Recipient Name(s) __ Claire Shigeoka

Event Name __ FISH! __ 2 sessions for FISH! for Leaders Conducted Fall 2013. There is another session for Non-Supervisory employees that will be held in the spring 2014. This session was also a part of this request. Another report forthcoming Claire.

Compare your application with your completed project. Use additional space as necessary. Completed reports may be emailed to uhhilopd@hawaii.edu or dropped off at the Office of the Chancellor.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

This class took place during the fall semester, 2013. We were approved for two five-session classes during the semester. This was the first one. The second class was scheduled immediately after this one. Both classes will be completed during the semester within the time frame requested and approved.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

The classes took place in portable 22.

We did not identify a specific location in our application. However, we did want a consistent location because we did not have that (neither a consistent location, day, or time) for our first FISH! class (held in spring of 2013) and it caused confusion among participants.

We were able to secure a location that was available to us on the same day each week. Because of the VOIP training (not planned when we arranged for our room), we did have to move one session to the room next door and begin an hour earlier, but this did not appear to clause any problems for the participants.

3. What categories best describe your project as implemented? Check all that apply:

   Speaker ____ Training x ____ Workshop ____

   Technology ____ Audio Conference ____ Webinar ____

4. Provide a brief summary of what you did.

Conducted five sessions of 2.5 hours each that explored the FISH! Philosophy as lived by the World Famous Pike Market fish sellers and other organizations that have adopted the philosophy (Southwest Airlines, Fiskars, Sprint). One session introduced the philosophy in the context of the market employees and their lives; two sessions covered the six units.
5. Did you meet the objectives for this event as proposed in the application? Explain.

We did, in fact, introduce the practices and principles of the FISH! Philosophy and we did engage in discussions and activities centering on those practices and principles. Whether supervisors actually use the principles to change their behavior is not a training issue, it is a management issue. In this case, the manager is very supportive of the information contained in this program and has sought out ways to support and reinforce the material with his reports.

This management behavior increases the probability that the training will “stick.”

6. Describe how your project addressed the UH Hilo Strategic Plan.

Strategic Plan item number 6.4 is to “Provide an improved new employee orientation, foster professional development opportunities and programs focused on continuous learning and improvement, and recognize and reward significant faculty and staff contributions to the university’s mission.”

This program fostered professional development by actually offering a professional development opportunity to supervisors who have not had the opportunity for much soft skills training.

7. How did you advertise your event and describe effectiveness of those methods.

In this case, the manager, a participant in the earlier class, came to us to ask for the class for his supervisors and working supervisors.

8. How many people did you reach directly through your project? 9

9. Were your attendees part of your proposed target audience?

Yes

10. What is different in the units or University because of your project?

The manager reports an increased spirit of cooperation in his department,
Other employees, and not just employees in this department, report a significant behavioral and attitudinal change from a key staff member that has made working with the entire department and the staff member much easier. While this may not seem significant on its face, it actually has had a profound effect on working relationships.

Another participant has shared he/she has made changes in behavior to focus more on people and their needs and that this has resulted in improvements in his/her relationships.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all invoices and/or receipts.

Professional Development Fund Final Report Certification

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor's Professional Development website.

Claire Shigeoka, Human Resources  
Print Recipient Name & Department  
Signature  
Date

Marcia Sakai, VC Administrative Affairs  
Print Approving Authority Name*  
Signature  
Date
*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
Recipient Name(s) ______ Claire Shigeoka __________________

Event Name ______ FISH! _______________________________________________________________________

Compare your application with your completed project. Use additional space as necessary. Completed reports may be emailed to uhhilopd@hawaii.edu or dropped off at the Office of the Chancellor.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

This class took place during the fall semester, 2013. We were approved for two five-session classes during the semester. This was the second class. It started the week after the first class ended and was completed in six weeks – we did not have class the day before Thanksgiving as experience has shown it to be a poorly attended session. The classes were completed during the semester within the time frame requested and approved.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

The classes took place in portable 22.

We did not identify a specific location in our application. However, we did want a consistent location because we did not have that (neither a consistent location, day, or time) for our first FISH! class (held in spring of 2013) and it caused confusion among participants.

We were able to secure a location that was available to us on the same day each week at the same time.

3. What categories best describe your project as implemented? Check all that apply:

Speaker_____ Training___x___ Workshop____

Technology____ Audio Conference____ Webinar___

4. Provide a brief summary of what you did.

Conducted five sessions of 2.5 hours each that explored the FISH! Philosophy as lived by the World Famous Pike Market fish sellers and other organizations that have adopted the philosophy (Southwest Airlines, Fiskars, Sprint). One session introduced the philosophy in the context of the market employees and their lives; two sessions covered the six units
in the FISH! Leader program; and two sessions explored ways to introduce and embed the philosophy into an organization’s culture.

5. Did you meet the objectives for this event as proposed in the application? Explain.

We did, in fact, introduce the practices and principles of the FISH! Philosophy and we did engage in discussions and activities centering on those practices and principles. Whether supervisors actually use the principles to change their behavior is not a training issue, it is a management issue. In this case, the manager is very supportive of the information contained in this program and has sought out ways to support and reinforce the material with his reports.

This management behavior increases the probability that the training will “stick.”

6. Describe how your project addressed the UH Hilo Strategic Plan.

Strategic Plan item number 6.4 is to “Provide an improved new employee orientation, foster professional development opportunities and programs focused on continuous learning and improvement, and recognize and reward significant faculty and staff contributions to the university’s mission.”

This program fostered professional development by actually offering a professional development opportunity to supervisors who have not had the opportunity for much soft skills training.

7. How did you advertise your event and describe effectiveness of those methods.

Human Resources sent an email to supervisors, managers, department heads, and vice-chancellors to notify them about the class. They were asked to nominate participants from their group of supervisors – or enroll themselves.

This was an interesting enrollment. Thirteen people were enrolled and expected for the first session. Three of those enrolled did not come to the first session. That means ten people should have come to the first class. However, seventeen people arrived, some sent by their managers, one who heard about the class by word of mouth and came. Not everyone supervised other employees; some supervised student workers, at least one didn’t supervise anyone but is in a leadership position where influence is an important skill.

Attendance was sporadic – four came to all sessions, another four came to four sessions. The rest attended three, two or one session.

Feedback from the core group who attended all or four of the sessions was that they preferred a smaller group where they could engage in in depth conversations and discuss personal, serious, and thought-provoking topics related to the FISH! practices and their application to our environment.
9. Were your attendees part of your proposed target audience?

Yes, for the most part, although, as already mentioned, a few were on the periphery of that audience.

As the facilitator, I have no issues with people who supervise students or who lead unofficially attending the classes because the people they influence by applying the FISH! practices and principles contribute to the culture of the organization also. Several of those participants were the most committed participants.

10. What is different in the units or University because of your project?

Anecdotally, I have been told by people working with participants that attendees are applying the principles in their daily work. Two of the participants have told me that they are “choosing their attitudes” and are working to “make other’s days” and that they are noticing a difference in their ability to work effectively with others. One work group who had a supervisor attend has asked me about teaching the class for them specifically because the person who took the class had made behavior changes.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all invoices and/or receipts.

see attached detail which supports report for first session and this second session.
PROFESSIONAL DEVELOPMENT FINAL REPORT TEMPLATE

Professional Development Fund Final Report Certification

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor's Professional Development website.

Claire Shigeoka, Human Resources  
Print Recipient Name & Department  
Signature  
Date  

Marcia Sakai, VC Administrative Affairs  
Print Approving Authority Name*  
Signature  
Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
First Budget for Additional FISH! Workshops

We have already purchased the program material consisting on the FISH! DVD and instructor’s material, the FISH! for Leaders DVDs and instructor’s materials, and the FISH! Culture DVD and the instructor’s materials.

The cost to present future programs will consist of workbooks for the participants, blank charts, and instructor’s fee. For two complete sessions of 20 students each, these costs will be:

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<th>Actual</th>
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<tr>
<td>Participant’s personal workbook, FISH!</td>
<td>$510.00 $390.00</td>
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<td>34 at $15 each (we have six left)</td>
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<tr>
<td>117 pages</td>
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<tr>
<td>No tax</td>
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<td>Participant’s personal workbook, FISH! Culture</td>
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<td>35 at $16 each (we have five left)</td>
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<td>Blank FLIP Charts</td>
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<td>Two 2 packs, regular, non-“post-it”</td>
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<td>Including tax</td>
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<tr>
<td>Shipping for workbooks</td>
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<td>Instructor’s fee</td>
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<td>Total:</td>
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The participant’s material for FISH! Leader costs $51 a person (six workbooks at $8.50 each) plus shipping. To save this additional cost, the instructor wrote participant materials for the Leader sessions.
Thanks for choosing OfficeMax.
We look forward to helping you reach your full potential.

PO # 35169
Reference # 84147405

Ship to: HA-UHH HUMAN RESOURCES
1437 KILAEUA AVE STE 104
HILO, HI 96720

Sold to: HA-UHH UH HILO
200 W KAWILI STREET
HILO, HI 96720

Acct. # 0487503, Consignee 82PERS

Cost Center: Description:
Routing:
Attn: ANNETTE SUGIMOTO

Description | Item Number | Ordered | Shipped | Unit Price | Total
--- | --- | --- | --- | --- | ---
RTRKBL RB FINE BLUE INK | N131021 | 1 DZ | 1 DZ | 9.47 | 9.47
G2 GEL PEN BLUE EXTRA-FI | N131003 | 1 DZ | 1 DZ | 18.55 | 18.55
STAPLE REMOVER JAW-STYLE | OM97112 H1OM97112 | 2 EA | 2 EA | .69 | 1.38
OMX RECYL LGL PD CNY 8.5 | OM97335 P3OM97335 | 2 DZ | 2 DZ | 22.03 | 44.06
EASEL PAD. PLAIN, SCT | OM97292 P3OM97292 | 1 CT | 1 CT | 59.93 | 59.93
2" EXP CLASSIFICATION FO | F126800 | 1 BX | 0 BX | 61.60 | 0.00

Merchandise Total $133.39

This is not an invoice. You will be billed separately.

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Ask about our new DIVOGA line of stylish office accessories.
Media Partners Corporation
911 Western Avenue, Suite 306
Seattle, WA 98104
Phone # 206-682-8009
Fax # 206-682-6929
www.media-partners.com

To: Annette Sugimoto
   Human Resources
   University of Hawaii @ Hilo
   200 W. Kawili Street
   Hilo, HI 96720-4091

Ship To: Annette Sugimoto
         Human Resources
         University of Hawaii @ Hilo
         Division of Student Affairs
         200 W. Kawili Street
         Hilo, HI 96720

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<tr>
<td>SL 22</td>
<td>FC ANC FISH CULTURE</td>
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Fish and Fish Culture were purchased in 2012 by Nancy Lombard at this location.
Ancillary material
Fish Participant Workbooks
Ancillary material
Fish Culture workbooks

For further information, please contact
Lisa Speiser
888-381-9813 or lisa.s@media-partners.com
Please visit our website www.media-partners.com

Item Subtotal: 742.00
Freight Charges: 138.00
Credit Card Payment: 880.00CR

Make all checks payable to: Media Partners Corporation
If you have any questions concerning this invoice, call
Gail Whitaker at 206-682-8009

AMOUNT DUE: $.00

THANK YOU FOR YOUR BUSINESS!
Annette Sugimoto

From: Claire Shigeoka [shigeoka@hawaii.edu]
Sent: Monday, August 05, 2013 7:02 AM
To: 'Nancy and Stafford Lombard'; 'Annette'
Subject: RE: FISH! workbook order

That count sounds reasonable. Annette, can you place the order? Thanks.
Claire

---

From: Nancy and Stafford Lombard [mailto:stafford_nancy@hotmail.com]
Sent: Saturday, August 03, 2013 10:40 PM
To: Annette; Claire
Subject: FISH! workbook order

Hi Annette and Claire,

Here's what I think about ordering workbooks for the next two classes:

I think we should plan on no more than 22 participants in the second, open class.

I need four of the $15 original FISH! workbooks for Kolin's class. I need no additional FISH! Culture workbooks.

That would make the order 26 of the original FISH! workbooks (they were $15 each when we ordered them) and 22 of the FISH! Culture workbooks (at $16).

Do you agree with my thinking on the second class?

Aloha,

Nancy
MAIN MENU
<< Create Another Timesheet or Payment for Employee
<< Back To Search

GROSS PAYMENT FOR LOMBARD, NANCY LEE: 09/16/2013 - 09/30/2013

POSITION INFO
Position Title: Trainer
Position No.: CASUAL (2)
Branch or Dept: HUMAN RESOURCES
Total Rate: $600

PAYMENT INFO
Work Period: 09/16/2013 - 09/30/2013
Payment Status: Final (pay date 10/18/2013)
Turn-In Due (BO): 11:59 PM on 10/04/2013
Payment Alerts: eff appt starts Sep 25
Action Log: 5:24 AM on 10/05/2013; payroll report (Adm) approved

NOTES (OPTIONAL)
Business Office Comments: Admin Comments:

GROSS PAYMENT
Gross Amount: $120

ACCOUNT INFORMATION
Account distributions used by default

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| HI 2232292 056 Kuo, Mason 100% |

Override default account distributions Refresh

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MAIN MENU
<< Create Another Timesheet or Payment for Employee
<< Back To Search

GROSS PAYMENT FOR LOMBARD, NANCY LEE: 10/01/2013 - 10/15/2013

POSITION INFO

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PAYMENT INFO

| Work Period:          | 10/01/2013 - 10/15/2013 |
| Payment Status:       | Final (pay date 11/05/2013) |
| Turn-In Due (BO):     | 11:59 PM on 10/22/2013 |
| Payment Alerts:       | Action Log: 5:23 AM on 10/23/2013: payroll report (Adm) approved |

GROSS PAYMENT

Gross Amount: $240

ACCOUNT INFORMATION

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GROSS PAYMENT FOR LOMBARD, NANCY LEE: 10/16/2013 - 10/31/2013

POSITION INFO

Position Title: Trainer  Work Period: 10/16/2013 - 10/31/2013
Position No.: CASUAL (2) Payment Status: Final (pay date 11/20/2013)
Branch or Dept: HUMAN RESOURCES Turn-In Due (BO): 11:59 PM on 11/05/2013
Appointment Period: 09/25/2013 - 10/23/2013 Payment Alerts:
Total Rate: $600 Action Log: 1:29 PM on 12/11/2013: TAPS (Sys) noted eff appt restored

GROSS PAYMENT

Gross Amount: $360

ACCOUNT INFORMATION

Account distributions used by default

CHART ACCOUNT SUBACCOUNT FO CODE FO NAME PERCENT
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Override default account distributions Refresh

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MAIN MENU
<< Create Another Timesheet or Payment for Employee
<< Back To Search

GROSS PAYMENT FOR LOMBARD, NANCY LEE: 11/01/2013 - 11/15/2013

POSITION INFO

Position Title: Trainer
Position No.: CASUAL (2)
Branch or Dept: HUMAN RESOURCES
Appointment Period: 09/25/2013 - 12/04/2013
Total Rate: $1,200

PAYMENT INFO

Work Period: 11/01/2013 - 11/15/2013
Payment Status: Final (pay date 01/03/2014)
Turn-In Due (BO): 11:59 PM on 11/20/2013
Action Log: 5:22 AM on 12/19/2013: payroll report (Adm) approved

NOTES (OPTIONAL)

Business Office Comments: Admin Comments:

GROSS PAYMENT

Gross Amount: $240

ACCOUNT INFORMATION

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### GROSS PAYMENT FOR LOMBARD, NANCY LEE: 11/16/2013 - 11/30/2013

#### POSITION INFO
- **Position Title:** Trainer
- **Position No.:** CASUAL (2)
- **Branch or Dept:** HUMAN RESOURCES
- **Appointment Period:** 09/25/2013 - 12/04/2013
- **Total Rate:** $1,200

#### PAYMENT INFO
- **Work Period:** 11/16/2013 - 11/30/2013
- **Payment Status:** Final (pay date 01/03/2014)
- **Turn-In Due (BO):** 11:59 PM on 12/06/2013
- **Payment Alerts:**
- **Action Log:** 5:22 AM on 12/19/2013: payroll report (Adm) approved

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Override default account distributions: Refresh

© 2010 - 2014 University of Hawaii, Maintained by Information Technology Services
GROSS PAYMENT FOR LOMBARD, NANCY LEE: 12/01/2013 - 12/15/2013

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NOTES (OPTIONAL)

Business Office Comments: Admin Comments: 

GROSS PAYMENT

Gross Amount: $120

ACCOUNT INFORMATION

Account distributions used by default

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