

## **Center for Alternative Dispute Resolution 2014 TRAINING SCHEDULE**

### **Register On-Line:**

1. Complete and submit the [electronic registration form](#), or
2. Print the electronic registration form and fax the completed form to (808) 539-4416.

**Please provide email addresses for you AND your supervisor at the time of registration.**

Prior to class, an e-copy of the training materials will be sent to those enrolled.

Please call the Center at (808) 539-4237 for additional class information, questions about registering, or requests for reasonable accommodations due to disability. You may also e-mail us at [CADR@courts.hawaii.gov](mailto:CADR@courts.hawaii.gov)

**Please scroll below for class descriptions.**

## **CADR 1.0: Working It Out: Skills for Dispute Resolution**

This half-day class is designed to provide an introduction to basic dispute resolution skills, focusing on verbal and non-verbal components of messages, listening skills, understanding positions and interests, and effective use of questions.

This class is a prerequisite for all other Center trainings.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

*A class manual will be emailed to you prior to class. Please print and bring it to class.*

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 4 Tuesday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
April 24 Thursday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
August 14 Thursday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
December 2 Tuesday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street

*Note: This room can be quite cold so please bring a sweater.*

## **CADR 2.0: Negotiation Skills**

This is a one-day class designed to help trainees develop the skills needed to negotiate agreements successfully. Trainees will participate in simulated negotiations and learn to present and respond to offers and counter-offers and use consultative negotiating tactics and techniques. While not designed to train participants to be professional negotiators, this class will provide trainees with an opportunity to learn about some of the skills professional negotiators use.

### **Prerequisite:**

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

*A class manual will be emailed to you prior to class. Please print and bring it to class.*

### Dates

May 20 Tuesday

October 28 Tuesday

### Time

8:15 a.m. to 4:15 p.m.

8:15 a.m. to 4:15 p.m.

### Location: Oahu

Room 101, 1<sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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### **CADR 3.0: Mediation Skills**

This half-day class presents the lessons mediators have learned and provides an interactive setting to learn new skills. While not designed to train participants to be professional mediators, this class offers trainees with an opportunity to learn about some of the skills professional mediators use.

**Prerequisite:**

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

*A class manual will be emailed to you prior to class. Please print and bring it to class.*

Dates

May 22 Thursday

September 25 Thursday

Time

8:15 a.m. to Noon

8:15 a.m. to Noon

Location: Oahu

Room 101, 1<sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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## **CADR 4.0: Better Meeting Management**

This two-day class provides tools to use in meetings to make them as effective as possible. The class emphasizes the importance of setting an agenda and remaining focused. This interactive class is useful not only for those who plan and run meetings, but also for those who attend meetings.

### **Prerequisite:**

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

*A class manual will be emailed to you prior to class. Please print and bring it to class.*

### Dates

October 14 and 16

### Time

8:15 a.m. to 4:15 p.m.

### Location: Oahu

Room 101, 1<sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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## **CADR 5.0: Handling Difficult Situations in the Workplace**

This half-day class is designed to help develop the interpersonal and communications skills needed to deal confidently with difficult interactions that arise occasionally in the workplace. The emphasis of this class is on sharpening listening skills, gathering information under challenging circumstance to identify problems, defusing anger and building rapport, and maintaining professionalism in stressful situations. The class focuses on just a few behaviors and is not intended to address persistent or habitual problems.

### **Prerequisite:**

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

*A class manual will be emailed to you prior to class. Please print and bring it to class.*

### Dates

March 13 Thursday  
August 28 Thursday

### Time

8:15 a.m. to Noon  
8:15 a.m. to Noon

### Location: Oahu

Room 101, 1<sup>st</sup> floor, Aliiolani Hale, 417 South King Street  
Room 101, 1<sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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## **CADR 5.1: More Handling Difficult Situations in the Workplace**

This half-day hour class examines inappropriate behavior in the workplace which could leave one feeling “bullied,” and may result in absenteeism, lower productivity, high turnover, poor morale, and even workplace violence. The class will review some of the ways inappropriate behaviors are displayed in the workplace, actions one can take in difficult situations, and ways to stop the problem behaviors. This interactive class will include skill-building information and exercises.

### **Prerequisites:**

- Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*
- Completed CADR 5.0: *Handling Difficult Situations in the Workplace*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
March 27 Thursday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
September 16 Tuesday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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## **CADR 7.0: Neutral Language**

This half-day class builds on the skills developed in previous classes. Participants will complete self-assessments to understand judgmental response patterns, review the components of neutral language, learn to translate judgmental statements to descriptive ones, and practice providing effective feedback.

### **Prerequisites:**

- Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*
- Completed CADR 5.0: *Handling Difficult Situations in the Workplace*
- Completed CADR 5.1: *More Handling Difficult Situations in the Workplace*

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate; pre-registration is required.

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<u>Date</u>	<u>Time</u>	<u>Location: Oahu</u>
June 17 Tuesday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
November 18 Tuesday	8:15 a.m. to Noon	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street

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