

January 14, 2016

Aloha Local 5 Members!

**Signatory Employers**

Ala Moana Hotel  
Central Resources Team  
Hilton Hawaiian Village  
Hyatt Regency Waikiki  
Ilikai Hotel & Suites  
Imperial Hawaii Resort  
The Kahala Hotel & Resort  
Kyo-Ya Hotels & Resorts LP  
The Modern Honolulu  
The Plaza Hotel  
Queen Kapiolani Hotel  
Ramada Plaza Waikiki  
The Royal Hawaiian Resort  
Sheraton Kauai Resort  
Sheraton Maui Resort and Spa  
Sheraton Princess Kaiulani  
Sheraton Waikiki Hotel  
Turtle Bay Resort  
Waikiki Beach Marriott Resort and Spa  
Waikiki Resort Hotel  
Waikoloa Beach Marriott Resort and Spa  
Westin Moana Surfrider Hotel

Please find attached the Spring 2016 schedule of programs offered through the Hotel and Restaurant Industry Employment & Training Trust Fund (HARIETT).

**We have been getting questions from members regarding CLASSES and we wanted to touch on a couple of the more prominent questions we get:**

1. Is there a cost to me? Absolutely not. These programs are provided to you at NO COST through a partnership between your Employer and UNITE HERE! Local 5. There are absolutely no out-of-pocket costs for you.
2. Can I retake a class such as basic computers, ESL or the language classes even though I already took it 2 years ago? People learn at different paces. Some pick up computers or language quickly, other do not. We encourage folks to continue taking programs until they no longer see a benefit to themselves.
3. Are my grades shared with my employer or Union? The professional development classes are not graded. However, even for programs that are graded, nothing is shared with my employer. We do not inform the employer of anything (attendance, grades, etc.) unless you specifically ask us to.
4. Can I switch between morning and evening classes? Yes. If there is a day and evening class, members can switch between the two if there schedule changes.
5. I'm on-call and don't know my schedule day-to-day, should I still enroll? Absolutely. We expect members to make a commitment to attend class. However, going to work and paying bills are a priority. If your schedule requires you to drop, then so be it. Come see us again when your schedule opens up.

If there is a class or training program that you would like for us to consider holding or making available, please let us know as we plan the schedule for Fall 2016.

You can register online at [www.hariett.org](http://www.hariett.org), or you can call us at 808-380-6020.

If you have any questions, concerns, or comments (even complaints!), you can call or text me directly on my cell at 808-282-7859, 7-days a week until 10 pm.

Best Regards,

  
JAMES P. HARDWAY  
Executive Director



**2016 HARIETT Professional Development Classes**  
**(FREE for UNITEHERE! Local 5 Members!)**

**LANGUAGES**

**1. English as a Second Language – Level 1 & 2**

These programs will continue to expand students' English vocabulary. Learn public speaking, reading, writing, English conversation, and more. Advanced classes are Tu/Th, beginner classes are M/W.

Session	Dates	Times & Days of Week
1	Feb 1 – Mar. 10	9 am – 11 am (T/Th) 5 pm – 7 pm (M/W or T/Th)
2	Apr 11 – May 19	5 pm – 7 pm (M/W or T/Th)
3	Jun 13 – Jul. 21	5 pm – 7 pm (M/W or T/Th)
4	Aug 22 – Sep 29	5 pm – 7 pm (M/W or T/Th)

**2. Japanese Language and Culture – Level 1 & 2**

These 4-week programs will begin by exposing members to the Japanese language and culture with a variety of cultural examples and the proper etiquette relating to customer service. Members will learn practical phrases, greetings, directions and other words and phrases commonly used with guests from Japan. Level 2 will introduce intermediate grammar and daily conversation.

Session	Dates	Times & Days of Week
<b>Level 1</b>		
Day	Mar 22 – Apr 14	9 am – 12 pm (T/Th)
Evening	Mar 22 – Apr 14	5 pm – 8 pm (T/Th)
<b>Level 2</b>		
Day	Apr 26 - May 19	9 am – 12 pm (T/Th)
Evening	Apr 26 – May 19	5 pm – 8 pm (T/Th)

**3. Korean Language and Culture – Level 1 & 2**

These 4-week programs will provide an introduction to basic Korean culture, phrases, grammar and vocabulary. Study of pronouns/proper nouns, frequently used verbs, practical phrases, greetings, time and other words commonly used with Korean guests. This course also includes a concentration on basic Korean culture & customer service. Level 2 continues where Level 1 stops and introduces conversational Korean.

Session	Dates	Times & Days of Week
<b>Level 1</b>		
Day	May 31 – Jun 23	9 am – 12 pm (T/Th)
Evening	May 31 – Jun 23	6 pm – 9 pm (T/Th)
<b>Level 2</b>		
Day	Jul 5 – Jul 28	6 pm – 9 pm (T/Th)
Evening	Jul 5 – Jul 28	6 pm – 9 pm (T/Th)

**COMPUTER CLASSES**

**1. Basic Computer Class/ESL Computer Class**

This 3-week program will introduce the basics of using a computer, including terminology, parts of a computer, typing, file management, the Web, and introduction to Windows and Microsoft Office 2013.

**For members with little to no computer experience.**

Session	Dates	Times & Days of Week
Day	Feb 16 – Mar 3	9 am – 11:30 am (T/W/Th)
Evening	Feb 16 – Mar 3	5 pm – 7:30 pm (T/W/Th)

**2. Microsoft Word 2013 – Level 1 & 2**

These 3-week courses will cover everything from the basic features of Microsoft Word 2013 in Level 1 to more advanced features in Level 2. **First-time and experienced users will benefit from Level 1. Experienced users will benefit from Level 2.**

Session	Dates	Times & Days of Week
<b>Level 1</b>		
Day	Mar 22 – Apr 7	9 am – 11:30 am (T/W/Th)
Evening	Mar 22 – Apr 7	5 pm – 7:30 pm (T/W/Th)
<b>Level 2</b>		
Day	Apr 19 – May 5	9 am – 11:30 am (T/W/Th)
Evening	Apr 19 – May 5	5 pm – 7:30 pm (T/W/Th)

**3. Microsoft Excel 2013 – Level 1 & 2**

These 3-week courses will build a solid foundation using Microsoft Excel 2013 from a beginner level in Level 1 through to more advanced functions for experienced users in Level 2.

Session	Dates	Times & Days of Week
<b>Level 1</b>		
Day	May 17 – Jun 2	9 am – 11:30 am (T/W/Th)
Evening	May 17 – Jun 2	5 pm – 7:30 pm (T/W/Th)
<b>Level 2</b>		
Day	Jun 14 – Jun 30	9 am – 11:30 am (T/W/Th)
Evening	Jun 14 – Jun 30	5 pm – 7:30 pm (T/W/Th)

To register, go to [www.hariett.org](http://www.hariett.org)

or call: **808-380-6020**

and ask for James, Lisa, Justin or Geoff

## 2016 HARIETT Classes – Further Professional Development and Occupational Training and Education

### 1. **ServSafe® Alcohol Training & Certification**

This nationally recognized 3-hour program prepares bartenders, servers, hosts, bussers, valets, bouncers and all front-of-house staff to effectively and safely handle difficult situations in your operation. *Prerequisite for participation in the Bartending Program.*

Session	Dates	Times & Days of Week
Day	April 6, 2015	10 am – 1 pm (Wed)
Evening	April 6, 2015	5 pm – 8 pm (Wed)

### 2. **Bartending Program**

This 2-week program is a partnership with the Bartending Academy that teaches Bar Setup, Bar Equipment, Fundamentals of Liquor, Art of Mixology, Customer Service, Speed Pouring, Liquor Laws, Cash Register Management and Industry Update. (*Must complete ServSafe Alcohol Training & Certification – Apr. 6.*)

Session	Dates	Times & Days of Week
Day	Apr 6 – Apr 22	10 am – 12 pm (M/T/W/Th)
Evening	Apr 6 – Apr 22	7 pm – 9 pm (M/T/W/Th)

### 3. **ServSafe Safety & Sanitation - Culinary**

This 30-hour ServSafe **certification** course is designed for food handlers, cooks and managers in the food and hospitality industries. The course highlights the many benefits that safe food handling offers for facilities and their guests. This course leads to a National Restaurant Association ServSafe **certification**.

Session	Dates	Times & Days of Week
Evening	Feb 18 – Mar 10	5 pm – 8 pm (T/W/Th)

### 4. **Nutrition - Culinary**

This 30-hour **certification** course will familiarize students with the growing market for healthy menu options. The students will be able to assess recipes based on nutrients, describe the characteristics, functions and food sources of major nutrients and how to maximize nutrient retention in food preparation and storage. This course leads to a National Restaurant Association's Manage First **certification**.

Session	Dates	Times & Days of Week
Evening	June 21 – July 12	5 pm – 8 pm (T/W/Th)

### 5. **Menu Planning - Culinary**

Learn to create nutritionally balanced meals and menus in the 30-hour program that leads to **certification** by the National Restaurant Association through their Manage First program. Learn basic menu planning principles and understand the importance of proper menu planning to the overall operation of the foodservice facility.

Session	Dates	Times & Days of Week
Evening	July 14 – Aug 4	5 pm – 8 pm (T/W/Th)

### 6. **Food Cost Control - Culinary**

Understand basic accounting principles of restaurant and food service facilities through this 30-hour National Restaurant Association course which leads to a Manage First **certification**.

Session	Dates	Times & Days of Week
Evening	Oct 4 – Oct 25	5 pm – 8 pm (T/W/Th)

### 7. **Purchasing & Receiving - Culinary**

This 30-hour course covers HACCP critical control points, factors that affect food prices and quality, proper receiving and storing of foods and other supplies, and examination of food products. The final exam leads to a National Restaurant Association's Manage First **certification**.

Session	Dates	Times & Days of Week
Evening	Oct 26 – Nov 17	5 pm – 8 pm (T/W/Th)

### 8. **Restaurant Supervision - Culinary**

Learn effective communication skills, interviewing skills, conflict resolution, techniques to motivate employees, and dealing with stress in the workplace. This 30-hour course leads to **certification** from the National Restaurant Association's Manage First program.

Session	Dates	Times & Days of Week
Evening	Nov 29 – Dec 20	5 pm – 8 pm (T/W/Th)

### 9. **First Aid/CPR/AED Training and Certification**

The First Aid/CPR/AED Program gives individuals in the workplace the knowledge and skills necessary to prevent, recognize & provide basic care for injuries or sudden illnesses until advanced medical personnel arrive and take over.

Session	Dates	Times & Days of Week
Evening	Mar 15 – Mar 17	5 pm – 8 pm (Tu/WTh)

## 2016 HARIETT Classes – Further Professional Development and Occupational Training (continued)

### 10. Certified Pool Operator (“CPO”) Certification

This 3-day CPO® certification course is designed to provide individuals with the basic knowledge, techniques, and skills of pool and spa operations. Also included is the examination for CPO certification.

**(This course is only open to members enrolled in the HARIETT Facilities Engineering, Operations and Maintenance Program, Pool Attendants and Maintenance employees.)**

Session	Dates	Times & Days of Week
Day	Jan 21 – Jan 23	9 am – 4:30 pm (Th/F/Sat)
Day	Aug 10 – Aug 12	9 am – 4:30 pm (Th/F/Sat)

### 11. 2014 National Electric Code

The purpose of this class is to help maintenance and engineering professionals understand the new 2014 NEC Code Changes, as well as providing all non-electricians with a basic introduction to the National Electrical Code.

**(Open to all, but priority placement will be members employed in the engineering department and graduates of HARIETT Facilities Engineering Program.)**

Session	Dates	Times & Days of Week
Evening	Feb 23 – Mar 3	5 pm – 8:00 pm (/T/W/Th)

### 12. EPA Refrigerant Certification and Training

The EPA requires all individuals who open a system or container holding a controlled refrigerant to be certified with the appropriate EPA Section 608 Certification. This course is intended prepare and test participants for the EPA Universal Certification – Type I, II, and III. **(Open to all, but priority placement will be members employed in the engineering department and graduates of HARIETT Facilities Engineering Program.)**

Session	Dates	Times & Days of Week
Evening	Apr 26 – May 5	5 pm – 8:00 pm (/T/W/Th)

### 13. Landscape Industry Certified Technician

The program is intended to prepare experienced landscapers to take the Landscape Industry Certification - Exterior Test (LICT).

Session	Dates	Times & Days of Week
Evening	Begins June 2016	TBD

### 14. Refrigeration – Technical Service & Troubleshooting

This course is intended for anyone who needs to understand basic operation, maintenance and troubleshooting of air conditioning and mechanical refrigeration systems.

**(This course is only open to those in the Maintenance/Engineering department or graduates of the HARIETT Facilities Engineering, Operations and Maintenance Program.)**

Session	Dates	Times & Days of Week
Day	May 9 – Jun 6	9 am – 5:00 pm (Mondays) 36 – hours course.

### 15. Welding

A variety of welding courses offered through a partnership with Honolulu Community College. Topics of interest are Arc Welding, Gas Welding, Metallic Inert Gas (MIG) Welding, Tungsten Inert Gas (TIG) Welding. Welding classes are held at HCC. **(This course is only open to those in the Maintenance/Engineering department or graduates of the HARIETT Facilities Engineering, Operations and Maintenance Program.)**

Session	Dates	Times & Days of Week
Evening	Jan 19 – Feb 4	5:30 pm – 8:30 pm (T/Th)

### 16. Forklift New Operator and Certification

2-day program held at Leeward Community College. Course satisfies the Hawaii Occupational Safety & Health in conjunction with OSHA, established certification requirements in forklift operators. Includes classroom and hands-on training. Certification for Class 1, 4 & 5 vehicles only. **(Only open for those in departments that utilize forklifts.)**

Session	Dates	Times & Days of Week
Day	Multiple.	8 am – 3:30 pm (T/Wed)

*To Register, please go to [www.hariett.org](http://www.hariett.org) or call 808-380-6020 and ask for either James, Lisa, Justin or Geoff!*