Late Fall 2019 Schedule

Training and Organizational Development is now Talent Development.

The goal of Talent Development is to inspire learning and innovation — creating an engaged community. We accomplish this by providing innovative solutions including the design and delivery of high-quality initiatives that foster learning and growth while engaging individual employees and teams in support of CSU’s Principles of Community and land grant mission.

This catalog will provide you with information about Talent Development’s late fall trainings. This schedule includes trainings that will be held between October 21 and December 13. The early spring trainings will be available to register for after November 18.

CSU employees will register for trainings on My Learning at Colorado State. My Learning is CSU’s software application to administer, document, and track educational trainings and programs. To register for trainings go to www.mylearning.colostate.edu

Most trainings will be conducted face to face. The majority of our trainings are held at the University House on Remington, 1504 Remington Street (location and parking information is available on our website at www.training.colostate.edu but please always check the location as it may vary. The registration confirmation emails from My Learning will include an .ics calendar attachment with date, time, and location information to add to your Outlook calendar.

Trainings offered to our distance learners who are off-campus employees unable to travel to Fort Collins are included in the separate Live Online Classes catalog.

PROFESSIONAL DEVELOPMENT CLASSES/ELECTIVE TRAININGS (listed in alphabetical ORDER)

APPRECIATIVE COACHING
Class date: 10/21 – 1:00 pm to 4:00 am
Length of class: 3 hours
Instructor: Dr. Michele Newhard
SDP Category and/or Theme: Elective/Interpersonal Skills
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: Must have completed Mindset for Supervisors or Introduction to Strengths or a team Strengths workshop, and Embracing Appreciative Inquiry or Applying Appreciative Inquiry Concepts in the Workplace, and Coaching Basics for the Workplace.

CRUCIAL CONVERSATIONS ONLINE PROGRAM
Time commitment to complete: Access is for 90 days; plan to commit 2-3 hours/week for 4 weeks.
SDP Category and/or Theme: Elective/Interpersonal Skills
Crucial Conversations Online is a self-paced 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. You can search for the Crucial Conversations Online Program in the Learning Library. To learn more about Programs in My Learning visit the My Learning website.

*To cover the cost of training access, a fee of $226.00 is required prior to the start of training. More information on payment by Internal Order in Kuali is provided upon registration.

**This class is also offered each semester as an instructor led course for the same fee. Please watch for dates in spring 2020.

**EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS**

**Class dates:** 11/6 – 2:00 pm to 4:00 pm or 11/8 – 9:00 am to 11:00 am  
**Length of class:** 2 hours

**Instructor:** Marsha Benedetti  
**SDP 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 we imagined. This class looks at four vital skills that with practice can lead to dialogue that is more constructive. The class will also provide tips to have better conversations even when you may feel like you are at odds with the other party. This is an interactive session.

**HOPE IN THE WORKPLACE**

**Class dates:** 12/10 or 12/11 – 9:00 am to 11:00 am  
**Length of class:** 2 hours

**Instructor:** Dr. Therese Lask  
**SDP 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 training 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.

**ORGANIZATIONAL GRIT**

**Class date:** 11/5 – 9:00 am to 11:00 am  
**Length of class:** 2 hours

**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Elective/Interpersonal Skills

*NEW*

Does your team have Grit? Do they possess a passion and perseverance necessary to achieve excellence? This workshop will focus on assessing your team’s level of Grit and how to build a commitment to passion and perseverance. Participants will learn the elements key to enhancing team grit. This included how to apply strategies to build commitment to purpose; understanding their role in the big picture; and focusing on constant improvement. You will gain confidence in your ability to increase employee engagement and productivity.

**PERSONAL EFFECTIVENESS & TIME MANAGEMENT**

**Class dates:** 10/24 or 10/30 - 9:00 am to 12:00 pm  
**Length of class:** 3 hours

**Instructor:** Joy Nyenhuis  
**SDP Category and/or Theme:** Elective/Self Discovery

This training 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.

**PROCESS IMPROVEMENT**

**Class date:** 10/23 – 11:00 am to 3:00 pm  
**Length of class:** 4 hours

**Instructor:** Ashley Brand  
**SDP Category and/or Theme:** Elective/Systems Thinking

*NEW*

This workshop introduces the tools and techniques you need to provide higher quality, reduce costs, and get time back in your day-to-day, all while increasing the value to your customers. You will leave with several tools in your tool belt including visual management options, time management techniques, waste identification tools, and process mapping.
PROFESSIONAL PATHWAYS (All Day Workshop)
Class date: 11/12 - 8:30 am to 4:30 pm  
Instructor: Dr. Therese Lask  
Length of class: 8 hours  
SDP Category and/or Theme: Elective/Self Discovery
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.

REST: A NEW VIEW ON WORKPLACE PERFORMANCE
Class date: 11/1 - 9:00 am to 11:00 am  
Instructor: Dr. Michele Newhard  
Length of class: 2 hours  
SDP Category and/or Theme: Elective/Interpersonal Skills
We often dismiss the need for rest. In fact, many of us wear overwork like a badge of honor in this driven, accomplishment-focused society. According to research by Dr. Alex Pang among others, we work more than ever before and yet, productivity and passion has waned. Underestimating its value, rest is now often viewed as a luxury instead of the need that it actually is. Researchers are showing how embracing breaks, rest, and play actually reaps greater work outcomes. Prerequisite: Must have completed Mindset for Supervisors or Introduction to Strengths or a team Strengths workshop to enroll in this training.

STRENGTHS BASED COACHING  
Class date: 11/19 - 9:00 am to 12:00 pm  
Instructor: Dr. Michele Newhard  
Length of class: 3 hours  
SDP Category and/or Theme: Elective/Interpersonal Skills
As we make a concerted effort to lead from a strengths-perspective, it stands to reason that you may use your team members’ strengths to build a more cohesive team, develop their skill sets, and provide an avenue to engagement. This course provides a framework for discussing and leveraging their strengths. Bring your own CliftonStrengths results with you to class and any team strengths results you may already have. Prerequisites: Must have completed Mindset for Supervisors or Introduction to Strengths or a team Strengths workshop, and Coaching Basics to enroll in this training.

TEAM BUILDING
Class dates: 12/2 – 1:00 pm – to 3:00 pm or 12/3 – 9:00 am to 11:00 am  
Instructor: Dr. Michele Newhard  
Length of class: 2 hours  
SDP Category and/or Theme: Elective/Team Effectiveness
Take a deeper dive into activities and discussion that can strengthen your team culture and develop teamwork. Learn to craft a strategy that can unite all members for the common goal. Experiential practice will take place.

THE ELEMENT OF GRIT
Class date: 10/29 – 9:00 am to 11:00 am  
Instructor: Dr. Therese Lask  
Length of class: 2 hours  
SDP Category and/or Theme: Elective/Self Discovery
Grit can be defined as the ability to act on your professional passion while building your perseverance (Duckworth, 2016). This class will explore both, providing exercises to identify your professional passion and strategies for perseverance.

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 Talent
Development. The offices of the Vice President for Diversity, Equal Opportunity and Human Resources contribute to the training 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 (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 classes from the Core category (one from each theme,) and four classes from the Elective category. (Please note: all classes completed in the required training count toward the certification.) This checklist can help you track your progress.

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

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

MINDSET FOR SUPERVISORS
Class dates: 10/23 – 12:30 pm to 4:30 pm or 11/14 - 8:30 am to 12:30 pm (choose one)
Length of class: 4 hours SDP Category and/or Theme: Foundation
Instructors: Marsha Benedetti, Dr. Therese Lask or Dr. Michele Newhard
In this training, 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. NOTE: Mindset for Supervisors is the recommended first training for the Supervisor Development Program (SDP) requirements and SDP Certification.

INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU
Class dates: 10/28 – 1:00 pm to 3:30 pm
Length of class: 2.5 hours SDP 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 training 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: 11/15 – 9:00 am to 11:30 am
Length of class: 2.5 hours SDP 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 training 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: 10/31 or 11/22 – 8:30 am to 12:30 pm or 12/10 – 12:30 pm to 4:30 pm (choose one)
Length of class: 4 hours  SDP 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 Trainings:
If you are interested in the Supervisor Development Program Certification, participants select one training 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 Talent Development at (970) 491-1376.

BUILDING A VISION FRAMEWORK
Class date: 10/22 or 10/24 – 9:00 am to 11:00 am  Length of class: 2 hours
Instructor: Dr. Therese Lask  SDP 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: 12/5 – 9:00 am to 11:30 am  Length of class: 2.5 hours
Instructor: Office of the Vice President for Diversity  SDP 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 for creating inclusive conversations. Prerequisites: You must have completed Inclusive Excellence Part 1 and Part 2.

STRENGTHS BASED LEADERSHIP
Class dates: 12/3 – 1:00 pm to 3:00 pm or 12/4 – 9:00 am to 11:00 am  Length of class: 2 hours
Instructor: Dr. Therese Lask  SDP 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 CliftonStrengths 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 Mindset for Supervisors or Introduction to Strengths or a team Strengths workshop to enroll in this training.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE
Class dates: 11/5 – 1:00 pm to 4:00 pm or 11/6 – 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Dr. Michele Newhard  SDP 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: Must have completed Mindset for Supervisors or Introduction to Strengths or a team Strengths workshop to enroll in this training.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP
Class dates: 10/23 – 8:30 am to 11:30 am or 10/31 – 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Marsha Benedetti  SDP Category and/or Theme: Core/Self Discovery
Emotional intelligence is the “something” in each of us that is a bit intangible. It affects how we manage behavior, navigate social complexities, and make personal decisions that achieve positive results. Come explore the role and importance of emotional intelligence in leadership.
EMERGENCY READINESS CLASSES

All employees are encouraged to attend readiness trainings, 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 trainings are recommended for all employees who may be impacted by an emergency at work or at home.

DESIGNING SIMPLE DRILLS AND EXERCISES
Class date: 9/27 – 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.

INTRODUCTION TO THE BUILDING PROCTOR’S ROLE
Class date: 10/11 – 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 Talent Development, CSUPD and Facilities.

READY COLORADO STATE
Class date: 11/7 – 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 training will focus on department and building plans and preparation ranging 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 review a learning guide and will take part in several practical activities to assist in learning readiness concepts.

READINESS RESOURCES
Class date: 12/13 – 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:  
10/21  8:30 am – 11:30 am  11/14  1:00 pm – 4:00 pm  12/10  8:30 am – 11:30 am

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 Registration Guide for registration instructions available at www.mylearning.colostate.edu  
For Registration Assistance: Please email MyLearning@colostate.edu

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