

Center for Alternative Dispute Resolution 2015 TRAINING SCHEDULE

Register On-Line:

1. Complete and submit the [electronic registration form](#), **or**
2. Print the electronic registration form and fax the completed form to (808) 539-4416.

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.

Prior to class, you will receive an e-copy of the training materials for you to print and bring to class.

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

Please scroll below for class descriptions.

CADR 1.0: Working It Out: Skills for Dispute Resolution

This half-day class is designed to provide an introduction to basic dispute resolution skills, focusing on verbal and non-verbal communication, listening skills, understanding positions and interests, and effective use of questions.

This class is a prerequisite for all other CADR trainings.

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 3 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
April 21 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
August 13 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
December 3 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street

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

CADR 2.0: Negotiation Skills

This is a one-day class designed to help trainees develop the skills needed to negotiate agreements successfully. Trainees will participate in simulated negotiations, learn to present and respond to offers and counter-offers, and use consultative negotiating tactics and techniques. While not designed to train participants to be professional negotiators, this class provides trainees with an opportunity to learn a variety of negotiation skills and techniques.

Prerequisite:

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

Dates

May 12 Tuesday

October 29 Thursday

Time

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

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

Location: Oahu

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

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CADR 3.0: Mediation Skills

This half-day class presents the lessons mediators have learned and provides an interactive setting to learn new skills. While not designed to train participants to be professional mediators, this class offers trainees with an opportunity to learn about some of the skills mediators use.

Prerequisite:

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
May 21 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
September 24 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street

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

CADR 4.0: Better Meeting Management

This two-day class provides tools to use in meetings to make them as effective as possible. The class emphasizes the importance of setting an agenda and remaining focused. This interactive class is useful for those who attend, plan and coordinate meetings.

Prerequisite:

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

Dates

October 13 and 15 / Tuesday and Thursday

Time

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

Location: Oahu

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: Handling Difficult Situations in the Workplace

This half-day class is designed to help develop the interpersonal and communications skills needed to deal confidently with difficult interactions that arise occasionally in the workplace. The emphasis of this class is on sharpening listening skills, gathering information under challenging circumstances to identify problems, defusing anger and building rapport, and maintaining professionalism in stressful situations. The class focuses on just a few behaviors and is not intended to address persistent or habitual problems.

Prerequisite:

Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
February 17 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
August 27 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street

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

CADR 5.1: More Handling Difficult Situations in the Workplace

This half-day hour class examines inappropriate behavior in the workplace which could leave one feeling “bullied,” and may result in absenteeism, lower productivity, high turnover, poor morale, and even workplace violence. The class will review some of the ways inappropriate behaviors are displayed in the workplace, actions one can take in difficult situations, and ways to stop the problem behaviors. This interactive class will include skill-building information and exercises.

Prerequisites:

- Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*
- Completed CADR 5.0: *Handling Difficult Situations in the Workplace*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Dates</u>	<u>Time</u>	<u>Location: Oahu</u>
March 12 Thursday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
September 15 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street

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CADR 7.0: Neutral Language

This half-day class builds on the skills developed in previous classes. Participants will complete self-assessments to understand judgmental response patterns, review the components of neutral language, learn to transform judgmental statements to descriptive ones, and practice providing effective feedback.

Prerequisites:

- Completed CADR 1.0: *Working It Out: Skills for Dispute Resolution*
- Completed CADR 5.0: *Handling Difficult Situations in the Workplace*
- Completed CADR 5.1: *More Handling Difficult Situations in the Workplace*

Cost: \$0.00

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

Course materials will be emailed to you prior to class. Please print and bring all course materials to class.

<u>Date</u>	<u>Time</u>	<u>Location: Oahu</u>
June 16 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street
November 17 Tuesday	8:15 a.m. to Noon	Room 101, 1 st floor, Aliiolani Hale, 417 South King Street

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