

Center for Alternative Dispute Resolution (CADR) TRAINING SCHEDULE January to July 2017

Register On-Line:

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

Please provide email addresses for you AND your supervisor when you register.

Registration is not complete until you receive a Registration Confirmation e-mail from CADR.

Prior to class, you will receive an e-copy of the training materials for you to print and bring to class.

The training rooms are very well cooled. We advise that you bring a sweater or jacket if you get cold in air conditioned rooms.

Please call CADR 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.

Mahalo!

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 communication, listening skills, understanding positions and interests, and effective use of questions. No prerequisite needed.

This class is a prerequisite option for other CADR trainings except for CADR 1.1: *Communications Skills for Managing Conflict* which has no prerequisite requirement.

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
January 31, Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Ali`iolani Hale, 417 South King Street
April 18, Tuesday	8:15 a.m. to Noon	Supreme Court Conference Room, 2 nd floor, Ali`iolani Hale, 417 South King Street

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

CADR 1.1: Communications Skills for Managing Conflict

This half-day class is designed to provide an introduction to basic communication skills recommended for collaborative problem-solving and dispute resolution. Participants will complete self-assessments to understand judgmental response patterns, review the components of neutral language, learn to transform judgmental statements to descriptive ones, and practice providing effective feedback. No prerequisite needed.

This class is a prerequisite option for other CADR trainings except for CADR 1.0: *Working It Out: Skills for Dispute Resolution* which has no prerequisite requirement.

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 28, Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Ali`iolani Hale, 417 South King Street
May 16, Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Ali`iolani Hale, 417 South King Street

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

CADR 4.0: Planning and Facilitating an Effective Meeting

This one-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 for those who attend, plan and coordinate meetings.

Prerequisite:

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution* **or** CADR 1.1: *Communications Skills for Managing Conflict*

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

Date

April 11, Tuesday

Time

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

Location: Oahu

Supreme Court Conference Room,
2nd floor, Ali`iolani Hale, 417 South King Street

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

CADR 5.0: Handling Difficult Situations in the Workplace

This class is part one of a two-part class 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 circumstances 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* **or** CADR 1.1: *Communications Skills for Managing Conflict*

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Date</u>	<u>Time</u>	<u>Location: Oahu</u>
March 15, Wednesday	8:15 a.m. to Noon	Supreme Court Conference Room, 2 nd floor, Ali`iolani Hale, 417 South King Street

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

CADR 5.1: More Handling Difficult Situations in the Workplace

This class is part two of a two-part class that 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* **or** CADR 1.1: *Communications Skills for Managing Conflict*; **and**
- Completed CADR 5.0: *Handling Difficult Situations in the Workplace*

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Date</u>	<u>Time</u>	<u>Location: Oahu</u>
March 22, Wednesday	8:15 a.m. to Noon	Supreme Court Conference Room, 2 nd floor, Ali‘iolani Hale, 417 South King Street

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

CADR 8.0: Conflict Management Skills Refresher and Talk Story

This half-day session provides a safe forum for students who have completed any of CADR's trainings to share their "practice" experiences with peers. Participants will be encouraged to share success stories — or not so successful ones — about what skills and tools they tried out in their workplace or at home and to give and get feedback and tips from each other and the instructor. Time will be dedicated to a refresher on key conflict management skills and for more practice.

Prerequisite: Any CADR course

Cost: \$0.00

The training is open to state and county employees attending on work-time. There is no fee to participate; however, pre-registration and registration confirmation from CADR are required.

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Date</u>	<u>Time</u>	<u>Location: Oahu</u>
June 1, Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street

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