HAWAII EMPLOYERS COUNCIL

ESSENTIAL SKILLS FOR THRIVING IN THE WORKPLACE

INDIVIDUAL CONTRIBUTOR CERTIFICATE SERIES

Emotional Intelligence → Communication → Trust & Accountability → Critical & Creative Thinking

The Essential Skills for Thriving in the Workplace Series is designed to support the growth and development of individual contributors (employees in non-leadership roles). The goal of the series is to equip employees with the foundational skills necessary for success in the workplace. Through courses that are interactive and practical, employees will hone essential soft skills that will empower them to thrive in any position and contribute more effectively to their teams and organizations.

FOUR LIVE VIRTUAL COURSES, 1.5 HOURS PER COURSE, ONE COURSE PER WEEK

- **Using Emotional Intelligence to Strengthen Work Relationships**
  This course is designed to help employees develop their emotional intelligence, enabling them to effectively apply those skills in their workplace interactions and elevate their interpersonal relationships. Participants will learn practical strategies to regulate their emotions, navigate diverse relationships with colleagues, and come away with a comprehensive toolkit to contribute to a positive work environment.
- **Communicating with Intention for Meaningful Outcomes**
  This course is focused on communication strategies that are intentional and empathetic, aimed at increasing communication effectiveness while also supporting genuine connections. With clear communication outcomes in mind, participants will develop an awareness of their personal communication styles and patterns in order to purposefully approach their interpersonal interactions.
- **Fostering Trust through Personal Accountability**
  This course focuses on the impact of individual responsibility in building a trusting workplace culture, empowering employees to take ownership of their actions and contribute to a collaborative environment. Through analyzing both the practical and emotional dimensions of trust, participants will assess their strengths and weaknesses in areas such as consistency, efficiency, honesty, and sincerity as well as implement practical techniques to foster trusting relationships and enhance teamwork.
- **Critical Thinking for Creative Problem Solving**
  This course delves into the benefits and impact of both creative and critical thinking, recognizing that creative thinking fosters flexibility and curiosity to discover possible solutions, while critical thinking promotes objectivity and rationality to determine which is most effective. Your employees will emerge equipped with the tools and techniques necessary to cultivate a critical mindset and embrace curiosity in problem solving, empowering them to tackle challenges with confidence and creativity.

LIVE VIRTUAL WEBINARS

Join us on four Fridays (9:00–10:30 AM) in these months: February, April, June, August, and October 2025

Week 1
Using Emotional Intelligence to Strengthen Work Relationships

Week 2
Communicating with Intention for Meaningful Outcomes

Week 3
Fostering Trust through Personal Accountability

Week 4
Critical Thinking for Creative Problem Solving

What attendees have said:

"Well-thought-out course in a way that flows well."

"Great information to help me with my daily work."

"A lot of information covered in a short time but didn't feel rushed. It was on point and an efficient use of time."

"Well-spoken and engaging. Not boring. Very informative with relatable examples."

Essential Skills for Thriving in the Workplace Series FAQ

Q: Who is the intended audience for this series?
A: The Essential Skills for Thriving in the Workplace Series is suitable for all employees at any level. The four courses in the series are aimed at equipping employees with a toolkit of fundamental soft skills to empower them to grow and excel in their respective roles and to contribute to their organizations in meaningful and effective ways.

Q: Do I have to take all four courses in the 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 courses are designed to build upon each other, it is recommended that employees take all four courses in order if possible.

Q: How much does each course cost?
A: Each course costs $45 per person for HEC members. (Bulk discounts are available.)

Q: How can I enroll in this series?
A: This is an exclusive series for HEC members only. Please visit HEC's website, www.hecouncil.org, and enter "EST" in the site search box.

Q: When are the Essential Skills for Thriving in the Workplace Series public sessions scheduled in 2025?
A: There are five series scheduled for 2025: February, April, June, August, and October.

Q: Are private sessions available?
A: Yes. Private sessions can be tailored to support your company's unique culture, environment, and values and reflect situations that are relevant to your employees.

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 Essential Skills for Thriving in the Workplace Series, please contact:

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