Late Fall 2018 Schedule

We are excited to provide you with information about Training and Organizational Development’s late fall classes. This schedule includes classes that will be held between October 22nd and December 14th.

CSU employees will register for classes on My Learning at Colorado State. My Learning is CSU’s new software application to administer, document, track, and deliver educational classes and programs for employees. 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. Registration for early spring 2019 trainings will begin the week of November 26, 2018. We will offer a few online classes that are only for off-campus supervisors unable to travel to Fort Collins and shared in a separate announcement.

PROFESSIONAL DEVELOPMENT CLASSES (listed in alphabetical order)

CRUCIAL CONVERSATIONS
Class dates for entire series: 11/27, 11/29, 12/4, 12/6 – 8:30 am to 12:30 pm
Length of class: 16 hours, four 4-hour sessions
Instructor: Marsha Benedetti
Category and/or Theme: Elective/Interpersonal Skills
Crucial Conversations is a 16-hour course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics — at all levels of the organization. By learning how to speak and be heard (and encouraging others to do the same), you’ll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.
*To cover the cost of class materials, a fee of $235.00 is required prior to the start of training. More information on payment by Internal Order in Kuali is provided upon registration.

APPLYING APPRECIATIVE INQUIRY IN THE WORKPLACE
Class date: 10/23 - 9:00 am to 12:00 pm
Length of class: 3 hours
Instructor: Dr. Michele Newhard
Category and/or Theme: Elective/Systems Thinking
Appreciative Inquiry is an organizational and personal change methodology and worldview that can produce dramatic 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.

APPRECIATIVE COACHING
Class date: 11/30 – 9:00 am to 11:00 am
Length of class: 2 hours
Instructor: Dr. Michele Newhard
Category and/or Theme: Elective/Team Effectiveness
This course provides a foundation in the theories, principles, and techniques of Appreciative Inquiry Coaching. Participants will have an opportunity to practice the model as well as be coached with the model.
Prerequisites: Mindset for Supervisors or Introduction to Strengths and Embracing Appreciative Inquiry or Applying Appreciative Inquiry Concepts in the Workplace. Coaching Basics for the Workplace is advised.
APPRECIATIVE LEADERSHIP
Class date: 11/28 - 9:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Category and/or Theme: Elective/Systems Thinking
Length of class: 2 hours
Framed with the five strategies of inquiry, illumination, inclusion, inspiration, and integrity, learn what appreciative inquiry scholars suggest could transform your leadership identity. Based on research developed around the appreciative inquiry mindset, this approach to leadership focuses on the relational practice of collaboration across the system. Prerequisites: You must have completed Applying Appreciative Inquiry in the Workplace or Embracing Appreciative Inquiry and Mindset for Supervisors to take this class.

CRITICAL THINKING
Class date: 10/30 - 9:00 am to 12:00 pm
Instructors: Gail Gumminger & Marsha Benedetti
Category and/or Theme: Elective/Systems Thinking
Length of class: 3 hours
How often do you think about how you think? For most people the answer is “not very often.” Yet every day, we each make decisions, generate ideas, draw conclusions, and evaluate other people’s opinions and so on. In this class, you can examine your thinking process, understand the impact of your decisions and ensure alignment with organizational goals.

DEALING WITH DIFFICULT PEOPLE
Class date: 10/25 – 1:00 pm to 4:00 pm
Instructor: Marsha Benedetti
Category and/or Theme: Elective/Interpersonal Skills
Length of class: 3 hours
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.

LOVE IT OR HATE IT: THE INEVITABILITY OF CHANGE
Class dates: 12/3 – 9:00 am to 12:00 pm
Instructor: Dr. Therese Lask
Category and/or Theme: Elective/Systems Thinking
Length of class: 3 hours
Do you embrace or dread change? In all of our roles at work and in life, change is constant. This workshop will explore the variables of change from a personal and organizational perspective and provide a process to apply for a successful change.

PROFESSIONAL PATHWAYS (All Day Workshop)
Class date: 11/2 - 8:30 am to 4:30 pm
Instructor: Dr. Therese Lask
Category and/or Theme: Elective/Team Effectiveness
Length of class: 8 hours
Are you exploring your professional path? This class will provide a framework for participants to discover and plan for their next career move. Based in the foundation of Hope Theory, you will explore the values and strengths important to you in your next job.

SITUATIONAL LEADERSHIP
Class date: 12/12 - 9:00 am to 12:00 pm
Instructor: Marsha Benedetti
Category and/or Theme: Elective/Team Effectiveness
Length of class: 3 hours
Situational Leadership is a practical leadership model for developing people. The class will introduce the concept of four leadership styles. Learners will begin to identify how to match their leadership style to the development level of the people they supervise. The goal is to meet people where they are and to give them the direction and support they need when they need it.

THE ELEMENT OF GRIT
Class date: 11/9 – 9:00 am to 11:00 am
Instructor: Dr. Therese Lask
Category and/or Theme: Elective/Self Discovery
Length of class: 2 hours
Grit can be defined as the ability to act on your professional passion while building your perseverance.
This class will explore both, providing exercises to identify your professional passion and strategies for perseverance.

WORKING IN A MULTI-GENERATIONAL WORKFORCE:

**Class date:** 10/22 - 9:00 am to 11:00 am  
**Length of class:** 2 hours  
**Instructor:** Dr. Therese Lask  
**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 each fall, spring and summer semester.

MINDSET FOR SUPERVISORS

**Class dates:** 10/25, 11/14, 12/5 - 8:30 am to 12:30 pm  
OR 10/31, 11/6 – 12:30 pm to 4:30 pm  
**Length of class:** 4 hours  
**Category and/or Theme:** Foundation
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 - DIVERSITY AND INCLUSION AT CSU
Class dates: 10/30, 12/3, 12/5 – 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
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 - UNCOVERING BIAS
Class dates: 11/13, 11/15, 12/11 – 9:00 am to 11:30 am OR 10/22, 10/24 – 1:00 pm to 3:30 pm
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: 10/24, 12/6 – 8:00 am to 12:00 pm OR 10/24, 11/14, 12/6 – 1:00 pm to 5:00 pm (choose one)
Length of class: 4 hours Category and/or Theme: Foundation
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: 11/7 – 9:00 am to 11:00 am 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.

CREATING INCLUSIVE CONVERSATIONS
Class dates: 11/5 – 1:00 pm to 3:30 pm OR 11/27 – 9:00 am to 11:30 am Length of class: 2.5 hours
Instructors: Office of the Vice President for Diversity staff Category and/or Theme: Core/Interpersonal Skills
This session explores the concept of intent vs. impact and how we can unintentionally create a hostile
environment for our colleagues, students, and employees. We explore common phrases that marginalize campus members and discuss best practices to creating inclusive conversations. Prerequisites: You must have completed Inclusive Excellence Part 1 and Part 2.

EFFECTIVE TEAMS
Class date: 10/18 1:00 pm to 4:00 pm OR 12/3 - 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.

STRENGTHS BASED LEADERSHIP
Class dates: 11/5 - 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. Prerequisite: Must have completed Introduction to Strengths, Mindset for Supervisors, or a customized team strengths training.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE
Class dates: 11/1 - 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: 10/23 – 1:00 pm to 4:00 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.

DESIGNING SIMPLE DRILLS AND EXERCISES
Class date: 10/29 – 8:30 am to 12:30 pm    Length of class: 4 hours
Instructor: Bob Chaffee and Team
CSU policy requires that departments have a Building Plan and exercise that plan at least annually. This class presents a model for participants to build realistic simple drills and exercises to test their current Building Plan and their staff’s ability to fulfill their responsibilities. Participants will discuss the need for exercises, the resources required to run a basic drill or exercise, and how to debrief situations, including real emergencies. Learning will also enable staff to update their skills and their emergency plans. Athletic teams practice, professional musicians practice, and we even hold rehearsals for weddings – we need to practice safety by holding drills and exercises regularly so we are ready to respond when bad things happen.
READINESS RESOURCES

Class date: 11/8 – 8:30 am to 12:30 pm
Length of class: 4 hours

Instructor: Bob Chaffee and Team
This multi-topic session will cover services, expertise, and resources available to proctors and employees in routine or emergency situations. Topics include fire safety and evacuation planning, workplace violence awareness, technology security and safety and preparedness concepts that apply anywhere anytime. These are all issues that may be encountered during a workday in today’s world!

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:

11/8  8:30 am – 11:30 am  12/5  1:00 pm – 4:00 pm

Instructors: Marsha Benedetti, Dr. Therese Lask or Dr. Michele Newhard  Length of class: 3 hours

REGISTRATION AND CONTACT INFORMATION

Online Registration: Please refer to the My Learning Users Guide for registration instruction available at www.mylearning.colostate.edu
For Registration Assistance: Please email MyLearning@colostate.edu

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