HAWAII EMPLOYERS COUNCIL

FUNDAMENTALS OF SUPERVISION

CERTIFICATE SERIES

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.

EIGHT LIVE VIRTUAL COURSES, TWO HOURS PER COURSE

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.



What attendees have said:

"Fundamental skills and topics for all levels of leadership/management/supervisors."

"I liked the information as I am new to this supervisor role."

"I appreciated this course because it relates to the day-to-day issues at work and gives me options."

"Professional, thorough, and relatable throughout the entire eight courses."

"Positive, engaging, and informative!"

Fundamentals of Supervision Series FAQ

Q: Who is the intended audience for this series?
A: The Fundamentals of Supervision series is ideal for supervisors who want to build or reinforce the skills needed to effectively manage a team. It is a great starting point for new supervisors and a solid refresher for experienced supervisors who want to revisit the basics.

Q: Do I have to take all eight courses in the Fundamentals of Supervision series, or can I take just the courses I need?
A: All the courses can be taken individually in any order if you wish. However, as the knowledge gained in certain courses are related to other courses in the series, it is recommended that supervisors take all eight courses in order if possible.

Q: How much does each course cost?
A: Each course costs $65 per person for HEC members and $135 per person for non-members.

Q: How can I enroll in this series?
A: Please visit HEC's website, www.hecouncil.org, and enter "FOS" in the site search box.

Q: When are the Fundamental of Supervision series public sessions scheduled in 2026?
A: There are five series scheduled for 2026: January, March, May, July, and September.

Q: Are private sessions available?
A: Yes, private sessions are available to HEC members only. The courses can be tailored to fit your company's unique culture and highlight issues that are important to your workplace. We use your company's forms, policies, and procedures to the best 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 courses that fit your needs.

For more information about the Fundamentals of Supervision series, please contact:

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