.**

Cancellations: Notification must be 7
calendar days prior to each session and will
be entitled to a full refund. No refunds will
be made thereafter.

Mail this form, with payment, to:

*Francine Fong
Hawaii Employers Council
2682 Waiwai Loop
Honolulu, HI 96819
Phone: 1-800-392-3589, ext. 807
Fax: 808-440-8807 (for payment with
credit card)
Email: ffong@hecouncil.org*

Deadline to register is July 31, 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. Complaints regarding registered sponsors may be addressed to: Hawaii State Board of Public Accountancy, P. O. Box 3469, Honolulu, Hawaii 96801, (808) 586-2696.