Required Training and Certification Information for All Supervisors

Colorado State University recognizes the importance of the supervisory role and the impact a supervisor has on employee engagement and satisfaction. To continue to develop and create a positive work environment, all supervisors will participate in the Supervisor Development Program offered through the Office of Training and Organizational Development. The offices of the Vice President for Diversity, Equal Opportunity and Human Resources contribute to the class selections.

For those interested in receiving a certification, additional training is available that allows participants to select classes and experiences that best fit their unique needs as a supervisor.

**Required training:** Supervisors must complete all four classes in the Foundation category and an additional two classes from either the Core or Elective categories. Supervisors should complete these within three years.

**Certification:** includes completion of all four classes in the Foundation category, four classes from the Core category (one from each theme) and any four classes from the Elective category.

### Foundation Classes:
Participants take all four classes as part of the required training and towards the certification. Total time commitment is 12-13 hours. All Foundation classes are offered fall, spring and summer semesters.

- [ ] Mindset for Supervisors (four-hour class) OR Mindset for Academic Leaders (three-hour class)
- [ ] Rules of the Road (HR & OEO) (four-hour class)
- [ ] Inclusive Excellence Part 1 – Defining Diversity and Inclusion (VPD) (two and a half hour class)
- [ ] Inclusive Excellence Part 2 – Unconscious or Implicit Bias and Stereotyping (VPD) (two and a half hour class)

### Core Classes:
For the certification, participants select one class from each theme for a total of four, based on professional goals and areas of interest. Additional Core classes may be added in the future.

- [ ] Strengths Based Leadership
- [ ] The Role of Emotional Intelligence in Leadership
**Interpersonal Skills**

☐ Creating Inclusive Conversations (VPD)  ☐ The Power of Feedback: Constructive and Positive

**Team Effectiveness**

☐ Building a Vision Framework  ☐ Effective Teams

**Systems Thinking**

☐ Embracing Appreciative Inquiry  ☐ Systems Thinking: Your Role in the Big Picture

**Elective Classes:**

For the certification, participants select four classes based on their professional goals and areas of interest. Additional Elective classes may be added in the future.

This category provides the opportunity to create a maximum of two self-directed experiences to substitute for two classes. Examples of a self-directed experience are provided in the Class Descriptions document.

**Self-Discovery**

☐ Advanced Strengths Development  ☐ Emerging Leaders: Envision the Future
☐ Emerging Women Leaders Webinars  ☐ Hope in the Workplace
☐ Innovation: Exploring Your Creative Mindset  ☐ Integrity: Building the Character of Great Leadership
☐ Introduction to Strengths  ☐ Job Crafting: Creating the Job You Love
☐ Mindful Leadership  ☐ Mindful Leadership Advance
☐ Personal Effectiveness and Time Management  ☐ Professional Pathways
☐ The Essential Elements of Your Wellbeing
### Interpersonal Skills
- Advanced Facilitation
- Coaching Basics
- Dealing with Difficult People
- Masterful Training and Facilitation
- Appreciative Coaching
- Crucial Conversations (4-part series)
- Effective Communication and Conflict Resolution Skills
- Subtleties of Communication

### Team Effectiveness
- Happiness at Work and Why We Should Care
- Team Building
- Trust: The Essential Element
- Working in a Multigenerational Workforce
- Situational Leadership
- The Balancing Act: Supervising Student, Hourly and Seasonal Employees
- Understanding Generation Z

### Systems Thinking
- Applying Appreciative Inquiry Concepts in the Workplace
- Building Your Professional Resilience
- Critical Thinking
- Rallying Around a Shared Goal for Academic Leaders
- Appreciative Leadership
- Celebrate What’s Right
- Love It or Hate It: The Inevitability of Change

Please see more details on our website [http://training.colostate.edu/supervisor/](http://training.colostate.edu/supervisor/) or call The Office of Training and Organizational Development at (970) 491-1376 or email [CSUTraining@colostate.edu](mailto:CSUTraining@colostate.edu).

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