

FREE WORKSHOP

Training for State of Hawaii & County Staff on:
**Serving LEP Individuals through
Interpreters**



Workshop Dates, Times & Location:

May 13, 2009 or	8:30 a.m. to 12:00 p.m.	Conference Room 325 State Capitol, 415 S. Beretania St., Honolulu
May 15, 2009	8:30 a.m. to 12:00 p.m.	Conference Room 325 State Capitol, 415 S. Beretania St., Honolulu

Who should attend?	Workshop topics include:
State of Hawaii & County employees, including: ▶ Front Line Staff ▶ Language Access Coordinators ▶ Line Supervisors ▶ Managerial level personnel	<ul style="list-style-type: none">● Cost of language access services● Do's and Don'ts of Working with Interpreters● How Can You Tell If Your Client Needs an Interpreter?● Interpreter vs. Translator● Matching the Client and the Interpreter● Resources for Interpreter services● What Makes an Interpreter Competent?

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SPACE IS LIMITED to State & County Employees – REGISTER EARLY!
REGISTRATION DEADLINE: MAY 8, 2009

Call (808) 586-8730 to sign up
or Fax the registration to (808) 586-8733
or e-mail to gail.p.mcgarvey@hawaii.gov



Workshop Registration:
Serving LEP Individuals through Interpreters

Please type or write legibly:

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Workshop Date: (circle one) May 13, 2009 May 15, 2009

If you have special needs due to mobility, hearing or sight impairment, or limited English proficiency, please contact the Office of Language Access at 808-586-8730 no later than May 1, 2009.

FREE WORKSHOP

Training for Bilingual State of Hawaii & County Staff on:
The Role of Bilingual Staff



Workshop Dates, Times & Location:

May 13, 2009 or	1:00 p.m. to 4:30 p.m.	Conference Room 325 State Capitol, 415 S. Beretania Street, Honolulu
May 15, 2009	1:00 p.m. to 4:30 p.m.	Conference Room 325 State Capitol, 415 S. Beretania Street, Honolulu

Who should attend?

Bilingual & Multilingual state/county staff who:

- Speak, read, write or understand another language other than English &
- Have volunteered to assist with language needs by assisting in interpretation for limited English proficient clients

Workshop topics include:

- Cultural competency
- Ethics of interpretation
- How to self-assess your own language abilities
- The proper role of an interpreter

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or Fax the registration to (808) 586-8733
or e-mail to gail.p.mcgarvey@hawaii.gov



Workshop Registration: **The Role of Bilingual Staff**

Please type or write legibly:

NAME: _____

DEPARTMENT: _____

ADDRESS: _____

PHONE: _____

E-MAIL: _____

Languages: _____

Workshop Date: (circle one) May 13, 2009 May 15, 2009

If you have special needs due to mobility, hearing or sight impairment, or limited English proficiency, please contact the Office of Language Access at 808-586-8730 no later than May 1, 2009.