Culture, Diversity, Generations: Workforce 2020 and Beyond

For the first time in our lifetime we have five generations working together at home, at work and volunteering at community projects. Collectively they are incredibly powerful – able to help any workplace move forward, do it better and faster. Each generation is extraordinary in their own right, bringing their particular era of experience and knowledge. But all positive thinking can soon diminish when communication lines get crossed or even abandoned. Calling, emailing or texting, what kind of technology am I supposed to use for who and when? Feelings can easily be hurt when you don’t know how to navigate the workplace considering, diversity, inclusion, culture and generations.

This year’s leadership seminar series will focus on workforce 2020 and beyond with the “Power of Diversity: Rethinking Talent, Technology and the Workplace” – Thrive in a Diverse Workforce will be presented by Kristi Ebanez, Cecile Morris and Shauna Cabel. Together with over 50 years of experience in relationship management, customer service and leadership development, these savvy HR professional women will stimulate, educate and engage you in gaining insight needed to optimize the productivity of your employees.

Know the role you will need to play and use new skill sets to utilize Artificial Intelligence in the workplace.

Join us on Thursday, November 8, 2018 at Windward Community College. Tuition for this one day seminar is $75 per person, includes beverage service and lunch.

For more information or assistance with registration please call (808) 235-7433 or go to: windwardcce.org/leadership-seminar

Windward Community College receives NACTA Award

On April 9, 2018 Windward Community College’s Chancellor Doug Dykstra presented the North American Colleges and Teachers of Agriculture (NACTA) Teaching Award of Merit to Charlene Akina, WCC Workforce - Foodservice Coordinator.

Dr. Inge White and Charlene Akina (photo: left to right) recently aligned their credit and noncredit courses for students interested in exploring a career as a skilled agricultural-food technician. This training program will be known as a Certificate of Competence in Plant-Food Production and Technology. To receive information about this upcoming program please join our Hospitality email list at: windwardcce.org/subscribe
Universal Banker

Breaking the old banking model
As customers utilize more technology for their banking transactions, banks are realizing that the roles and duties of tellers are changing. The Universal Banker training program will enable employees to provide a broad suite of services and information to our bank customers with an emphasis on customer service and satisfaction. This unique and exciting new program has been validated by the Hawaii Banking Association and will be offered by the University of Hawaii Community Colleges. This strong industry partnership lead to the inclusion of valuable input from each of Hawaii’s major Banks.

Who May Benefit
This is an introductory course for anyone interested in applying for a position as teller, Universal Banker, Banking Associate, or Customer Service position with one of Hawaii’s Banks. We welcome adult learners, career changers, Millennials, high school students, and current Bank employees seeking additional skills.

Course Format
Choose online coached instruction or blended training to fit your learning style. Students will have 4 weeks to complete the self-paced, 8 module course.

See website for enrollment requirements. Financial assistance available to qualifying applicants.

NEW

Pearl Nakagawa - Registrar
tel (808) 235-7491 pearlnak@hawaii.edu
windwardcce.org/universal-banker

INFORMATION/REGISTRATION

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**Hawai‘i Ocean Education Academy**

**Program Coordinator**
Ian Masterson  (808) 235-7331  imasters@hawaii.edu
Program inquiries to: oceaned@hawaii.edu

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**Safe Boating In Hawaiian Waters**
All recreational vessel operators must successfully complete this NASBLA-certified Hawaii-specific course.

**FIT8120**  Sam Pa‘e Jr.  $125  ETF
Sa 8:30 am–4:30 pm  1/5  Kuhina 114

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**Recreational Thrill Craft Operator Safety Education**
All recreational thrill craft (personal watercraft) operators in Hawaii must successfully complete this certification class.

**Prerequisite:** Successful completion of NASBLA-approved Safe Boating FIT8120 course and proof of certification.

**FIT8110**  Sam Pa‘e Jr.  $125  ETF
Sa 8:30 am–4:30 pm  9/22  Haw CC
Sa 8:30 am–4:30 pm  10/13  Kuhina 114
Sa 8:30 am–4:30 pm  10/20  Maui C, Lau 225
Sa 8:30 am–4:30 pm  11/3  Kuhina 114
Sa 8:30 am–4:30 pm  12/15  Kuhina 114
Sa 8:30 am–4:30 pm  1/19  Kuhina 114

windwardcce.org/hi-ocean-edu

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**Ocean Safety Educational Course**
All recreational thrill craft (personal watercraft) operators participating in the sport of tow-in surfing in Hawaii must complete this course.

**Prerequisites:** Successful completion of NASBLA-approved Safe Boating FIT8120 course and Recreational Thrill Craft Operator Safety Education FIT8110

**FIT8100**  Ian Masterson  $125  ETF
Sa 8:30 am–4:30 pm  9/15  Kuhina 114
Sa 8:30 am–4:30 pm  10/27  Maui C, Lau 102
Sa 8:30 am–4:33 pm  11/17  Kuhina 114

windwardcce.org/hi-ocean-edu

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**Power Watercraft Operator Training**
This is a two part course. Part 1: Students will receive hands-on skills training designed for safe power watercraft (PWC) operations. **Check prerequisites.**

**FIT7110**  T. Wilson  $800  ETF
Tu 8:30 am–4:30 pm  10/9, 16, & 23  Kuhina 114

[link to course details]

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**Red Cross Waterfront Lifeguard Training & Ocean Safety Technician Combo (Lecture, Pool & Beach)**
This course is a hybrid training with both in-water sessions and an online instructional component to be completed prior to the first day of instruction. **Check prerequisites.**

**Required for D.O.E. Surf Coach certification.**

**FIT7104**  G. Pang, J. Clark, P. Durkin  $450  ETF
SaSuM 8:30 am–4:30 pm  12/13 & 14  Kuhina 115

windwardcce.org/hi-ocean-edu

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**American Red Cross Water Safety Instructor Training**
Instructor: Glenn Pang
Complete course listing and more information at: windwardcce.org/ocean-rec-and-aquatics-safety

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**FOR MORE INFORMATION**
Hilo/Kona  (808) 934-2700
Kauai  (808) 245-8381
Maui  (808) 984-3231
Oahu  (808) 235-7331

Replacement cards order online at: www.windwardcce.org/cna

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**Health**

**Program Coordinator**
Jamie Boyd, Ph.D., APRN  t: 235-7384  jamie.boyd@hawaii.edu

**Program Manager**
Dawn Poh  t: 235-7328  dawnpoh@hawaii.edu

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**Certified Nurse’s Aide Apprenticeship Program**
Our indigenous curriculum includes Western medicinal teachings and gardening, and Hawaiian. The curriculum will prepare the student to achieve a level of knowledge, skills and abilities essential to provide basic care to ill and disabled persons.

Class: 5 Weeks, Clinical: 6 days (2 Weeks)
Classroom meets: M–Th 8:30 am – 2:30 pm
Windward CC, Hale Kuhina 107
Clinical meets: M–W, 6 am–2:30 pm
Aloha Nursing Rehab Centre, Kaneohe

Upon successful completion of the course students will be awarded a Certificate of Professional Development which will allow them eligibility to take the State of Hawaii Nurse Assistant Competency Evaluation examination with Prometric to become a Certified Nurse Aide (CNA).

**Apprenticeship (on-the-job training)**
Qualified students may transition to a paid apprenticeship position with one of the program’s employer-partners. Employers in the network are committed to providing apprenticeship positions to students seeking state certification as a CNA or NA apprentice. Financial assistance and other opportunities for assistance is available to qualifying applicants.

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**APPLICATION INFORMATION**
Dawn Poh  Program Manager
tel (808) 235-7328  dawnpoh@hawaii.edu

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JOIN US ON SOCIAL MEDIA
For updates on upcoming classes:
Like hiocanedeu
Follow hiocanedeu

#hiocanedeu
hashtag us on your next ocean adventure.
Online Leadership

Online Business and Leadership Training

Online Business and Leadership Training

Windward CCE Online

Enjoy the convenience of online learning coupled with the strength of One-On-One Coaching.

Enrollment benefits

• One-on-one interaction with a qualified coach
• Eight-hour training modules
• New course begins every other Monday
• Accessible by computer, tablet or smartphone
• Self-paced, learn on your time
• No cancellation due to low enrollment
• Discounts for multiple workshop attendance
• Certificate of Professional Development

CHOOSE FROM THESE COURSES $160/ea

• Business Writing That Works
• Accounting Skills for New Supervisors
• The ABC’s of Supervising Others
• Building Better Teams
• Business Writing That Works
• Change Management: Change and How to Deal With It
• Coaching and Mentoring
• Communication Strategies
• Critical Thinking
• Human Resources Training: HR for the Non-HR Manager
• Problem Solving and Decision Making
• Public Speaking
• Safety in the Workplace
• Workplace Harassment: What It Is and What To Do About It

M–Su Anytime starts every other Monday online

Complete course descriptions at: windwardcce.org/cce-online

INFORMATION/REGISTRATION

CCE Office - Information
(808) 235-7433    wccocet@hawaii.edu
Pearl Nakagawa - Registrar
(808) 235-7491    pearlnak@hawaii.edu

Personal Enrichment

Constructing A New Year’s Kadomatsu

Bring in the New Year by making your very own Kadomatsu. Learn a brief history of why the Japanese made Kadomatsu for the New Year and the tradition it has brought to Hawai‘i. You will be able to construct a Kadomatsu using materials found in your backyard and few items found in stores locally. All materials will be provided, and by the end of the class, you will have 2 finished Kadomatsu to take home.

ART7006    Dwight Min $69
M 6–7:30 pm 12/17 Kuhina 115 1x
windwardcce.org/art

Introduction to Whiskey

From smoky to sweet, spicy to smooth, whiskey comes in all shapes and sizes! Robert Casale will take you on a journey that’ll stretch from the windswept coasts of Scotland, to the Appalachian Trail of the Eastern United States. Together we will explore the flavor ranges and exciting styles of whiskey.

HOSP7098    Robert Casale $45
Th 6:00–7:30 pm 10/18 Hale Kuhina 115 1x
windwardcce.org/cooking

Japanese Flower Arranging—Sogetsu

Use your aesthetic awareness to assemble materials, choosing their most beautiful aspects, assemble them in a different order, and endow them with a value transcending that which they had in nature. Students are required to purchase or provide their own supplies. Optional text.

ART7000    Karen Kirk $77
Tu 6–8 pm 9/18–10/23 Kuhina 115 6x
Tu 6–8 pm 10/30–12/11 Kuhina 115 6x
Sa 9:30–11:30 am 9/22–11/3 Kuhina 115 6x
Sa 9:30–11:30 am 11/10–12/15 Kuhina 115 6x
(No class: 11/6, 9/29)
windwardcce.org/art

Adobe Lightroom Classic CC - A Beginners Hands-on Workshop

Are you an amateur photographer who has subscribed to the Adobe Creative Cloud, downloaded Lightroom Classic CC, and needs a little help learning the basic Lightroom Classic CC skills? If so, this Lightroom Classic CC workshop is for you.

NOTE: To successfully participate in this workshop you will need your own laptop computer with the latest version of Lightroom CC Classic installed and running. You should also bring a few of your own photographs to use during the workshop.

ART7032    Don Oberheu $75
M 6–9 pm 9/24 Kuhina 114 1x
windwardcce.org/photography

Adobe Photoshop CC - A Beginners Hands-on Workshop

Are you an amateur photographer who has subscribed to the Adobe Creative Cloud, downloaded Photoshop CC, and needs a little help learning some basic Photoshop skills? If so, this Photoshop CC workshop is for you.

NOTE: To successfully participate in this workshop you will need your own laptop computer with the latest version of Photoshop CC installed and running. You should also bring a few of your own photographs to use during the workshop.

ART7034    Don Oberheu $75
M 6–9 pm 10/22 Kuhina 114 1x
windwardcce.org/photography

Taste of Tuscany

Tuscany, a name synonymous with amazing food, wine, art and culture provides us with all the inspiration we need for a culinary adventure. Daniel and Alice Swift will take you on a journey through Tuscany as they prepare a 3-course meal paired with Italian wines.

HOSP7099    D. Swift & A. Swift $65
Sa 6:00–7:30 pm 10/27 Kuhina 115 1x
windwardcce.org/cooking
**Introduction to New World Wines**

Ever wonder what makes wine "New World" or "Old World"? Join us as we learn about the history of New World wines while we explore some unique styles that highlight the characteristics and qualities of New World wine regions. Small bites will be served with the wines.

**HOSP7101** D. Swift & A. Swift $45
Th 6:00–7:30 pm 11/29 Hale Kuhina 115 1x
windwardcce.org/cooking

**The Holidays in a Glass**

It's almost the time of the year when friends and family gather for festive holiday parties. Get a jump start on your party planning by joining us as we explore several quick and easy holiday beverage recipes. Hot Cocoa, Eggnog, Apple Cider, Mulled Wine and Peppermint Irish Coffee.

**HOSP7100** Daniel Swift $45
Th 6:00–7:30 pm 11/15 Hale Kuhina 115 1x
windwardcce.org/cooking

**Tai Chi (Yang Style)**

Learn this venerable Chinese martial art to improve your mental and physical health. It is an excellent prescription for stress relief and is noted for increasing the mind’s ability to focus; strengthening and limbering the body; also increases circulation and has been shown to lower blood pressure.

Beginners: 6:30–7:30 pm Adv: 7:30–8:30 pm
New students are welcome at the first class in Jan, Apr, Jul and Oct, space permitting.

**ENR7012** Staff $49
MM W 6:30–8:30 pm 10/1-10/31 Kuhina 115 10x
MM W 6:30–8:30 pm 11/5-11/28 Kuhina 115 7x
MM W 6:30–8:30 pm 12/3-12/12 Kuhina 115 4x
windwardcce.org/taichi (No class: 9/3, 11/2)

**Writing Retreat**

Meet and write in company of other beginning and experienced writers. Tap into our mutual creative energy. Draft a story, poem, memoir, argument, or any other type of writing. In small groups, we read these diverse pieces and give each other non-critical reader responses. Bring writing materials, a sack lunch, and perhaps a mug for coffee or tea. Anyone over 16 is welcome. No walk-ins.

**ENR7017** Lillian Cunningham $14
Sa 9:30 am–2 pm 10/6 Akoakoa Cafeteria 1x
Sa 9:30 am–2 pm 11/17 Akoakoa Cafeteria 1x
windwardcce.org/writing

**CyberSafety 101 - Holiday Edition**

With the upcoming holiday season quickly approaching, many of us will be doing our shopping Online. Attend this session and learn ways of preventing yourself from being a victim of “Online Fraud.”

**ENR7071** Chris Duque Free (must register)
Sa 9 –11 am 10/6 Kuhina 114 1x
Sa 9 –11 am 12/1 Kuhina 114 1x
windwardcce.org/technology

**Conquering Your Finances**

Do you have debt you wish you could get rid of? Learn how to eliminate debt and start saving with practical tips on handling your money. (value: $40)

**ENR7051** John Au Free (must register)
Th 6–7:30 pm 10/4 Kuhina 114 1x
windwardcce.org/personal-finance

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**REGISTER BY MAIL / WALK-IN**

Name (First Last)________________________
Address 1________________________________________
Address 2________________________________________
City_________________________State_______Zip Code__________
Email_________________________Ph.__________

**COURSE INFORMATION**

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<tr>
<th>Course Code</th>
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TOTAL $______

More registration forms available online at:
windwardcce.org/personal-enrichment-registration

☐ Please inform me about future courses and workshops by email.

**Hours of Operation** Mon–Fri, 8:30 am–1 pm; 1:45–3 pm Closed Sat, Sun and state holidays

**Registration** - Registration is on a first-come, first-served basis. Please help us avoid cancellations by registering at least one week before the course, workshop, or tour begins. The Office of Career and Community Education reserves the right to cancel classes due to insufficient enrollment. When this occurs, registrants will receive a full refund or may transfer to another section or course.

**Refund Policy** - To completely withdraw from a course, call 235-7433 at least 5 business days before the start of the course. Thereafter, refunds will not be allowed. Cash/check refunds require 4–6 weeks processing time. Charge card refunds will be credited to your account. Note: Participants registering by purchase order or third party payment will be billed regardless of non-attendance unless notification of withdrawal is made by the specified refund deadline.

The University of Hawai'i is an equal opportunity/affirmative action institution.

Registration information at: www.windwardcce.org/registration or call (808) 235-7433.