

Center for Alternative Dispute Resolution
2019 SPRING TRAINING SCHEDULE
February to June

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.

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.

Mahalo!

Paste: http://www.courts.state.hi.us/services/alternative_dispute/training in your browser search box if the links in this document do not work.

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 effective 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 5.0 and 5.1 Handling Difficult Situations in the Workplace.

It is highly recommended that participants complete this workshop before taking other conflict management classes.

Cost: \$0.00

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 7, Thursday	8:30 a.m. to 12:15 p.m.	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street
February 12, Tuesday	8:30 a.m. to 12:15 p.m.	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street
March 5, Tuesday	8:30 a.m. to 12:15 p.m.	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 1.3: Foundation for Collaborative Leadership: Building a Toolbox

(2.5 hour workshop)

Our daily interactions with a range of personalities, the stress of deadlines, and constantly changing directives and dynamics challenge our ability to negotiate difficult situations with grace. Conflicts that are usually small bumps in our path can present themselves as huge obstacles -- even potholes. The strategies and tools taught in this two-part seminar equip leaders with the means to lay a firm foundation for productive and collaborative problem solving that is more resilient to potholes.

Participants in this workshop will be given tools for collaborative leadership. This seminar recognizes that good leadership isn't so much a technique or process, but an inclusive culture that maximizes the talents and abilities of people under one's supervision. 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

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

Dates

April 4, Thursday
May 7, Tuesday

Time

8:30 to 11:00 a.m.
8:30 to 11:00 a.m.

Location: Oahu

Room 101, 1st floor, Ali'iolani Hale, 417 South King Street
Room 101, 1st floor, Ali'iolani Hale, 417 South King Street

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

CADR 1.4: Foundation for Collaborative Leadership: Communicating for Productive Results with Appreciative Inquiry

(2.5 hour workshop)

A defining characteristic of good leaders is their ability to effectively manage challenging circumstances like team conflicts and other disputes. This workshop focuses on compassionate and strategic communication skills and strategies needed to navigate difficult situations that arise in our personal and professional relationships. Participants delve into a strength-based and positive approach to change management called Appreciative Inquiry—a process designed to increase consciousness and hone in on what is working rather than what is not. Engaging exercises and a safe learning environment provide an opportunity to practice advanced active listening and rapport-building feedback techniques. This working seminar is designed for individuals who seek a mastery of productive communication so they can handle any situation with finesse.

Cost: \$0.00

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

Dates

April 5, Friday
May 8, Wednesday

Time

8:30 to 11:00 a.m.
8:30 to 11:00 a.m.

Location: Oahu

Room 101, 1st floor, Ali‘iolani Hale, 417 South King Street
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CADR 3.0: Mediation in the Workplace -- an Overview of the Mediation Process

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

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

Dates

April 23, Tuesday

Time

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

Location: Oahu

Room 101, 1st floor, Ali'iolani Hale, 417 South King Street

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CADR 4.0: Planning and Facilitating Effective Meetings (Workshop is two separate, half-day sessions.)

Meetings are often seen as a waste of valuable time and energy. All too often, meetings are set without clear, manageable objectives and participants leave wondering what was accomplished and what happens next. This two-part class provides tools to make meetings meaningful, effective, and inclusive. Part I emphasizes the importance of establishing clear objectives, setting a manageable agenda, and staying focused. In Part II, participants are introduced to a variety of processes that will help them meet their objectives and practice skills for managing difficult meetings. This interactive class is useful for anybody who attends, plans, and/or coordinates meetings.

Participants are required to register for both Parts I and II.

Cost: \$0.00

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

Due to the popularity of this workshop, it will be offered two times in the Spring.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
March 12, Tuesday Part I	8:30 a.m. to 12:15 p.m.	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street
March 19, Tuesday Part II	8:30 a.m. to 12:15 p.m.	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street

OR

May 16, Thursday Part I	8:30 a.m. to 12:15 p.m.	Room 101, 1 st floor, Ali'iolani Hale, 417 South King Street
May 23, Thursday Part II	8:30 a.m. to 12:15 p.m.	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 5.0: Handling Difficult Situations in the Workplace Part I (two-part workshop)

It is highly recommended that participants take both Parts I and II.

Part II, “5.1 More Handling Difficult Situations” can be taken as a stand-alone if you have taken this course previously and would like a refresher.

This interactive class will include skills-building exercises.

In 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.

CADR 5.1: More Handling Difficult Situations in the Workplace Part II (two-part workshop)

During Part II, participants examine behavior in the workplace that can lower 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 reduce problem behaviors.

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

Cost: \$0.00

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

Dates

Feb. 14, Thursday Part I

Feb. 21, Thursday Part II

Time

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

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

Location: Oahu

Room 101, 1st floor, Ali‘iolani Hale, 417 South King Street

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CADR 9.0: Facilitating a Strategic Planning Meeting (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).

Please submit request for this workshop by June 1, 2019 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.

Minimum class size is 15.

Cost: \$0.00

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 2019 is June 1, 2019. The workshop requires a minimum of 15 participants and has a seat capacity of 26. Other state and county employees may register to reach the class minimum.

Dates

By request

Time

8:30 a.m. to 4:00 p.m.

Location: TBD

Based on reservation