

# Center for Alternative Dispute Resolution

## TRAINING SCHEDULE

### February to June 2018

#### Register online.

1. Complete and submit the [electronic registration form](#), or
2. Print and complete the registration form. Scan and email the completed form to [CADR@courts.hawaii.gov](mailto:CADR@courts.hawaii.gov).

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.

The training rooms tend to be cold. 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](mailto:CADR@courts.hawaii.gov).

*Mahalo!*

**Please scroll below for class descriptions.**

**CADR 1.0 Working It Out: Skills for Managing Conflict**

This half-day class provides an introduction to basic skills for managing disputes. Participants will learn how to lay a foundation for collaborative and creative problem-solving with an emphasis on good communication. Emphasis is given to good verbal and non-verbal communication, active listening, questioning to better understand positions and interests, and how to provide effective feedback. Learning and practicing these communications skills are central to the workshop.

The skills in this workshop are foundational to all of the CADR workshops, especially Handling Difficult Situations in the Workplace (5.0/5.1). It is highly recommended that you complete this workshop before taking other conflict management classes.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Pre-registration and registration confirmation from CADR are required.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 1, Thursday	8:30 a.m. to 12:15 p.m.	Room 101, 1 <sup>st</sup> floor, Aliiolani Hale, 417 South King Street
March 22, Thursday	8:30 a.m. to 12:15 p.m.	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 1.3 Foundation for Collaborative Leadership: Building a Toolbox**

Collaborative leadership isn't so much a technique or process, but an inclusive culture that maximizes the talents and abilities of people you supervise. Participants learn the value of leading with respect. Skills taught in this workshop help to bring together people with different views and perspectives so they can solve larger problems. Exercises in self-reflection and negotiation show participants how to guide themselves and others toward seeing their narrow self-interests in the context of the larger group so they can work collectively to achieve broader goals.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Pre-registration and registration confirmation from CADR are required.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 15, Thursday	8:30 a.m. to 12:15 p.m.	Room 101, 1st floor, Aliiolani Hale, 417 South King Street
April 17, Tuesday	8:30 a.m. to 12:15 p.m.	Room 101, 1st floor, Aliiolani Hale, 417 South King Street

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

**CADR 3.0 Mediation in the Workplace**

While not designed to train participants to be professional mediators, this half-day class explains the mediation process and how it may be applied effectively in the workplace. The workshop presents lessons mediators have learned and provides an interactive setting to learn effective communication skills used in mediation and other collaborative problem-solving processes.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Pre-registration and registration confirmation from CADR are required.

Dates

Time

Location: Oahu

May 22, Tuesday

8:30 a.m. to 12:15 p.m.

Room 101, 1st floor, Aliiolani Hale, 417 South King Street

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

**CADR 4.0 Planning and Facilitating Effective Meetings (one-day workshop)**

This one-day class provides tools to make meetings effective and inclusive. The class emphasizes the importance of setting an agenda and remaining focused. Participants are taught skills for managing difficult meetings as well as processes for meeting objectives. This interactive class is useful for those who attend, plan, and coordinate meetings.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Pre-registration and registration confirmation from CADR are required.

Dates

Time

Location: Oahu

May 9, Wednesday

8:30 a.m. to 4:15 p.m.

Room 101, 1st floor, Aliiolani Hale, 417 South King Street

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

**CADR 5.0/5.1 Handling Difficult Situations in the Workplace Parts I and II (one-day workshop)**

This interactive class will include skills-building exercises.

**Part I**

Participants spend the morning developing both interpersonal and communications skills to deal confidently with difficult interactions that sometimes arise in the workplace. Exercises help participants sharpen listening skills to identify problems under challenging circumstances, and hone verbal and nonverbal skills to help defuse anger and build rapport in stressful situations.

**Part II**

In the afternoon, participants examine behavior in the workplace that can bring down morale, lower productivity, increase turnover, and even result in workplace violence. The class will review some of the ways inappropriate behaviors are displayed and to identify possible motivations for these behaviors. Part II culminates in ways to take action to stop the problem behaviors.

The class addresses a few problem behaviors that are more prevalent in the workplace and is not intended to address persistent or habitual problems.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Pre-registration and registration confirmation from CADR are required.

Dates

Time

Location: Oahu

March 8, Thursday

8:30 a.m. to 4:15 p.m.

Room 101, 1st floor, Aliiolani Hale, 417 South King Street

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

**CADR 9.0 Strategic Planning (one-day workshop)**

Special Full-day Session by Request: This workshop is offered by request only and can be scheduled between August and December (excluding October).

Minimum class size is 15.

Please submit request for workshop by June 1, 2018 to CADR@courts.hawaii.gov.

Goal setting and action plans are an important part of management and growth whether you are launching small programs, managing a department, or developing initiatives for an organization. Intended for groups who undergo regular program or department updates, or who want to be proactive in setting the course for a purposeful launch or desired future, this class gives participants a starter portfolio of strategic planning processes and the facilitative skills needed to implement them. Collaborative goal-setting using the Appreciative Inquiry method, and practical and measurable action steps are the focus of this workshop.

Cost: \$0.00

The training is open to state and county employees. There is no fee to participate. Registration confirmation from CADR is required.

Deadline to schedule this course for Fall 2018 is June 1, 2018. The workshop requires a minimum of 15 participants and has a 26-seat capacity. Scheduled Strategic Planning workshops will be open for all State, and City and County employees to register until seat capacity is reached.

<u>Dates</u>	<u>Time</u>	<u>Location: To Be Determined</u>
By request	8:30 a.m. to 4:00 p.m.	Based on reservation