



2025 Programs: Fall & Winter

Free Education & Training for **UNITE HERE! Local 5** Members

Aloha Local 5 Member,

Please find enclosed the program offerings for the final quarter of 2025!

Whether you're looking to build new skills, move up in your department, secure a second job, or qualify for another Local 5 position, we're here to support you.

All classes are **free** as they are funded through a partnership between your Employer and UNITE HERE! Local 5.

Family Benefits: Dependent family members may also take select classes, including in-person computer skills, English or Japanese language, at no cost. Please have them inquire with HARIETT on what is available.

Get Involved: Have a class you'd like us to offer? Let us know!

View and register for classes online at www.hariett.org or call (808) 380-6020.

For any questions, concerns, or suggestions, you can reach me at (808) 380-6017 or my cell (808) 282-7859, seven days a week until 10 p.m.

Mahalo,

JAMES P. HARDWAY
Executive Director

Occupational Training Programs

Want to change positions or pick up a second job?

CNA (Certified Nurse Assistant)

Are you interested in nursing? This 11-week program will help you earn your Hawaii State CNA License. The course is provided by HARIETT & University of Hawaii, Leeward Community College. Job application assistance provided as well.

Dates: Jan. 14 – Mar. 25

Days: Wed/Thu

Times: 9:00am – 5:00pm

**Location: HARIETT Training Center
3049 Ualena St., 11th Floor**

CNA program open to friends & family members as well!



Bartender

Want to become a bartender? This 4-week program helps prepare you to work as a barback or bartender. Topics include history of various drinks, wines, beers, mixology, customer service in a bar setting, and more. Earn your TIPS Alcohol Safety and ServSafe Food Handler Certificates as well.

Dates: Oct. 28 – Nov. 20

Days: Tue/Thu

Times: 5:00 – 8:00pm

**Location: HARIETT Training Center
3049 Ualena St., 6th Floor**

Red Cross Lifeguard Certification

This 5-day course hosted by the Ewa Beach Kroc Center covers shallow and deep water rescue, CPR, AED and First Aid for various conditions. The class is both online and in-person (online portion must be completed first).

Dates: Nov. 17 – 21, 2025

Days: Mon/Tue/Wed/Thu/Fri

Times: 3:30 – 8:00 PM

**Location: Ewa Beach Kroc Center
91-3257 Kualakai Parkway Ewa Beach HI 96706**



Occupational Training Programs

These Occupational Training Programs May Help You Qualify for a New Position

Office Clerk / Admin Assistant

Gain essential workplace skills including keyboarding, Microsoft Office, Google Suite, career readiness, and employability training. Prepare for success in today's professional environment! Certificate of Professional Development issued by HARIETT & LCC upon successful completion.

10-week program:

Part 1: Nov. 17 – Dec. 19, 2025

Part II: Jan. 5 – Feb. 6, 2026

Days: Mon/Wed/Fri

Times: 7:00 – 8:30PM

**Only 15 Spots
Available**



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

**Location: Online through ZOOM, but if you don't have a computer, you can come to HARIETT's Computer Lab:
HARIETT Training Center
3049 Ualena St., 11th Floor**



UNIVERSITY of HAWAII
LEEWARD
COMMUNITY COLLEGE

**Only 10 Spots
Available**

Learn to Be a Working Supervisor

Develop leadership skills through this program that covers a wide range of topics including problem-solving, emotional intelligence, critical thinking, AI applications, team-building and more. Learn the skills you need to lead! Certificate of Professional Development issued by HARIETT & LCC upon successful completion.

Dates: Nov. 13 – 28, 2025

Days: Mon/Wed/Fri

Times: 5:30 – 7:30PM

**Location: HARIETT Training Center
3049 Ualena St., 11th Floor**

Certified Pool Operator (CPO)

Earn your Pool Operator Certification through this 3-day program at the HARIETT Training Center.

Option 1: Oct. 28 – 30, 2025

Option 2: Nov. 11 – 13, 2025

Times: 9:00am – 4:00pm each day

**Location: HARIETT Training Center
3049 Ualena St., 11th Floor**



Professional Development Courses



Sushi!

Learn to make sushi while also becoming familiar with the correct Japanese & English vocabulary and pronunciation for various types of sushi, ingredients & techniques. Types of sushi include nigiri, temari, inari, gunkan (battleship) and various rolls.

Of course, you will eat or take home everything you prepare!

Dates: Nov. 3 – 14, 2025

Days: Mon/Wed/Fri

(6 sessions total)

Times: 5:30 – 7:30 PM

Location: HARIETT Training Center
3049 Ualena St., 6th Floor

Intro to Japanese for Hospitality, Online through Zoom

Learn basic spoken Japanese. This intro course covers greetings & common phrases, numbers, directions, common questions, basic daily conversation & grammar. This class will be taught online through Zoom.

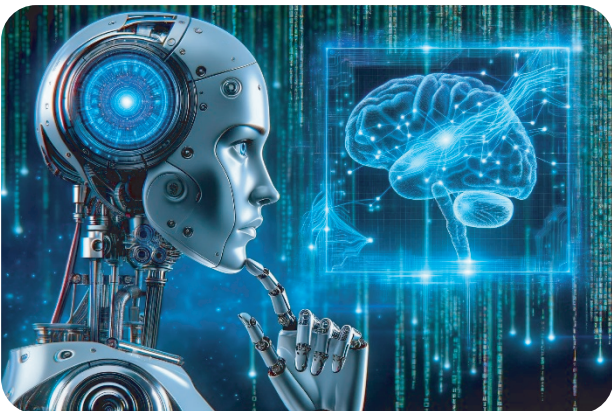
Dates: Oct. 28 – Nov. 20, 2025

Days: Tue/Thu

(8 sessions total)

Times: 10:00AM – 12:00PM

Location: Online Through ZOOM



AI For Everyday Life

Learn all the basics of AI through this interactive course that covers AI tools such as ChatGPT, Grammarly, Gemini and more. Make your personal and work life easier by using AI!

Dates: Nov. 3 – 14, 2025

Days: Mon/Wed/Fri

(6 sessions total)

Times: 5:00 – 7:00 PM

Location: HARIETT Training Center
3049 Ualena St., 11th Floor

Professional Development Courses

Self Defense

Learn about situational awareness and how to handle a confrontation both physically and mentally in this 2-day course. Choose 1 of the following sessions, or, if you want extra practice, come back and take the class twice!

Session 1:

Dates: Oct. 20 & 22, 2025 (Mon/Wed)
5:30 PM – 7:30 PM

Session 2:

Dates: Nov. 18 & 20, 2025 (Tue/Thu)
10:00AM – 12:00PM

Location: HARIETT Training Center
3049 Ualena St., 11th Floor



Red Cross CPR/AED/First Aid Certification

This 4-hour course covers adult and pediatric CPR & AED as well as first aid for various emergencies including choking, life-threatening bleeding, sudden illnesses, and environmental emergencies. Certificate is good for 2 years.

Dates & Times (Choose 1)

Session 1:

Dates: Oct. 22, 2025 (Wed), 10:00AM – 2:00PM

Session 2:

Dates: Nov. 26, 2025 (Wed), 10:00AM – 2:00PM

Session 3:

Dates: Dec. 17, 2025 (Wed), 10:00AM – 2:00PM

Location: HARIETT Training Center
3049 Ualena St., 11th Floor

For Questions or to Register for Classes:

Visit: www.hariett.org **Call/Text:** (808) 380-6020 **or Email:** info@hariett.org

Short Term Online Self Study Programs

Over 200 Online Programs – (Same Courses Offered by UH Community Colleges!)



HARIETT has partnered with ed2go.com to bring you over 200 online courses – the same classes that the University of Hawaii Community Colleges offer as non-credit online classes.

Upon successful completion of each course, you will receive a certificate.
All classes can be done on any computer, tablet or smartphone.

**Please note, these are not “Zoom” classes – both “self-paced” and “instructor-led” versions are self-study. The instructor-led courses simply have an assignment schedule & someone available to answer questions on the website.*

English, ESL & GED

Leadership & Management

Accounting Courses

Basic Computer Skills

Languages

Microsoft Office

Personal Skills

Health & Medical

How to Browse & Register for the 200+ Classes Above

Go to: www.ed2go.com/hariett

Search or browse for classes and, when you find one you want to take:

1. Add it to your shopping cart and click "Begin Checkout"
(Don't worry, it will be *FREE*.)
2. Then, click "Create an Account" (next to "Log In")
3. Enter your information and click "Complete Enrollment"
HARIETT Staff will email you when your class is ready.

Rosetta Stone Online Language Programs



Learn a new language!

22 languages to choose from in the
world's #1 language learning app.

We are proud to offer full Rosetta Stone Courses ranging from beginner to advanced levels in 22 different languages. No computer or tablet required – learn a new language on your phone in your free time, or if you prefer, you can use your laptop, tablet, or any other device.

22 Available Languages Include:

Arabic, Chinese (Mandarin), Dutch, English, French, German, Greek, Hebrew, Hindi, Irish, Italian, Japanese, Korean, Persian (Farsi), Polish, Portuguese, Russian, Spanish, Swedish, Tagalog, Turkish, Vietnamese



Mahalo, ありがとう, 谢谢, Gracias, شكرا, Cảm ơn, 감사 합 니 다 Salamat, مراگميس, Спасибо and Thank you!

Online Self Study Engineering & Culinary Programs



EARN A DIPLOMA FROM PENN FOSTER COLLEGE STUDYING ON YOUR OWN TIME
IN ANY OF THE SUBJECTS BELOW. PROGRAMS RANGE FROM 3 – 12 MONTHS.

HVACR

This online HVACR Technician program covers the nature of electricity, refrigeration systems, electrical systems, HVACR system design and installation, and more.

Residential Electrician

This Penn Foster program satisfies the Hawaii State requirements for 80-hour maintenance electrician and the 240-hour journeyworker licensure

Appliance Repair

Penn Foster's online Appliance Repair Training is designed with job-readiness in mind. Learn to repair a variety of home appliances.

Boiler Tech Program

This program from HVACRedu.net includes everything related to commercial water heating, hydronic systems, water treatment, and every type of boiler.



Plumbing

This online program covers how to read blueprints, select and install piping and plumbing fixtures, as well as the basic codes, regulations, and standards that plumbers encounter.

Locksmith

Penn Foster's online Locksmith and Home Security Tech Training Program, you'll learn Introduction to Keys, Locks and Key Mastering, Fundamentals of Home Security, and Home Security Wiring.

Small Engine Repair

In this program, you will have the opportunity to learn about the operations, systems, and disassembly/reassembly of small engines.

Penn Foster High School Diploma

Penn Foster can help you get your high school diploma online! Through flexible, online classes, you can earn your accredited high school diploma on your schedule, from home.

INTERESTED IN MOVING TO THE KITCHEN? ALREADY A COOK BUT WANT UP
UPGRADE YOUR SKILLS? TRY ROUXBE'S ONLINE CULINARY PROGRAMS!



HARIETT Online Professional Cook Certification Program

Full course on the fundamentals of cookery. Learn through videos, reading, quizzes and cooking at home. Program includes: Knife Skills, Fundamentals of Hot and Cold Cookery, Garde Manger, Desserts and more.

HARIETT Plant Based Pro Cook Certification

Full program on plant-based cookery. Similar to the professional cook program, but 100% vegetarian, learn through videos, reading, quizzing and hands on cooking in your own home.



HARIETT Online Bread & Pastry Baking Arts Certificate Program

This program covers all aspects of baking and pastry arts including:

Various Batters

Donuts & Beignets

Yeasted & Fermented Doughs

Scones & Biscuits

Laminated Doughs

Over 25 Types of Bread & Pastries

HARIETT ACF Certified Sous Chef Program

Earn your American Culinary Federation Certified Sous Chef Designation through this online program that includes coursework, preparation and in-person testing with a certified chef proctor for the American Culinary Federation.





Interested in moving to a new Local 5 position at the hotel?
HARIETT covers 100% of tuition and books for qualifying programs at
 University of Hawai'i Community Colleges around the State.

Earn various college certificates or go all the way and get your Associate of Applied Science (AAS)
 Degree. Classes can be taken in person or online through any UH Community College.

Community College Certificate & Degree Programs	
Available Programs	Certificates & Degrees
Accounting	<u>Certificate of Competence – Tax Preparer (15-18 credits)</u> <u>Certificate of Competence – Payroll Preparer (15 credits)</u> <u>Certificate of Achievement – Accounting (30-34 credits)</u> <u>Associate in Science – Accounting (60-65 credits)</u> 
Hospitality & Tourism	<u>Certificate of Competence: Principles of Sustainable Tourism (9 credits)</u> <u>Certificate of Competence – Travel and Tourism Operations (16 credits)</u> <u>Certificate of Competence – Hospitality Operations (13 credits)</u> <u>Certificate of Achievement: Hospitality Operations Mngmt. (36-42 credits)</u> <u>Associate in Science – Hospitality and Tourism with a specialization in Hospitality Operations Management (62-67 credits)</u>



Hotel And Restaurant Industry Employment & Training Trust (HARIETT)
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