**Critical Thinking Skills**  
**BUS3074**  
T, Th  
3:00 - 5:00PM  
8/18 - 8/27  
$105

Critical thinking involves analysis and evaluation of useful data, facts and perspectives to make informed decisions ... whether you’re solving problems or bringing a new product or service to market. Learn to effectively identify challenges or issues, analyze and evaluate data, recommend potential solutions and make better, innovative decisions.

**Basic Training for the Sales Associate**  
**BUS3084**  
M, W  
10:00 - 12:00PM  
8/31 - 9/09  
$79

Knowing how to sell is a life skill. Learn the basics of selling - assessing, listening, persuading and building customer relationships. Through practical hands-on activities, you will learn how to effectively listen and determine your customer needs, as well as enhance interaction to improve sales. Applying for a job? Using appropriate sales techniques to share your story with potential employers can also be helpful.

**Successful Grant Writing Series**  
**BUS3083**  
M, W  
9:00 - 10:30AM  
9/14 - 9/23  
$270

Participants will learn the different phases of the actual grant writing process: standard terminology utilized in the grant industry; budgeting; and the essential steps needed to develop a professional grant proposal. This program includes two modules:

- **Module 1** - Introduction to Grants & Grant Writing
  This module is designed for beginners, with little or no experience with grants. After completion, participants then move onto Module 2.

- **Module 2** - Grant Writing (Advanced Level)
  This module is designed for individuals who understand grant writing fundamentals, have experience with grants, and wish to hone their grant writing skills. Module 1 is optional.

Please see next page for more courses.
Communicating with Your Customers
BUS3081  T, Th  3:00 - 5:00PM  10/06 - 10/08  $65
The use of technology is vital to our daily communication, whether we communicate through emails or hold conversations on the phone, etiquette is important. Topics include: Email and Phone Communication and Inter- and Cross-cultural Communication.

Write a Smart Business Plan
BUS3085  W, M  10:00 - 12:00PM  10/07 - 10/12  $105
Start fresh ... having a business plan is essential to any organization. Creating a plan takes time and effort, but a smart business plan helps to get the financing you need, it keeps you focused on your strategies and tactics while trying to achieve your business objectives.

Create a Vision for Your Life
BUS3082  Saturday  10:00 - 12:00PM  10/17 - 10/24  $75
Restart ... it's time to re-establish your personal values and redefine a vision for your life. Taking time to think about what's important to you, writing it down and putting your plan into action will help you to achieve what you want in life. Limited personal coaching time will be provided by the instructor.
Additionally, we recommend course offerings on budgeting basics and exploring ways to manage time and stress by organizing yourself.

Teambuilding
BUS3006  T, Th  3:00 - 5:00PM  10/27 - 11/05  $95
Successful organizations rely on teamwork. Teamwork is a key component of employee engagement. Whether you're a leader or a follower, both make valuable contributions to the overall success of the team and the organization.

Organize Yourself - Manage Time & Stress
BUS3058  Saturday  10:00 - 12:00PM  10/31 - 11/07  $55
Staying organized when there are so many demands on your time can be challenging! Individuals who perform at their highest level contribute positively to productivity in the workplace. Discover your own personal barriers to getting things organized and completed, and learn to conquer them in ways that work for you.
Additionally, we recommend course offerings on budgeting basics and recreating a vision for your life.

Students save over $4,700 over the spring and fall semester with free assistance from HiNet!

What is HiNet?
Kapi'olani Community College in partnership with the State of Hawai'i Department of Human Services has created a program to deliver assistance and support for college and workforce training.

The SNAP Employment & Training program is a federally funded program that is designed to help remove barriers and provide students with access to education and skills training opportunities so they can earn a living wage and achieve financial independence.

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P  (808) 734-9341

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