Early Fall 2018 Schedule

We are excited to provide you with information about Training and Organizational Development’s early fall classes. This schedule includes classes that will be held between August 27th and October 19th. Classes held between October 22nd and December 14th will be available to register for after September 24th.

CSU faculty and staff will register for classes on My Learning at Colorado State, a new Learning Management System that will replace the old registration system. My Learning is CSU’s new software application to administer, document, track, and deliver educational classes and programs for faculty and staff. To register for classes go to www.mylearning.colostate.edu

Most classes will be conducted face to face. We look forward to welcoming you in our classroom space at the University House on Remington, 1504 Remington Street, where the majority of our classes will be held. Location and parking information is available on our website at www.training.colostate.edu

We will offer a few online classes that are only for off-campus personnel unable to travel to Fort Collins so that they too can obtain their Supervisory Development requirements.

UNIVERSITY EMPLOYEE ORIENTATION

University Employee Orientation (UEO) is designed to welcome new employees to the University while gaining a sense of the CSU community and culture. We recommend you attend orientation within your first two months of employment at CSU.

Class dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>8/28</td>
<td>8:30 am – 11:30 am</td>
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<tr>
<td>9/20</td>
<td>1:00 pm – 4:00 pm</td>
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<tr>
<td>10/17</td>
<td>8:30 am – 11:30 am</td>
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Instructors: Marsha Benedetti, Dr. Therese Lask or Dr. Michele Newhard

Length of class: 3 hours

PROFESSIONAL DEVELOPMENT CLASSES (listed in alphabetical order)

DEALING WITH DIFFICULT PEOPLE

Class date: 9/7 – 9:00 am to 12:00 pm

Instructor: Marsha Benedetti

Category and/or Theme: Elective/Interpersonal Skills

This class recognizes that we have interactions with other people in the workplace that sometimes can be quite challenging. We will look at the role you play and explore some specific steps you can use to deal with difficult situations at work that can lead to more positive outcomes.

EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS

Class date: 9/27 – 2:00 pm to 4:00 pm

Instructor: Marsha Benedetti

Category and/or Theme: Elective/Interpersonal Skills

No one will argue the importance of effective communication and yet we often find this more challenging than
EMERGING WOMEN LEADERS WEBINAR SERIES

Class dates: 9/11, 10/9, 11/13

Length of class: each webinar session is 1.5 hours

Instructor: Guest Speakers

Category and/or Theme: Elective/Self Discovery

The Emerging Women Leaders Webinar Series is a six-part series of webinars blending leadership skills training with advice from guest speakers who are senior-level women leaders. In every webinar: Hear outstanding women leaders share their top career and leadership tips. Add to your toolkit of leadership skills. Learn proven strategies to advance your career and take advantage of post-webinar discussions with colleagues from campus.

- 9/11 – The F Word: Failure: Passed over for a promotion? Made a costly mistake? We all mess up. The important thing is what happens next. In this webinar, learn how to recover—and thrive—when the unthinkable happens.

- 10/9 – How to Sponsor Others: You don’t have to be an executive to be a sponsor! In this webinar, hear from sponsors and their protégés about the power of sponsorship, how it works, and what it takes to be an effective sponsor. The webinar will also touch on how to foster a culture that uses sponsorship to expand opportunities for women to move into leadership roles.

- 11/13 – The Art of the Ask: Whether negotiations are everyday matters, or a bigger, more structured deals, making the most of these conversations is imperative. Learn to identify your own default negotiating style, prep for a negotiation informationally and psychologically, maneuver through the negotiation with poise, and close the deal.

HOPE IN THE WORKPLACE

Class date: 9/27

Length of class: 2 hours

Instructor: Dr. Therese Lask

Category and/or Theme: Elective/Self Discovery

Hope is often seen as something we either have or lack, particularly in time of crisis. According to researchers, hope is a variable that impacts many aspects of our lives, including our work. This workshop will explore Hope Theory and how important the variable of hope is in our day-to-day work. In addition to examining the variable of hope, participants will explore strategies to increase their level of hope in the workplace.

JOB CRAFTING: CREATING THE JOB YOU LOVE

Class date: 8/30

Length of class: 2 hours

Instructor: Dr. Therese Lask

Category and/or Theme: Elective/Self Discovery

Looking for a different job? Not feeling content in your responsibilities at work? Consider job crafting, defined as shaping job responsibilities to enhance satisfaction and increase productivity at work. Participants will explore their strengths along with where they might invest more time on the job.

MINDFUL LEADERSHIP

Class date: 9/6

Length of class: 2 hours

Instructor: Dr. Michele Newhard

Category and/or Theme: Elective/Self Discovery

As Dr. Ellen Langer suggests, remaining mindful allows us to recognize multiple perspectives and parse new information into categories that help us better understand and overcome a challenge (1997). Research from leading scholars on mindfulness such as Langer, Kabat-Zinn, and Marturano provide a backdrop to apply this scientifically underpinned concept to the action of leadership. In this session, we will explore how mindfulness can improve a leader’s performance and outcomes. Prerequisite: Mindset for Supervisors, Introduction to Strengths, or a Team Strengths Workshop required.

MINDFUL LEADERSHIP ADVANCE (Two-Part Series)
Class dates: 9/28 and 10/12 - 8:30 am to 4:30 pm  
Length of class: 16 hours  
Category and/or Theme: Elective/Self Discovery

We live in a VUCA world, meaning that situations marked by volatility, uncertainty, chaos, and ambiguity dominate. It is no wonder that in response, so many leaders experience a lack of focus, extreme distraction, and frenzied multitasking. During this two-part series offered jointly by TILT and TOD, you will learn research and techniques of mindfulness to improve your leadership effectiveness. Topics include strengths & mindfulness; mindful communication & mindful scheduling; vulnerability, habits & mindfulness; and much more. Instead of calling these events a "retreat," we are capturing the transformative potential in the name, Advance, since mindfulness applied to the act of leadership can provide a roadmap to transformation. Attendance at both sessions is required. Prerequisite: Mindset for Supervisors, Introduction to Strengths, or a Team Strengths Workshop required; Mindful Leadership two-hour module encouraged.

PERSONAL EFFECTIVENESS & TIME MANAGEMENT
Class date: 8/29 - 9:00 am to 12:00 pm  
Length of class: 3 hours  
Category and/or Theme: Elective/Self Discovery

This class will share techniques that can give you a greater sense of ease and control over your time. We will look at habit changing methodologies that you can start implementing right away. Take the time to break away from being overwhelmed to get you back in control of your day.

TRUST: THE ESSENTIAL ELEMENT
Class date: 10/16 - 9:00 am to 11:00 am  
Length of class: 2 hours  
Category and/or Theme: Elective/Team Effectiveness

Research has clearly shown a culture of trust makes a meaningful difference in the workplace. How does trust specifically impact the workplace? What strategies can you use to build trust among colleagues, in departments, and within the university?

UNDERSTANDING GENERATION Z
Class date: 10/16 - 2:00 pm to 4:00 pm  
Length of class: 2 hours  
Category and/or Theme: Elective/Team Effectiveness

After a brief review of the four previous generational cohorts we may encounter, the latest generation to join us on campus, Generation Z is introduced. We will explore their characteristics and effective strategies for interacting with Generation Z.

WORKING IN A MULTI-GENERATIONAL WORKFORCE:
Class date: 10/18 - 9:00 am to 11:00 am  
Length of class: 2 hours  
Category and/or Theme: Elective/Team Effectiveness

This workshop will explore the predominant three generations in today’s workforce: Baby Boomers, Generation X and Millennials. Through examining generational personalities, participants will learn how various cohorts approach work along with opportunities and strategies to use in the workplace.

SUPERVISOR DEVELOPMENT PROGRAM CLASSES

Required Training for All Supervisors and Certification Information
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 courses and experiences that best fit their unique needs as a supervisor. If you are interested in obtaining the Supervisor Development Program Certification, please see more details and a checklist on our website http://training.colostate.edu/supervisor/ or call The Office at (970) 491-1376.

Required training for all supervisors (to be completed in a three-year time span):
The required training includes completion of all four classes in the foundation category and an additional two classes from either the core or elective categories.

Certification includes completion of all four classes in the foundation category, four courses from the core category (one from each theme,) and four courses from the elective category. (Please note: all classes completed in the required training count toward the certification.)

**NOTE: Professional Development Classes are Elective Classes**
Choose any four from the Professional Development classes (listed above) to fulfill your elective requirements for the Supervisor Development Program Certification. Professional Development classes are rotated each semester and additional classes may be added in the future.

**Foundation Classes:**
Participants take all four classes as part of the required training and for the certification. Total class commitment is 13 hours. All Foundation classes are offered fall, spring and summer semesters.

**MINDSET FOR SUPERVISORS**
**Class dates:** 8/28, 9/12 - 8:30 am to 12:30 pm OR 9/25 – 12:30 pm to 4:30 pm
**Length of class:** 4 hours  **Category and/or Theme:** Foundation
**Instructors:** Marsha Benedetti, Dr. Therese Lask or Dr. Michele Newhard
In this class, you will develop an understanding of who you are as a supervisor by exploring the strengths you bring to the role. In addition, you will build your knowledge of team dynamics, looking at how the team functions and how to enhance performance, and finally, you will explore how your team contributes to this mission of the institution. *We recommend you take this class first as it provides an overview of the certification program.*

**INCLUSIVE EXCELLENCE PART 1 - DEFINING DIVERSITY AND INCLUSION**
**Class dates:** 9/18, – 9:00 am to 11:30 am OR 9/20, 10/15, 10/17 – 1:00 pm to 3:30
**Length of class:** 2.5 hours  **Category and/or Theme:** Foundation
**Instructors:** Office of the Vice President for Diversity staff
Supervisors play a key role in creating an inclusive work environment. This class provides an understanding of diversity and inclusion at Colorado State. As supervisors, we set the tone and culture of our office. Because of this we have the opportunity to create inclusive environments for all employees to succeed, regardless of background.

**INCLUSIVE EXCELLENCE PART 2 - UNCONSCIOUS OR IMPLICIT BIAS AND STEREOTYPING**
**Class dates:** 9/25, 10/9 – 9:00 am to 11:30 am
**Length of class:** 2.5 hours  **Category and/or Theme:** Foundation
**Instructors:** Office of the Vice President for Diversity staff
Unconscious or implicit bias impacts us all. Supervisors play a key role in creating an inclusive work environment. This class examines the impact that unconscious bias may play in the workplace. It is recommended that you take Part 1 and then Part 2.
RULES OF THE ROAD

Class dates: 9/14 – 8:00 am to 12:00 pm OR 9/14, 10/2 – 1:00 pm to 5:00 pm (choose one)
Length of class: 4 hours
Instructor: Sponsored by the Office of Equal Opportunity and Human Resources
This course highlights the various aspects of the public employee/employer relationship, including equal opportunity employment laws, reasonable accommodations, leave management, confidentiality guidelines, and employee rights and protections. CSU employment policies, procedures and practices will also be discussed.

Core Classes:

If you are interested in the Supervisor Development Program Certification, participants select one class from each of the four themes based on professional goals and areas of interest. Please see more details on our website http://training.colostate.edu/supervisor/ or call The Office of Training and Organizational Development at (970) 491-1376. Core classes are rotated each semester and additional classes may be added in the future.

BUILDING A VISION FRAMEWORK

Class dates: 9/5 – 2:00 pm to 4:00 pm
Length of class: 2 hours
Instructor: Dr. Therese Lask
Category and/or Theme: Core/Team Effectiveness
How do organizations maintain what they do best while building towards the future? Popularized by the book “Good to Great,” best-selling author Jim Collins outlines the development of a Vision Framework, focusing on what the organization does well combined with a vision for the future. This class will explore how your team can implement this model to move towards a future vision.

EFFECTIVE TEAMS

Class date: 9/18 - 9:00 am to 12:00 pm
Length of class: 3 hours
Instructor: Dr. Michele Newhard
Category and/or Theme: Core/Team Effectiveness
Effective teams are the cornerstone of organizational success. Learning to build teams is a skillset that can be learned and in this course, you will gain knowledge for developing strong teams who embrace the mission of the unit and the University.

EMBRACING APPRECIATIVE INQUIRY

Class date: 9/26 - 9:00 am to 12:00 pm
Length of class: 3 hours
Instructor: Dr. Michele Newhard
Category and/or Theme: Core/Systems Thinking
Appreciative Inquiry (AI) is an organizational and personal change methodology and worldview that can produce dramatic transformational effects in organizations and employees. A four-stage model of change focused on affirmative questioning leads to outcomes that are both organizationally and personally practical, innovative, and uplifting.

STRENGTHS BASED LEADERSHIP

Class dates: 9/19 - 9:00 am to 11:00 am
Length of class: 2 hours
Instructor: Dr. Therese Lask
Category and/or Theme: Core/Self Discovery
Strengths based leadership explores the four domains of leadership necessary for all teams: Executing, Relationship Building, Influencing and Strategic Thinking. Based on the results of the Strengths Finder assessment, participants will explore their domain(s) and discover how to invest time in various job responsibilities to best contribute to department and organization.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE

Class dates: 9/20 - 9:00 am to 12:00 pm
Length of class: 3 hours
Instructor: Dr. Michele Newhard
Category and/or Theme: Core/Systems Thinking
Systems Thinking has been summed up with the notion that a system is greater than the sum of its parts. In this approach to management, we will examine the numerous connections between all aspects of the whole, as well
as the resulting ripples that affect the greater whole when action is taken. **Prerequisite:** You must have completed *Mindset for Supervisors* to take this class

**THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE**

**Class dates:** 10/11 - 9:00 am to 12:00 pm  
**Length of class:** 3 hours  
**Instructor:** Marsha Benedetti  
**Category and/or Theme:** Core/Interpersonal Skills

It is essential to understand the power of feedback, especially in the role of a supervisor. This class will focus on tools to deliver constructive feedback. We will also look at the benefits of providing positive reinforcement to employees to ensure they know their value to the department's success.

**EMERGENCY READINESS CLASSES**

All employees are encouraged to attend readiness classes, especially those who may be called on to take part in drills and exercises that help us prepare for "the real thing." While *Introduction to the Building Proctor's Role* and *Ready Colorado State* are required for proctors, all of these classes are recommended for all employees who may be impacted by an emergency at work or at home.

**INTRODUCTION TO THE BUILDING PROCTOR'S ROLE**

**Class date:** 9/14 – 8:30 am to 12:30 pm  
**Length of class:** 4 hours  
**Instructor:** Bob Chaffee and Team

You have the keys and the manual... now what? Learn the basic responsibilities and authority of Building Proctors. This introductory course provides a review of the duties and common issues faced by every Building Proctor. Case studies and lots of interaction will make this information immediately useful. Presenters are campus experts from Training and Organizational Development, CSUPD and Facilities.

**READY COLORADO STATE**

**Class date:** 10/9 – 8:30 am to 12:30 pm  
**Length of class:** 4 hours  
**Instructor:** Bob Chaffee and Team

The Colorado State University Emergency Plan will be discussed and reviewed so all CSU employees know where they and their Building Plans fit toward meeting the university's responsibility to capably respond to emergencies. This class will focus on department and building plans and preparation ranges from medical emergencies to other major emergencies such as fire or utility outages, culminating in developing and/or updating a plan for your work site or area. Those attending will have reviewed a learning guide and will take part in several practical activities to assist in learning readiness concepts.

**REGISTRATION AND CONTACT INFORMATION**

**Online Registration:** Please refer to the My Learning Users Guide for registration instruction available at [www.mylearning.colostate.edu](http://www.mylearning.colostate.edu)  
**For Registration Assistance:** Please email MyLearning@colostate.edu
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