

HR Training Programs

ProService Hawaii clients receive *complimentary* access to an amazing suite of HR training programs.

4 Learning Tracks for People and Organization Leaders

Led by experienced and certified trainers, the insights you'll gain from these interactive, live virtual classes will provide solutions to today's HR challenges. Plus, you'll connect with leaders across our extensive network of clients. Now it's up to you to choose your own path to becoming a Pro!

TALENTPRO

Learn how to attract and develop top performers with best practices throughout the employee life cycle.

- T1. Recruitment Essentials: How to Attract Quality Talent
- T2. Compensation Essentials: Recruit & Retain Quality Talent in Hawaii Across All Industries
- T3. Onboarding and the 90-Day Toolkit: Strategies for Growth & Retention
- T4. Feedback, Coaching, and Setting Performance Expectations
- T5. Creating Career Pathways: Develop, Engage, & Retain Quality Talent

CULTUREPRO

Learn how to create a culture that engages and retains employees.

- C1 & C2. Build a Culture of Belonging by Establishing a Diverse Workforce
- C3 & C4. Boost Performance and Efficiency by Building Trust
- C5 & C6. Improve Retention by Promoting Employee Well-being

PEOPLEPRO

Learn how to inspire and advance your team, one crucial conversation at a time.

- P1. Leading with Emotional Intelligence: The 7 Most Important Traits for 2022
- P2. How Influential Leaders Guide Crucial Conversations
- P3. How to Have the Tough Conversation: Drive Job Performance Through Empowerment & Ownership
- P4. Lead Each Team Member to Greatness with Coaching Conversations
- P5. Inspire Your Team with Motivational Meetings

ASPIRE

Designed for rising leaders, this program will help to develop the mindset and skills to be successful in their first leadership experience.

- A1. The Leadership Lens
- A2. Leadership Foundations
- A3. Leadership Conversations
- A4. Leadership & Workstyles
- A5. The Leadership Game

Talk to us to learn how a robust HR Training Program can benefit your business.

www.proservice.com/trainingprograms

How ProService Helps Local Businesses Succeed

In addition to providing world-class HR training, we give local employers access to everything they need to run their business, like payroll support, benefits management, compliance expertise, and more. We offer true local expertise, solutions, and personalized support to help them navigate the ups and downs of running a business in Hawaii.

On-Demand Courses

ProService clients and their employees have access to a wide range of on-demand courses.

For People Managers & Organizational Leaders

- A Manager's Guide to Preventing Harassment
- A Manager's Guide to Preventing Discrimination
- Interviewing: What's Better Left Unsaid
- Part 1 Preparing for an Investigation
- Part 2 Conducting an Investigation
- Best Practices for Progressive Discipline
- Best Practices for Discipline & Separation
- Employee Wage and Hour Law
- Leave Law Overview
- Form I-9 Compliance
- Understanding the Salary History Ban
- Exempt Classification Explained
- Tip Credit Explained
- Reductions in Workforce
- Marijuana Laws in the Hawaii Workplace

For All Staff

Compliance

- An Employee's Guide: Preventing Workplace Harassment
- Preventing Workplace Violence
- HIPAA Compliance

Diversity & Inclusion

- Why Diversity & Inclusion Matters
- Appreciating Differences
- Cultivating a Respectful Workplace

Professional Development

- The Power of Communication
- Remote Work: Working Together When We're Not Together
- Developing a Customer Service Mindset
- Grow Your Resilience
- Empowered Problem Solving
- Your Kuleana as a Team Player
- Emotional Intelligence at Work
- Effective Time Management
- Goal Setting
- Effective Email and Phone Skills

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