

# Hotel and Restaurant Industry Employment & Training Trust

(Free Classes and Programs for **Local 5** members on Oahu)

Beginning July 1, 2016, direct family members (spouses and children up to age 26) of Local 5 members employed at signatory hotels, are eligible to participate in certain HARIETT programs. They include: computer, languages, and citizenship classes. To register, please call HARIETT at 808-380-6020 or e-mail [jhardway@hariett.org](mailto:jhardway@hariett.org).

## Computers

Course	Dates	Times & Day of the Week	Class Location
Microsoft Word Basic Computer Skills	Jul 26 – Sep 8	Tue/Wed/Thur 9:00 AM – 11:30 AM Tue/Wed/Thur: 5:00 PM – 7:30 PM	HARIETT Center
Microsoft Word	Sep 20 – Nov 3	Tue/Wed/Thur: 5:00 PM – 7:30 PM Tue/Wed/Thur: 5:00 PM – 7:30 PM	HARIETT Center

## Languages/Citizenship

Course	Dates	Times & Day of the Week	Class Location
Japanese Language & Culture – Level 1	Sep 9 – Sep 29	Tue/Thur: 9:00 AM – 12:00 PM Tue/Thur: 5:00 PM – 8:00 PM	HARIETT Center
Japanese Language & Culture – Level 2	Oct 18 – Nov 10	Tue/Thur: 9:00 AM – 12:00 PM Tue/Thur: 5:00 PM – 8:00 PM	HARIETT Center
English as a 2 <sup>nd</sup> Language	Aug 23 – Sep 29	Tue/Thur: 5:00 PM – 7:00 PM	HARIETT Center
*This Intermediate ESL class is for members who already speak and understand some English and want to improve their communication skills.			
Conversational English is the focus of this Session. Students will strengthen their listening and pronunciation skills; review English grammar and practice idioms while learning about American culture.			
Citizenship Class (Citizenship Test Prep)	Aug 16 – Sep 29	Tue/Thur: 5:00 - 6:30 pm	HARIETT Center

## Hotel Professional Development

Course	Dates	Times & Day of the Week	Class Location
First Aid, CPR & AED Training and Certification	Aug 16 – Aug 18	Tue/Wed/Thur: 5:00 PM – 7:30 PM	HARIETT Center
Supervision in the Hospitality Industry	Aug 1 - Oct 17	Mon/Wed: 5:30 PM – 8:00 PM	HARIETT Center
Front Desk & Hotel Operations	Aug 2 – Oct 13	Tue/Thur: 5:30 PM -8:00 PM	HARIETT Center
Exceeding Guest Expectations - Customer Service Training	Aug 16	Tues: 5:30 PM -8:00 PM	HARIETT Center
Delivering Effective Communication	Aug 11	Thur: 5:30 PM -8:00 PM	HARIETT Center
Dealing with Difficult People	Aug 18	Thur: 5:30 PM -8:00 PM	HARIETT Center
Learn Upselling!	Sep 8	Thur: 5:30 PM – 8 PM	HARIETT Center
Ho‘okipa & Hawaiian Culture	Sep 13	Tue: 5:30 PM – 8:00 PM	HARIETT Center
Public Speaking & Presentation Skills	Sep 29	Thur: 5:30 PM – 8:00 PM	HARIETT Center
Crushing the Interview: How to interview	Oct 6	Thur: 5:30 PM – 8:00 PM	HARIETT Center

For more information on individual courses, please go to [www.hariett.org](http://www.hariett.org) OR contact **HARIETT** @ 808-380-6020 or by e-mail to [jhardway@hariett.org](mailto:jhardway@hariett.org)

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Culinary & Bartending

Course	Dates	Times & Day of the Week	Class Location
TiPS Responsible Alcohol Training Certification	Sep 8	Thur: 9:00 AM – 12:00 PM Thur: 5:00 PM – 8:00 PM	HARIETT Center
Bartending Program*	Sep 8 – Sep 22	Mon/Tue/Wed/Thur: 10:00 AM – Noon* Mon/Tue/Wed/Thur: 5:00 PM – 7:00 PM*	HI Bartending Academy
*Sep 8th start date will be at HARIETT Center to fill out paperwork and TiPS training and Certification.			
ServSafe Food Manager Training & Certification	Oct. 24 - 27	Mon/Tue/Wed/Thur: 9:00 AM – 11:00 AM Mon/Tue/Wed/Thur: 5:00 PM – 7:00 PM	HARIETT Center
Menu Planning	July 14 -Aug 4	Tue/Wed/Thur: 5:00 PM – 8:00 PM	HARIETT Center
Food Cost Control	Oct 4 - Oct 25	Tue/Wed/Thur: 5:00 PM – 8:00 PM	HARIETT Center
Purchasing & Receiving for Restaurants	Oct 26 – Nov 17	Tue/Wed/Thur: 5:00 PM – 8:00 PM	HARIETT Center
Restaurant Supervision	Nov 29 – Dec 20	Tue/Wed/Thur: 5:00 PM – 8:00 PM	HARIETT Center
Professional Knife Skills	Sep 9	Fri: 8:00 AM – 5:00 PM	UH-Kapiolani CC
Sauces and Plating	Sep 16 – Sep 17	Fri/Sat: 8:00 am – 5:00 pm	UH-Kapiolani CC
Artisans Bread	Sep 23 – Oct 1	Fri/Sat: 8:00 am – 5:00 pm	UH-Kapiolani CC

Maintenance and Pools

Course	Dates	Times & Day of the Week	Class Location
Certified Pool Operator (CPO) Certification*	Aug 11 – Aug 13	Thu/Fri/Sat: 9:00 AM – 4:30 PM	HARIETT Center
*Open ONLY to members in the engineering, pools departments, and graduates of the HARIETT FEOM program.			
Electrical – Technical Service & Troubleshooting*	Aug 22 – Oct 3	Mon/Wed: 5:00 PM – 8:00 PM	HARIETT Center
*Open to all, but priority to members in the engineering department and graduates of the HARIETT FEOM program.			
Forklift New Operator and Certification	Monthly		UH-Leeward CC
*Open to members in the engineering, stores departments, and graduates of the HARIETT FEOM program.			
2016 Electrician Continued Competency*	Monthly	Sat: 8:00 AM – 12:00 PM	UH – Hon CC
*Open ONLY to members in the engineering department that need to renew their electrical license.			
Welding	Various	Tue/Thur: 5:30 PM – 8:30 PM	UH – Hon CC
*Open ONLY to members in the engineering department and graduates of the HARIETT FEOM program.			
EPA Refrigerant Certification and Training	Aug 1 – Aug 17	Mon/Wed: 5:00 PM – 8:00 PM	HARIETT Center
*Open to all, but priority to members in the engineering department and graduates of the HARIETT FEOM program.			

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