

# BUSINESS MANAGEMENT

## MONEY MATTERS

### PERSONAL FINANCIAL WORKSHOP

Learn all about Mutual funds, Reducing taxes, Roth & Traditional IRAs, 401-k plans, Tax-Sheltered Annuities, Stocks, Bonds, College Savings Plans, Wills, Probate, Living Trusts, Estate Planning Strategies, Long Term Care & Life Insurance, Annuities & more. Plan for financial security. Course includes a 150 page workbook full of useful information & practical examples, and a free optional financial planning consultation.

*Instructors: David W. Deutsch, CFP, CFS, MSFS*

*Brian Y. Chang, CFP, CLU, ChFC, CFS*

**Course No.: 091BMGN217** **Course Fee: \$59 individual/ \$79 couple**

Sec	Days	Dates	Time	Room
A	M	Mar 2, 9, & 16	6:00-9:00 PM	Manono 104

### ENTREPRENEURSHIP CLASS

Do you have a great idea but are not sure how to turn it into a business. Do you want to start a business but feel you need help in marketing, accounting, and business planning. This 51-hour, hands-on class (which includes a 9-hour class in Excel 2000) is designed for you to learn to identify your target customers and the best way to reach them, to craft your message using the right words to get them to buy, to structure a winning financial plan, and other business techniques to help you become successful in your new business. (This class is sponsored by the Native Hawaiian Revolving Loan Fund.) ***A free preview of the class will be held on March 19, 2009, from 5:30-7:00 pm in Manono 104.***

*Instructor: Julie Percell, Consultant*

**Course No.: 091BMGN701** **Course Fee: \$231**

Sec	Days	Dates	Time	Room
A	TTh	Mar 24- May 14	5:30-8:30 PM	Manono 104

### INTRODUCTION TO STOCK TRADING

Learn the basics of how to get started trading the stock market. Subjects covered include: Recommended brokerages for trading stocks, where and how to buy the proper computer and trading software for active traders, how to use the Internet to analyze your stocks for free, basics of how to read a stock chart, how to recognize elementary price patterns that help determine trends, and how to pick short, intermediate and long term entry and exit points. **This class is a prerequisite to the Stock Trading Systems class.**

**Course No.: 091BMST101** **Course Fee: \$50**

Sec	Days	Dates	Time	Room
A	S	Apr 4	9AM -1 PM	Manono 104
B	S	Apr 18	9AM -1 PM	Manono 104

### STOCK TRADING SYSTEMS

Learn how to design a simple trading system. Subjects include: How to use only two indicators to filter stock swing trades, how to use the price patterns learned in the first class to time trades, how to combine the price patterns from the first class and the two indicators as a complete trading system, how to use the proper types of entry, stop loss and profit target orders, how to properly allocate capital using the "one-way formula", how to control risk and reward through proper use of "stop and limit" orders, and how to handle the emotional aspects of trading.

**Course No.: 091BMST201** **Course Fee: \$50**

### **Prerequisite: Introduction to Stock Trading**

Sec	Days	Dates	Time	Room
A	S	Apr 11	9AM -1 PM	Manono 104
B	S	Apr 25	9AM -1 PM	Manono 104

## **INDIVIDUAL / INTERPERSONAL DEVELOPMENT**

### **ADDRESSING SEXUAL HARASSMENT IN THE WORKPLACE**

Sexual harassment on the job is something we do not like to think about, yet it can and does happen. This course will help us to understand what behaviors constitute sexual harassment, what the individual and organization liabilities are and what to do should it happen at the worksite. (1meeting)

**Course No.: 091BMST166**

**Course Fee: \$45**

Sec	Days	Dates	Time	Room
A	F	May 1	8:00-12N	Manono 104

### **ADVANCED WRITING**

Everyone at work is required to convey ideas, events, and transactions on paper rapidly and concisely. In this action-oriented workshop, you will learn to develop and polish your letters. Instruction emphasizes formula writing, psychology, and style. *This seminar will also cover E-mail Etiquette & Writing Strategies.*

**Recommended Prerequisite: Review of English Grammar.** (3 meetings)

**Course No.: 091BMST140**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Apr 20, 22, 24	8-12 PM	Manono 104

### **COMMUNICATING AT WORK (Includes Strategies for Building & Motivating Teams)**

Discover the basic principles and practice the basic skills of good interpersonal communication. Learn how to build trusting, supportive climates and relationships, how to listen with empathy, as well as how to resolve conflicts and sell your ideas to others. *This workshop will also train you on how to develop high performance teams by aligning personal and organizational goals, finding and building on employee strengths, and promoting and maintaining commitment from team members.* (3 meetings)

**Course No.: 091BMST145**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Mar 30, Apr 1, 3	8-12PM	Manono 104

### **CONFLICT RESOLUTION (Includes Strategies for Dealing with Difficult People)**

Conflict occurs at many levels. Understanding the level at which the conflict exists is the first step to resolving an undesirable situation. This course will offer the participants an experiential opportunity to assess their individual styles under normal and conflict conditions. In addition, participants will receive practical ways in which conflicts can be resolved, diffused, or avoided. *This workshop will also include techniques on how to deal with difficult people by learning to understand them, and how to identify the different "problem types" in order to skillfully approach them to achieve results.* (3 meetings)

**Course No.: 091BMST200**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Apr 13, 15, 17	8-12 PM	Manono 104

## **COPING UNDER PRESSURE**

This workshop will discuss the following topics: the nature of anger; its causes and triggers; the cycle of anger: the process; personal anger behaviors; consequences of anger; personal responsibility: breaking the cycle; anger management techniques; self-esteem & anger: understanding the connection; assertiveness skills; and personal anger management plan. (2 meetings)

**Course No.: 091BMST115**

**Course Fee: \$60**

Sec	Days	Dates	Time	Room
A	TTh	Mar 3, 5	8:00-12PM	Manono 104

## **HANDLING MULTIPLE PRIORITIES**

Handling multiple priorities with effectiveness and ease is challenging. We all need support to be our best. This workshop provides the information, tools and support for you to manage your energy, time and workload to your optimal abilities. Proven management strategies are given to ensure improved planning and productivity covering these topics: values clarification, setting priorities and goals, planning smart, eliminating time wasters, office organization tips, and stress management to multi-task with ease. (3 meetings)

**Course No.: 091BMST211**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	May 11, 13, 15	8-12 PM	Manono 104

## **MEMORY ENHANCEMENT**

Give your brain a fantastic workout by participating in Memory Enhancement. Learn and immediately use proven mnemonic devices such as Peg Systems and Story Telling to Recall Names, Numbers, Scientific Terms and more. Make Memorable Notes using Mapping to store and recall complex material. Learn how to use Biofeedback to discover your optimal learning zone. (2 meetings)

**Course No.: 091BMST150**

**Course Fee: \$60**

Sec	Days	Dates	Time	Room
A	W	May 20, 27	8-12 PM	Manono 104

## **MEMOS THAT WORK**

How you write memos provides a clue to your style of management as well as to your personality. In this seminar, you will improve the memos you write so you communicate more effectively in a shorter time. Aside from routine memos, bad news memos, and persuasive memos, you will learn about memo design, memo etiquette, and memo writing style rules. **Recommended Prerequisite: Review of English Grammar** (2 meetings)

**Course No.: 092BMST147**

**Course Fee: \$60**

Sec	Days	Dates	Time	Room
A	MW	Jun 22, 24	8-12 PM	Manono 104

## **PROVIDING SUPERIOR CUSTOMER SERVICE (Includes Telephone Skills)**

Do you actively listen to your customers? Do you treat them the way you want to be treated? Participate in this class to discover how you can provide excellent service for each and every customer. Communication skills in active listening and speaking are covered for both in-person and over the telephone situations. Learn how to immediately establish rapport with your customers, how to resolve conflicts effectively, and how to ensure your customers are fully listened to and supported each and every time. (3 meetings)

**Course No.: 092BMST130**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Jun 1, 3, 5	8-12 PM	Manono 104

### **REPORT WRITING (Includes Strategies for Editing & Proofreading)**

Writing a factual observation or incident report in legal, legislative, and personnel reviews is becoming a common practice. This course gives employees guidelines and formulas for construction and completing reports. Learn to combine writing techniques to complete reports quickly, efficiently, and accurately.

*This workshop will also include editing & proofreading techniques such as: adding, deleting, and reorganizing text in terms of content, organization, and style.*

**Recommended Prerequisite:** Review of English Grammar. (3 meetings)

**Course No.: 091BMST160**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	May 4, 6, 8	8-12 PM	Manono 104

### **REVIEW OF ENGLISH GRAMMAR (Includes Advanced Grammar)**

The ability to communicate effectively is essential. Communication that is clear, correct, and concise reflects the user's mastery of the English language. This 12-hour program is an intensive course in the fundamentals of grammar, punctuation, and spelling. In addition, it will also cover the different kinds of verbs, using adjectives and adverbs correctly, verbals, different phrases, noun complements, and uses of pronoun cases. (3 meetings)

**Course No.: 091BMST120**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Mar 16, 18, 20	8-12 PM	Manono 104

### **SPEED READING**

Do you have reports, materials, and business publications that you don't have time to read? This class provides information and training in accelerated reading methods for general and technical reading. It is designed to have you experience reading twice as fast with improved comprehension, measured through a series of pre, mid and post tests. In addition, health tips are given to support eyesight, energy and posture. (2 meetings)

**Course No.: 091BMST125**

**Course Fee: \$60**

Sec	Days	Dates	Time	Room
A	F	May 22, 29	8-12 PM	Manono 104

## **SUPERVISORY/MANAGEMENT**

### **SUCCESSFUL MEETING FACILITATION**

Learn how to improve the quality of meetings you direct or attend. This workshop offers practical suggestions to accomplish your meeting's objectives efficiently. Topics will include: how to prepare for your meeting, how to be an effective participants and leader, how to plan an agenda, how to control the discussion, and how to keep the meeting on track. *This workshop will also include Strategies for Taking Minutes.*

(3 meetings)

**Course No.: 092BMST170**

**Course Fee: \$80**

Sec	Days	Dates	Time	Room
A	MWF	Jun 15, 17, 19	8-12 PM	Manono 104

### **PERSUASIVE PRESENTATIONS**

Professionals often need to speak in front of groups, sell ideas, or face a camera. High-energy communication skills will help you get your point across with confidence, ease, and professional polish. (2 meetings)

Course No.: 092BMST205

Course Fee: \$60

Sec

Days

Dates

Time

Room

A

MW

Jun 8, 10

8-12 PM

Manono 104

## The 7 Habits for Managers

### MANAGING YOURSELF, LEADING OTHERS, UNLEASHING POTENTIAL

**Special Value !!!**

*Offered for the First Time on Oahu*

The **7 Habits for Managers** is a two-day workshop that provides insights and tools from Stephen R. Covey's *The 7 Habits of Highly Effective People*—the most influential business book of the century—applied specifically to the challenges facing managers. As a current or future manager, you will learn to:

**Habit 1: Be Proactive-** You will find out how to use your own resourcefulness and initiative to break through the barriers to superb results. You'll discover the "hidden resources" all effective managers call upon.

**Habit 2: Begin with the End in Mind-** You'll define the great contribution you are capable of making in your role as a manager. Your every action as a manager will be highly purposeful.

**Habit 3: Put First Things First-** You'll be less crisis-driven and more in control of your key priorities. You'll execute your most important goals with excellence.

**Habit 4: Think Win-Win-** You'll develop a team that's highly motivated to perform superbly. You'll build a team that trusts you and is trustworthy in turn.

**Habit 5: Seek First to Understand, Then to Be Understood-** You'll learn how to diagnose problems accurately and quickly. You'll give honest and accurate feedback that builds relationships and gets results.

**Habit 6: Synergize-** You'll be able to deal more productively with conflict. You'll be able to find strikingly creative solutions to problems and opportunities.

**Habit 7: Sharpen the Saw-** You'll unleash the great potential of each team member. You'll continuously improve the performance of your team.

#### **Who Should Attend:**

This workshop is for first-time supervisors, managers, and leaders- anyone who manages the work of other people. This is an excellent investment in managers to help them achieve their full potential as contributors to the organization.

#### **Benefits:**

A \$799 value for only \$289\* includes \$125 in materials and two 30 minute sessions of follow-up coaching for each participant. Managers of participants may attend for only the cost of materials- \$125

\*(Support for this program is partially funded by the Rapid Response Fund)

**Bring this program in-house to your managers now.**

**For more information, call Ed Valdez at 734-9153 or e-mail me at [edwardv@hawaii.edu](mailto:edwardv@hawaii.edu) .**

## **BUSINESS MANAGEMENT**

### **Selling for Tough Times ~ *New date and time...sign-up now!***

Tough times require tough selling skills! This six-hour highly interactive workshop guides you through the dynamic sales process and incorporates the tools and techniques of *consultative–solution selling*. You will return to work equipped to increase sales and profit goals by influencing your customer's buying decisions. Learn how to assess your customer's real needs, propose value-added solutions, deliver an impactful sales spiel, build a stronger relationship and exceed your customer's expectations. Who should attend? Sales professionals with a least one year of sales experience, veterans who want to refresh their skills and managers who want to train salespeople. This is one in a series of courses designed to help you maintain your company's competitive edge...stay tune for future class offerings!

*Instructor: Faustino Dagdag has over 30 years of sales and marketing executive management experience. He has conducted sales training for a number of organizations in Hawaii and nationally. He currently teaches retail management and entrepreneurial courses at Kapi'olani Community College.*

**Course No. 091BMST325**

**Course Fee: \$89**

**Sec Days Dates**

**Time**

**Room**

A W Mar 25

8:00am-2:00pm

Manono 104