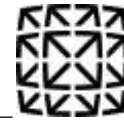


# Registration

Hawaii Employers Council



## KONA 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 – Royal Kona Resort, Discovery Room

#### Supervision 101

- Wednesday, March 13, 2019, 8:30 a.m. - 11:00 a.m.

#### Basic Employment Laws

- Wednesday, March 13, 2019, 12:30 p.m. - 3:00 p.m.

#### Preventing Workplace Harassment: An Updated Approach

- Wednesday, March 20, 2019, 8:30 a.m. - 11:00 a.m.

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

- Wednesday, March 20, 2019, 12:30 p.m. - 3:00 p.m.

#### Building Employee Performance

- Wednesday, March 27, 2019, 8:30 a.m. - 11:00 a.m.

#### Investigating and Addressing Misconduct

- Wednesday, March 27, 2019, 12:30 p.m. - 3:00 p.m.

#### Goal Setting for Success

- Wednesday, April 3, 2019, 8:30 a.m. - 11:00 a.m.

#### Performance Reviews: Purpose, Process and Payoff

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

### **EARLY BIRD MEMBER**

### **REGISTRATION**

***\$55.00 Per person, per session  
Registration with payment must be  
received by February 13, 2018***

**Members: \$60.00 per person, per session  
for registrations received after  
February 13, 2019**

**Non-Members: \$120.00**

*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:*

*Tonya Ahn  
Hawaii Employers Council  
2682 Waiwai Loop  
Honolulu, HI 96819  
Phone: 1-800-392-3589, ext. 815  
Fax: 808-440-8865 (for payment with  
credit card)  
Email: tahn@hecouncil.org*

**Deadline to register is March 6, 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.