



HOTEL AND RESTAURANT INDUSTRY EMPLOYMENT & TRAINING TRUST

HARRIETT

EDUCATION • TRAINING • ENRICHMENT

FALL 2026 COURSE CATALOG



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

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

Aloha Local 5 Member,

Please find enclosed the program offerings for the 2nd half of 2026!

Whether you're looking to build new skills, move up in your department, apply for a different position at your current workplace, secure a second job, or qualify for another Local 5 position elsewhere, we're here to support you. *All classes are free, funded through a partnership between your Employer and UNITE HERE! Local 5.*

Applying for a Different Position at Your Workplace? If you're interested in transferring to another department or role where you currently work, HARIETT can help you prepare. From building the skills a new position requires, to understanding and assisting in the application process. Contact us to talk through your options.

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 about what's available.

Refer Family and Friends to HARIETT for Employment Assistance. Help Them Unlock More with Local 5 Membership!

Referring family and friends for employment at a Signatory Employer isn't just about the job they get now, it's about the career they want tomorrow. As a Local 5 member, they'd gain access to the same free education and training programs you're eligible for.

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



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HARIETT is a 501 (c)(5) non-profit organization, that is also a labor-management partnership that provides education and training benefits to both members of UNITE HERE! Local 5 and their signatory employers throughout the state of Hawaii.

HARIETT Non-Discrimination Policy and Statement: The recruitment, selection, employment, education and training offered through HARIETT, shall be without discrimination because of race, color, religion, sex, sexual orientation, gender identity and expression, age, physical handicap, marital status, or arrest and court record which does not have a substantial relationship to the functions and responsibilities of the prospective or continued employment, provided that HARIETT may refuse to refer for employment or training an individual for good cause relating to the ability of the individual to perform the work in question. HARIETT will take affirmative action to provide equal opportunity to all HARIETT programs as required by Federal and State law.

IN PERSON CATALOG

AI for Everyday Life This class introduces learners to artificial intelligence, covering how to use it both professionally and personally. Beyond the basics, you'll build practical, hands-on skills for putting AI to work at your job and in everyday life, all while getting a fresh take on basic computing fundamentals along the way.	October 13 - October 22 Tuesday / Thursday 5:00 PM - 7:00 PM
Intoduction to Microsoft Excel This class covers the fundamentals of Microsoft Excel. Members will learn navigating spreadsheets to building formulas and organizing data. Giving learners practical skills they can apply immediately on the job or personally. Along the way, you'll build confidence with technology and sharpen the attention to detail and problem-solving skills that carry over into any role.	October 27 - November 19 Tuesday / Thursday 5:30 PM - 7:30 PM
Japanese for Hospitality (Zoom) This online class introduces practical Japanese language skills for hospitality settings. The course covers greetings, common guest interactions, and key phrases used in hotel and service roles. Delivered live via Zoom, you'll build confidence communicating with Japanese-speaking guests while strengthening the customer service and cultural awareness skills that matter across any hospitality role.	October 5 - October 28 Monday / Wednesday 5:00 PM - 7:30 PM
Red Cross First Aid/CPR/AED This class provides American Red Cross certification in First Aid, CPR, and AED use. Participants will learn essential life-saving skills, including how to respond to medical emergencies, perform CPR, and use an AED, and will leave with a certification valid for two years.	Oct 27 9:00 AM - 1:00 PM & 5:00 PM - 9:00 PM
	Nov 12 9:00 AM - 1:00 PM & 5:00 PM - 9:00 PM
Fruit & Vegetable Carving This class introduces the techniques behind beautiful fruit and vegetable carving; from simple garnishes to show-stopping centerpieces. Along the way, you'll build practical soft skills like teamwork, customer service, and communication, while developing the patience, precision, and creativity that come from mastering a hands-on craft together.	November 2 - November 13 Monday / Wednesday / Friday 5:30 PM - 7:30 PM

IN PERSON CATALOG

Bartending Fundamentals

This class teaches the art of basic bartending, from crafting great cocktails to keeping a busy bar running smoothly. Beyond the drinks, you'll build real-world customer service skills, learn to multitask with confidence, and improve time management skills. Whether you're aiming for a spot behind the bar or looking to grow professionally, this course is perfect for you!

October 19 - November 20
Monday / Wednesday / Friday
10:00 AM - 2:00 PM

Introduction to Sommolier

This class introduces the fundamentals of wine. From tasting technique to pairing basics, giving learners the foundation to speak confidently about wine in any setting. Along the way, we reinforce customer service and communication skills, along with the attention to detail and composure that come from presenting to guests with confidence.

This course is being held at Lady Elaine in Manoa Marketplace.

October 6 - October 29
Tuesday / Thursday
5:00 PM - 8:00 PM

GETTING STARTED

1. Visit our website: www.trainhawaii.org
2. Click the Find a Class link, choose the Island and Category you are interested in and search the catalog. View the course you are interested in. Select add to interest list and leave any questions or comments.
3. A program manager will reach out within 3 business days to confirm your registration by your preferred contact method

ONLINE PROFESSIONAL DEVELOPMENT COURSES

You keep Hawaii's hospitality industry running. Now it's time to invest in yourself.

HARIETT has partnered with ed2go to bring you online courses that fit around your shift schedule — not the other way around. Learn from your phone or laptop, whenever you have a spare moment between shifts. No classroom, no commute, no missed family time.

Hawaii's visitor industry runs on people like you. Let's help you grow with it.

Enroll today — your next opportunity is closer than you think.

WELCOME!

Our instructor-moderated online courses are informative, fun, convenient, and highly interactive. Our instructors are known for their ability to create warm and supportive communities of learners.

Most courses run for six weeks (with a ten-day grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

New course sessions begin each month. Please visit our website to see exact start dates for the courses that interest you.

GETTING STARTED

1. Visit our website:

ed2go.com/hariett

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. If you used our link, cost should be \$0.

3. When your course starts, return to our website and click the **Classroom** link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.



BUSINESS

ACCOUNTING

Accounting Fundamentals ^{IM-SG}

Accounting Fundamentals II ^{IM-SG}

Accounting Fundamentals Series ^{IM-SG}

- Accounting Fundamentals
- Accounting Fundamentals II

QuickBooks Online with Microsoft Excel 2019 ^{IM}

ADMINISTRATIVE

Basic Computer Skills Suite ^{IM}

- Keyboarding
- Computer Skills for the Workplace
- Introduction to PC Troubleshooting

Computer Skills for the Workplace ^{IM-SG}

COMMUNICATION

Customer Service Training ^{SG}

Fundamentals of Professional Writing ^{IM-SG}

Get Assertive! ^{IM-SG}

Interpersonal Communication ^{IM-SG}

Keys to Effective Communication ^{IM-SG}

Mastering Public Speaking ^{IM-SG}

Persuasive Communication ^{SG}

Presentation Skills Suite ^{IM}

- Mastering Public Speaking
- Introduction to Microsoft PowerPoint 2016
- Get Funny!

Supervision and Management Series ^{IM}

- Fundamentals of Supervision and Management I
- Fundamentals of Supervision and Management II

MARKETING AND SALES

Effective Selling ^{IM-SG}

OPERATIONS

Collaborative Problem Solving ^{SG}

Understanding the Human Resources Function ^{IM-SG}

SOFT SKILLS

Achieving Success with Difficult People ^{IM-SG}

Fundamentals of Supervision and Management ^{IM-SG}

Fundamentals of Supervision and Management II ^{IM-SG}

Fundamentals of Supervision and Management ^{SG}

Fundamentals of Supervision and Management II ^{SG}

Goal Setting and Workplace Efficiency Training ^{SG}

Individual Excellence ^{IM-SG}

Improving Digital Literacy and Computer Skills ^{SG}

Leadership ^{IM-SG}

Leadership Suite ^{IM}

- Achieving Success with Difficult People
- Leadership
- Building Teams That Work
- Skills for Making Great Decisions

New Manager Suite ^{IM}

- Fundamentals of Supervision and Management
- Fundamentals of Supervisions and Management II
- Leadership

Resume Writing Workshop ^{IM-SG}



COMPUTER APPLICATIONS

GOOGLE

Getting Started with Google Workspace ^{IM-SG}

MICROSOFT

Accounting with Microsoft Excel 2019 Suite ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Accounting Fundamentals
- Accounting Fundamentals II

Advanced Microsoft Excel 2016 ^{IM-SG}

Advanced Microsoft Excel 2019 ^{IM-SG}

Advanced Microsoft Excel 365 ^{IM-SG}

Intermediate Microsoft Excel 2019 ^{IM-SG}

Intermediate Microsoft Excel 365 ^{IM-SG}

Intermediate Microsoft Word 2019 ^{IM-SG}

Introduction to Microsoft Excel 2019 ^{IM-SG}

Introduction to Microsoft Excel 365 ^{IM-SG}

Introduction to Microsoft PowerPoint 2019/Office 365 ^{IM-SG}

Introduction to Microsoft PowerPoint 365 ^{IM-SG}

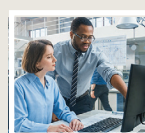
Introduction to Microsoft Word 2019 ^{IM-SG}

Introduction to Microsoft Word 365 ^{IM}

Microsoft Excel 2019 Series ^{IM}

- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019

Microsoft Excel and Project 2019 Suite ^{IM}



- Introduction to Microsoft Excel 2019
- Intermediate Microsoft Excel 2019
- Advanced Microsoft Excel 2019
- Introduction to Microsoft Project 2019/Office 365

Microsoft Office 2019 Value Suite ^{IM}

- Introduction to Microsoft Word 2019
- Introduction to Microsoft Excel 2019
- Introduction to Microsoft PowerPoint 2019/Office 365

Microsoft Word 2019 Series ^{IM}

- Introduction to Microsoft Word 2019
- Intermediate Microsoft Word 2019

QUICKBOOKS

Accounting with QuickBooks Online Suite ^{IM}

- Accounting Fundamentals
- Accounting Fundamentals II
- Introduction to QuickBooks Online
- Intermediate QuickBooks Online

Intermediate QuickBooks Online ^{IM-SG}

Introduction to QuickBooks Online ^{IM-SG}

WINDOWS

Introduction to PC Troubleshooting ^{IM-SG}

Introduction to Windows 10 ^{IM-SG}

Introduction to Windows 11 ^{IM-SG}

Keyboarding ^{IM-SG}



TEST PREP

Prepare for the GED® Math Test ^{IM-SG}

Prepare for the GED® Test ^{IM-SG}

Prepare for the GED® Test Series ^{IM}

- Prepare for the GED® Test
- Prepare for the GED® Math Test



WRITING

Creative Writing Value Suite ^{IM}

- Beginning Writer's Workshop
- Writing Essentials
- The Keys to Effective Editing

Grammar Refresher ^{IM-SG}

Grammar Refresher II ^{IM-SG}

Grammar Refresher Series ^{IM}

- Grammar Refresher
- Grammar Refresher II

Writing Essentials ^{IM}



LANGUAGE

Beginning Conversational French ^{IM-SG}

Conversational Japanese ^{IM-SG}

Discover Sign Language ^{IM-SG}

Discover Sign Language II ^{IM-SG}

Discover Sign Language Series ^{IM}

- Discover Sign Language
- Discover Sign Language II

Get Funny! ^{IM-SG}

Grammar for ESL ^{IM-SG}

Instant Italian ^{IM-SG}

Speed Spanish ^{IM-SG}

Speed Spanish II ^{IM-SG}

Speed Spanish III ^{IM-SG}

Speed Spanish Series ^{IM}

- Speed Spanish
- Speed Spanish II
- Speed Spanish III

Writing for ESL ^{IM-SG}

Rosetta Stone®



AVAILABLE LANGUAGES

- ARABIC
- CHINESE (MANDARIN)
- DUTCH
- ENGLISH
- FRENCH
- GERMAN
- GREEK
- HEBREW
- HINDI
- IRISH
- ITALIAN
- JAPANESE
- KOREAN
- PERSIAN (FARSI)
- POLISH
- PORTUGUESE
- RUSSIAN
- SPANISH
- SWEDISH
- TAGALOG
- TURKISH
- VIETNAMESE

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. The Rosetta Stone app/website is compatible with just about everything.

**FREE LANGUAGE
LEARNING SOFTWARE**

**MOBILE APP
AVAILABLE**

**22 LANGUAGES
AVAILABLE**

**SELF-PACED
LESSONS**

To register visit
www.trainhawaii.org

IM - Instructor-moderated format | SG - Self-guided format | IM-SG - Both formats available | Course Bundle, Series or Suite



PENN FOSTER ONLINE OCCUPATIONAL DIPLOMAS

MAINTENANCE & ENGINEERING

Appliance Repair

If you're looking for a career that allows you to work with your hands and use your problem-solving skills, Penn Foster's online Appliance Repair Training may be the perfect option for you. With flexible courses and no exam due dates, you can earn your diploma on your schedule, from home.

Carpentry

If you're interested in a job that allows you to combine creativity with your attention to detail, our online Construction Trades Program could be the perfect fit for you. With flexible online courses, you can prepare to build the knowledge and skills needed to take the first steps toward a career as a carpenter, floor installer, or woodworker.

Facilities Maintenance

Facilities maintenance technicians are responsible for maintaining, inspecting, and repairing issues that commonly occur in residential, industrial, and commercial buildings. If you're looking for a hands-on career that offers the opportunity to work on new tasks each day, our online Facilities Maintenance Technician Training could be the perfect fit for you. Through self-paced, career-focused classes, you'll build the skills that can help you prepare to be successful on the job from day one – all on your schedule, from home.

HVACR Technician

If you're looking for an in-demand career that allows you to make the most of your troubleshooting and mechanical skills, becoming an HVAC technician could be right for you! Through our online HVACR Technician Career Diploma Program, you can build the foundational skills for an entry-level career and prepare for necessary EPA certifications.

Locksmith

If you're looking for a career that you can train for from home, Penn Foster's online Locksmith and Home Security Technician Training can help you take the first steps. With flexible online classes, you can build industry knowledge at your own pace.

National Electrical Code

Enhance your career with a National Electrical Code (NEC) Certificate from Penn Foster. With our electrical code classes, you can help broaden your knowledge to give yourself career confidence.

Plumbing

If you're interested in a career that allows you to use your troubleshooting skills while offering a valuable service, then our online Plumber Career Diploma can help you prepare to take the first steps. With flexible online classes, you can build industry knowledge at your own pace, right from home.

Residential Electrician

This course satisfies State of Hawaii instructional requirement for licensure exam

If you're interested in beginning a career in an essential industry, earning your residential electrician diploma can help you take the first steps toward reaching your goals. Electricity is used in almost every home, office, park, café, school...basically, anywhere you can think of, allowing trained electricians to find jobs in a variety of environments! Most electricians are employed full time, whether they work for contractors, construction companies, in manufacturing or with the government. This is just one of the many great reasons to prepare for a career as a residential electrician.

Small Engine Repair

Learn how to troubleshoot and repair small gasoline engines with our Penn Foster Career School's accredited online Small Engine Repair Training Program. With self-paced classes, you can prepare for a hands-on career in the field at your own pace..

CAREER READINESS

High School Diploma

You can expect your standard high school classes – with room to customize your experience and make it your own! Besides English, history, science, and math, you'll have the opportunity to choose electives that fit the future path you have in mind, whether that leads to college, career school, or just taking the next step toward figuring out what's next!

High School Diploma + English Language Training

If your first language is Spanish and you're looking to improve your English and earn your high school diploma, Penn Foster High School can help! We've partnered with EnGen, a platform that helps Spanish speakers improve their English and provide English language lessons with our high school classes. Through flexible, online classes, you can become both better at reading, writing, and speaking in English and a graduate of a U.S. accredited high school diploma¹ on your schedule, from home.

HOSPITALITY

Guest Service Agent

If you have sharp customer-service skills and want to take the first steps toward a rewarding career in the hospitality industry, our Guest Service Agent Career Diploma can help you prepare for the job you want! Through flexible, online courses, you'll learn how to become a successful guest service agent or concierge on your schedule, from home

ADMINISTRATION

Accounting

If you're looking to expand your current knowledge or get a head start toward earning an accounting degree, Penn Foster College's online Accounting Undergraduate Certificate Program can help you build skills that are relevant to a number of industries while earning college credits. Even better, you can study on your schedule from home!

Accounting Essentials

Whether you're already in the finance industry, looking to stay up to date on your accounting skills, or are interested in learning more about accounting, Penn Foster Career School's online Accounting Essentials Certificate can help you prepare to refresh your resume. With flexible courses, you can grow your confidence in your skills around your schedule, from home.

Administrative Assistant

If you're looking to turn your organization skills into a fulfilling career as an admin assistant, Penn Foster College's online Administrative Assistant Career Diploma Program can help you prepare to take the next steps toward the job you want. Through flexible, online classes you can build business and administrative skills from home, on your schedule.

Bookkeeping

If you have a sharp eye for detail and enjoy thinking critically to solve problems, becoming a bookkeeper could be the perfect career for you. With Penn Foster College's online Bookkeeping classes, you can take the first steps toward a new job you enjoy while learning essential finance and accounting skills and exploring a career in business.

Payroll Clerk

If you're good with numbers, have strong organizational skills, and want to play a vital role in whatever company you work for, our online Payroll Clerk Training Program can help you prepare to take the first steps toward a new career today. With flexible, online courses, you'll learn how to become a payroll clerk and build essential industry skills on your schedule, from home.

REGISTER TODAY AT
WWW.TRAINHAWAII.ORG



ONLINE CULINARY PROGRAMS

PROFESSIONAL COOK PROGRAM

Culinary Foundations Level 1

10 Units, 25 Lessons and 160 learning tasks. Includes 80 instructional videos and over 75 recipes that reinforce key techniques and concepts. Foundational Cook training with focus on fundamentals.

Culinary Foundations Level 2

16 Units, 45 Lessons and over 230 learning tasks. Including over 100 instructional videos and recipes that reinforce key techniques and concepts.

Waste Not

To combat this startling and untenable trend in food waste, the James Beard Foundation is focused on supporting an industry-wide change in the way our nation's restaurants value and respect our food resources. Waste Not provides technical and creative approaches to food waste, and examines the need to reduce food loss along the entire supply chain.

Plant Based Foundation

A foundational plant-based culinary course covering core cooking techniques (dry-heat, moist-heat, grilling) applied to vegetables, grains, bread, legumes, and dairy/meat alternatives. Students explore global flavors and recipes, plus advanced skills in raw food prep and fermentation. The course also addresses health-supportive cooking (oil-free, low-sodium, gluten-free) and includes Rouxbe Rx Wellness Menus targeting specific health concerns, along with professional teaching resources.

Introduction to Baking & Pastry

A 40-hour online course focusing on pastry, baking, and decorating. The units will teach everything you need to know to set up your ideal baking and pastry kitchen, get you started on the basics, and then move on the more advanced techniques.

ROUXBE

SPECIALTY COURSES

ACF Sous Chef Certification

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.

Bread Baking Arts

180-day | 25 units | 290+ tasks | 230

The French Pastry School master bakers have designed this new and exciting videos two-part baking course focusing on non-yeast breads, like quick breads and breakfast pastries, and yeasted artisan breads. Students will begin with an in-depth look at baking's cornerstone ingredients, composition, baker's math, and their role in each recipe.

REGISTER TODAY AT

WWW.TRAINHAWAII.ORG



Seafood Literacy

Understanding how to source, prepare, cook, and serve seafood is a skill set called seafood literacy. Having the confidence and competence to take full advantage of all the unique qualities that fish, shellfish, and sea greens have to offer is a fundamental skill required for success in modern kitchens. Working to attain a high level of seafood literacy makes you more valuable as a cook and gives you the opportunity to be a leader in your kitchen.

Essential Vegan Desserts

Essential Vegan Desserts is an online course based on Fran Costigan's popular Vegan Baking Boot Camp. This 90-day course focuses on essential techniques and recipes so you can create professional quality vegan desserts with confidence. The course starts with an explanation of key equipment, ingredient selection and function, and foundational techniques for creating desserts without the use of eggs and dairy. As you progress, learning activities and practice recipes will showcase your ability to prepare and finish an array of vegan desserts ranging from gels, mousse and puddings, pies, cakes, tarts and cookies. You'll learn to use aquafaba, make sauces and creams, and create component desserts.

ONLINE OCCUPATIONAL TRAINING

Front desk pro by day, culinary star in the making? HARIETT's got you covered either way.

Grow your career with Penn Foster, or level up your kitchen game with Rouxbe — both online, both flexible, both built to fit around your actual life (shifts, sunsets, and all).

No classroom. No commute. Just progress.

Enroll with HARIETT today — let's go.

Occupational Training

Most courses run for 3 months to 12 months. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates:

Courses start at the request of you, the member.

GETTING STARTED

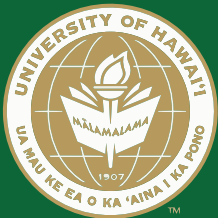
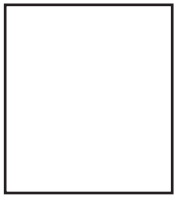
1. Visit our website:

www.trainhawaii.org

2. Click the **Find a Class** link, choose the **Island** and **Category** you are interested in and search the catalog. View the course you are interested in. Select add to interest list and leave any questions or comments.

3. A program manager will reach out within 3 business days to collect required forms or information to complete your registration.

4. You will receive a final registration form from Penn Foster to complete your registration along with instructions to start your course.



UNIVERSITY
of HAWAI'I[®]
SYSTEM

**YOU'VE BUILT THE
EXPERIENCE.
NOW BUILD ON IT.**

Funded **AS degrees** in Culinary Arts,
Accounting & Hospitality for eligible
members

Your experience got you here. An AS Degree can
take you further. Earn it while you keep working.
Eligible members get help with tuition, fees, and
books



AS Culinary Arts

Working Sous Chef
Second Cook
Dinner Cook



AS Accounting

Working Supervisor
Payroll
Night Auditor
Bookkeeper
Clerk



AS Hospitality

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Guest Service Agent

or any position an AS Degree would be applicable

Offered through University of Hawaii Community College System

**KEEP WORKING. KEEP GROWING.
LET HARIETT HELP WITH THE COST.**

Visit www.trainhawaii.org
or call 808-380-6020 to get started