

Successful supervisors are equipped with training and experience to cultivate positive relationships and help their employees achieve their goals.

The Fundamentals of Supervision Series courses are an introduction to important knowledge and skills required to effectively manage a team. They are valuable for the first-time supervisor or as a good back-to-basics refresher for any supervisor.

The Fundamentals of Supervision Series includes 8 courses in 3 categories:

FOUNDATIONAL KNOWLEDGE

Supervision 101

Establish the foundation needed to be an effective, people-focused leader. Learn the core responsibilities of being a supervisor, how to build relationships using emotional intelligence, and how to help inspire employees to be motivated and engaged.

Introduction to Employment Law

Explore a general overview of the federal and state laws that have the biggest impact on supervisors and their ability to make employment-related decisions.

RESPECTFUL CONDUCT

Leading Generations in the Workplace

You will learn about the challenges and benefits of the varying generational styles and the strategies to adopt as a leader to engage, motivate, and empower your team to practice inclusivity, enhance collaboration, and unlock the full potential of their workforce.

Preventing Workplace Harassment

Proactively prevent harassment from occurring in your organization. Learn what harassment is, its impact, and how to create a respectful, harassment-free workplace. Understand how to identify and handle harassment-related issues and complaints. (1-hour employee session available)

Managing Conflict in the Workplace

Gain skills and strategies to handle workplace conflicts effectively. Learn to identify, address, and resolve conflicts within your teams through an in-depth exploration of communication techniques, mediation strategies, and other proactive measures.

PERSONNEL MANAGEMENT

Interviewing & Selecting

Acquire techniques to successfully prepare for and conduct interviews, including reviewing applications, asking appropriate job-related questions, and avoiding unlawful questions. Learn how to conduct effective, thoughtful interviews as a supervisor.

Building Employee Performance

Learn how to contribute to your employees' success through performance management. Practice creating clear, objective performance standards and learn the art of Positive Discipline to empower employees to meet those standards.

Appraising Performance: An Ongoing Process

Understand the information needed to measure and compare performance to what is expected. Learn how a performance appraisal rating system works, how to provide objective and constructive feedback, and how to conduct an effective appraisal meeting.

Contact the Hawaii Employers Council to build supervisory skills for success

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ABOUT THE FUNDAMENTALS OF SUPERVISION SERIES

Courses in the Fundamentals of Supervision Series are 2 hours in length and combine lectures, videos, case studies, and role-play exercises.

HEC MEMBERS:

The fee for prescheduled public sessions is \$65 per seat, per course. The content of these courses can also be designed to be presented privately to fit your company's unique culture and tailored to highlight issues that are important to your workplace. We use your company's forms, policies, and procedures to the greatest of our ability. Contact the HEC Talent & Organizational Development Department for the pricing of privately facilitated virtual sessions or in-person sessions, either at your location or at HEC's training facilities. Schedule the entire series or select the individual course topics that fit your needs.

NON-MEMBERS:

The fee for prescheduled public sessions is \$135 per seat, per course.

Private sessions are a member-only benefit.

Contact the HEC Membership Development team for information on how to become an HEC member.

Membership Development
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The Hawaii Employers Council has much to offer its members, including:

Online Learning Opportunities

A comprehensive library of online courses that cover everything from compliance and safety to leadership and management skills, wellness, and soft skills. Available to all members.

Development for HR Professionals

Receive discounts on exam fees from the aPHR®, PHR®, SPHR® or GPHR®. Our study programs help to prepare employees for certification and to stay certified with professional development credits recognized by the HR Certification Institute®, SHRM, and the Hawaii State Board of Public Accountancy.

Talent & Organizational Development

We partner with you to help analyze and design customized solutions that strengthen employee interactions, support transformative change, enhance organizational performance, improve the effectiveness of processes, and support the development of your strategic initiatives.

Learn more at www.hecouncil.org

