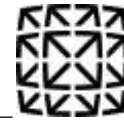


# Registration

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, January 9, 2019

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

Wednesday, January 9, 2019

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

Wednesday, January 16, 2019

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

Wednesday, January 16, 2019

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

Wednesday, January 23, 2019

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

Wednesday, January 23, 2019

#### Performance Appraisal I 9:00 a.m. - 11:30 a.m.

Wednesday, January 30, 2019

#### Performance Appraisal II 1:00 p.m. - 3:30 p.m.

Wednesday, January 30, 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