Compare your application with your completed project. Use additional space as necessary.

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

   April 23, 2013

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

   UHH UCB 127. Imiloa was not used due to higher than anticipated cost to rent the facility.

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

   Speaker___x___  Training___x___  Workshop___x___
   Technology_______  Audio Conference_____  Webinar_____

4. Provide a brief summary of what you did.

   Dr. Taupori Tangoro spoke about self worth and better understanding of oneself how emotions can affect others in the workplace or around you.

   Valerie Yamaki taught stress relief exercises that we can do at our workplace and in our daily life.

   Sandra Claveria spoke about accepting who we are and how to have a positive overall outlook of our self worth.

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

   Participants got to see themselves from a different perspective and how this can help them when dealing with administrators and different types of demands that are not part of their daily work routine.
6. Describe how your project addressed the UH Hilo Strategic Plan.

*It helped the clerical staff to recognize issues about self worth, health and morale which in turn will help on how we treat communication among administration and staff to gain trust. This in turn will help build efficiency, effectiveness and to build trust, become more productive and adapt to changes.*

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

*Through email and follow up emails which made it faster and easier to respond.*

8. How many people did you reach directly through your project? **31**

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

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

*Participants came out feeling better about their self worth making it easier to understand and respond to various types of demands.*

11. Provide a detailed budget describing how you used your professional development funds.

Attach a copy of all expenses.

**Dr. Taupori Tangaro – Speaker Fee** - $300.00
**Floral Mart – 3 maile leis for guest speakers** - $78.00
**Officemax – supplies for participants (pad, pen, post note)** $ 60.32
**Walmart – Supply of kukui nut leis for Sandra Claveria’s presentation** $ 19.38
**Bags to put supplies in – Donated by Chancellors office**
**Total Expenditures** $457.70

*Lunch was provided by HCC Faculty & Staff Development Fund*
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.

Susan Yamada, President, Na Laulima  
Print Recipient Name & Department  
Signature  
Date

Miles Nagata, Director of Housing  
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.
2013 Na Laulima Clerical Workshop
Tuesday, April 23, 2013
UH Hilo UCB 127
Program

9:30 AM - 9:50 AM  Registration

9:50 AM - 10:00 AM  Welcome and Opening Remarks
Mistress of Ceremony: Susan Yamada, Na Laulima President

10:00 AM - 11:00 AM  "Hilo, the Cultural Center for Innovation: The Role of Innovation for Learner Success."
Dr. Taupouri Tangaro, Hawai‘i Life Styles/Humanities, Dept. Chair

11:00 AM - 11:15 AM  Break

11:15 AM - 12:00 PM  Stress Relief Workshop: Techniques to de-stress your life through stretching
Valerie Yamaki, Fitness Coordinator, Campus Recreation Dept.

12:00 PM - 1:00 PM  Lunch

1:00 PM - 1:15 PM  "The Gift of Self-I Somebody!"
Sandra Keonaonaokamaileopanaewa Claveria, Human Services

1:15 PM - 1:30 PM  Acknowledgements and Collection of Evaluation Forms

Sponsored by
UH Hilo Professional Development Fund
Hawai‘i Community College Faculty and Staff Development Fund
Title of Activity: 2013 NaLaulima Clerical Workshop
Location of Activity: UHH - UCB 127
Date of Activity: April 23, 2013

Was the fund used as proposed? (check one) Yes [x]  No _____

If the fund was not used as proposed, explain why.

Did participation in the activity accomplish the objectives of Hawai‘i Community College and the individual(s)? Explain. YES

The workshop provided personal and professional development for all participants. The evaluation form results showed that the participants thought this workshop gave them an opportunity to network with peers and the speakers were informative & beneficial.

Do you recommend future participation? YES

How would increased participation in the activity further benefit Hawai‘i Community College and the individual(s)? Increased participation would benefit Hawai‘i Community College as participants will have the opportunity for self-development that they can use in their office or for personal improvement. Some suggestions for future topic include KFS, technical support speakers to teach use of devices (shared calendars, iphones, etc), stress release speakers.

What alternatives to the activity would better benefit Hawai‘i Community College and the individual(s)?

This was the first time a Clerical Workshop was presented by Na Laulima. It was well received and members all agreed that they would like more in the future.

Thank you very much for your support.

Signature of Person requesting fund: Susan Yamada  Date: May 1, 2013

Type or Print Name: Susan Yamada/Janice Watanabe  Telephone:__________
**Floral Mart Hawaii**
738 Kinoole Street • Hilo, Hawaii 96720
Phone: (808) 935-6344

**CHARGE TO:**

*UH Hilo*
*Maunulima Clinical Conference*

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**TERMS: NET 30 DAYS. A FINANCE CHARGE AT 1-1/2% PER MONTH WILL BE CHARGED ON ACCOUNTS OUTSTANDING BEYOND 30 DAYS. ANNUAL PERCENTAGE RATE 18%.**

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**REMARKS:**

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072512242070 $6.99
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Deal 229330179
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SubTotal $57.81
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