

Hawai'i Community College – Office of Continuing Education Update

Re-Design

- In order to streamline course development, we are redesigning the way office operates by creating an operations team and we plan to build an outreach team.
- Working to streamline our course development processes
- Starting to develop an International Office (Position in for review)
- Developing tool-kits: Working to create templates for outreach/marketing materials
- Will bring on a Campus Grants Writer

Upcoming:

Course Development

- CDL Training
- Leadership Workshops (Hilo and Palamanui)
- Cyber security for kids
- Meat cutting in Kohala
- Leadership Camp for County Department
- Advance Motorcycle Classes
- Welding
- Pre-apprenticeship
- Scuba Diving
- Recreational Thrill craft and Ocean Safety

Passport Fair

- Beginning December we will be opening for a passport Fair (December, April, June)

Customer Relationship Management Tool

- Working in partnership with VCSA to continue to build a tool to manage contact, send and receive community needs data and conduct analysis