Early Spring 2020 Schedule

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 early spring trainings. This schedule includes trainings that will be held between January 21 and March 13. The late spring trainings will be available to register for after February 10.

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 a 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 CONVERSATIONS AND QUESTIONS

Class date: 2/18 – 9:00 am to 11:00 am  
Length of class: 2 hours
Instructor: Dr. Michele Newhard  
SDP Category and/or Theme: Elective/Interpersonal Skills
Have you noticed how some conversations can sometimes take a drastic, negative turn before we even realize what’s happening? Fortunately, the researchers and practitioners of appreciative inquiry have generated strategies for ensuring that you are prepared with a different, more effective approach to communicating. Bring examples of depreciative conversations that you wish you could flip.
Prerequisites: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop and Embracing Appreciative Inquiry.

APPRECIATIVE LEADERSHIP

Class date: 1/30 - 1:00 pm to 3:00 pm  
Length of class: 2 hours
Instructor: Dr. Michele Newhard  
SDP Category and/or Theme: Elective/Systems Thinking
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: Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training and Applying Appreciative Inquiry in the Workplace or Embracing Appreciative Inquiry to enroll in this training.

BUILDING A STRENGTHS BASED CULTURE RETREAT (All Day Workshop) *NEW*
Class date: 2/28 – 9:00 am to 4:00 pm  Length of class: 7 hours
Instructor: Dr. Therese Lask  SDP Category and/or Theme: Elective/Systems Thinking
After investing time learning about individual and team strengths, how do you continue the momentum towards building a strength-based culture? This workshop will provide a deep dive into strengths-based strategies from an individual and team focus. Topics will focus on strengths-based coaching, goal setting, and determining your team's opportunities for the future. Participants are encouraged to attend in teams (up to four from a team/office/department) in order to benefit the most from this retreat. Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.

CRITICAL THINKING
Class date: 3/11 - 9:00 am to 12:00 pm  Length of class: 3 hours
Instructors: Gail Gumminger & Marsha Benedetti  SDP Category and/or Theme: Elective/Systems Thinking
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.

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.

HAPPINESS AT WORK AND WHY WE SHOULD CARE
Class date: 3/5 – 9:00 am to 11:00 am  Length of class: 2 hours
Instructor: Dr. Michele Newhard  SDP Category and/or Theme: Elective/Team Effectiveness
Research around positive emotions, specifically happiness levels in the workplace indicates that in today’s society, we would be well served to consider the impact of staff happiness levels. We will explore how to affect personal happiness levels.

INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP
Class date: 2/11 – 9:00 am to 11:00 am  Length of class: 2 hours
Instructor: Dr. Therese Lask  SDP Category and/or Theme: Elective/Self Discovery
Integrity is frequently cited as a quality of great leaders. What is integrity? What are the qualities critical to possessing integrity? This training will explore the qualities linked to integrity, providing the opportunity for participants to identify opportunities to build and grow.
INTRODUCTION TO STRENGTHS
Class date: 2/5 – 9:00 am to 11:00 am
Instructor: Dr. Therese Lask
Length of class: 2 hours
SDP Category and/or Theme: Elective/Self Discovery

Based on decades of research conducted by the Gallup Organization, a strengths-based focus can enhance an individual’s ability to deliver optimal performance. This training will use the results of the CliftonStrengths assessment to teach the three components of strengths development. Pre-work required, please see Learner Notes upon registration. NOTE: If you have taken Mindset for Supervisors or a customized team Strengths training, this training is not recommended because content will be very similar.

PERSONAL EFFECTIVENESS & TIME MANAGEMENT
Class dates: 2/26 - 9:00 am to 12:00 pm
Instructor: Joy Nyenhuis
Length of class: 3 hours
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.

PROJECT MANAGEMENT
Class date: 2/23 – 9:00 am to 12:00 pm
Instructor: Dave Hoffman
Length of class: 3 hours
SDP Category and/or Theme: Elective/Systems Thinking

What make a project successful? This basic project management class will walk you through the project initiating, planning, executing, monitoring and controlling, and closing processes. Bringing your own project to use, you will leave with a basic project charter, outline a project plan and learn what skills you need to manage, report, and communicate project changes and status. We will also take a look at other skills you will want to explore to become a successful project manager.

SITUATIONAL LEADERSHIP
Class date: 2/25 - 9:00 am to 11:00 am
Instructor: Marsha Benedetti
Length of class: 2 hours
SDP Category and/or Theme: Elective/Team Effectiveness

Situational Leadership is a practical leadership model for developing people. The training 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.

STRENGTHS BASED COMMUNICATION
Class date: 3/3 – 1:00 pm to 3:00 pm
Instructor: Dr. Therese Lask
Length of class: 2 hours
SDP Category and/or Theme: Elective/Interpersonal Skills

How does our style of communication link to the themes identified by the CliftonStrengths assessment? Through identifying your Domains of Leadership, participants will explore and learn four styles of communication that reflect your domains. This workshop will examine patterns for each style of communication and utilize scenarios for deeper understanding. Build your understanding of effective communication based on various styles, and gain confidence in your ability to effectively communicate with colleagues. Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.

THE ESSENTIAL ELEMENTS OF YOUR WELLBEING
Class date: 2/19 – 9:00 am to 11:00 am
Instructor: Dr. Therese Lask
Length of class: 2 hours
SDP Category and/or Theme: Elective/Self Discovery

Are you living your best life? Through examining the five essential elements of wellbeing, (career, social, physical, financial, and community) participants will explore opportunities to improve the quality of their lives.
In addition to exploring these five elements, participants will generate a list of opportunities to enhance the various elements of their wellbeing.

**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/](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 trainings in the Foundation category and an additional two trainings 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.

Enroll in these two available Programs, then confirm your completion of the requirements by submitting the documentation form and also requesting approval through the Program's Checkpoint in My Learning to document your completion of the Supervisor Development Program and/or optional Certification.

**SUPERVISOR DEVELOPMENT PROGRAM, UNIVERSITY REQUIREMENT PROGRAM**

Through completion of this Program, you will gain a My Learning completion and have access to a My Learning certificate for CSU’s required SDP training, which equals four Foundation trainings plus two Core or Elective trainings. If you are interested in pursuing the full Supervisor Development Program Certification, you may enroll in the My Learning Program of that title as well.

**SUPERVISOR DEVELOPMENT PROGRAM, CERTIFICATION PROGRAM**

This new Program gives you access to a My Learning completion and a University issued certificate for CSU’s Supervisor Development Certification. Work toward this certification by participating in four Foundation trainings plus four Core trainings – one in each Professional Development theme – and four Elective trainings in any of the themes.

**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: 2/12 or 3/10 - 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: 1/9 - 9:00 am to 12:00 pm with online participants in CSU's Mosaic Room or 2/5 – 9:00 am to 1:30 pm or 3/2 – 1:00 pm to 3:30 pm  (choose one)
Length of class: 2.5 or 3 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: 1/10 - 9:00 am to 12:00 pm with online participants in CSU’s Mosaic Room or 2/14 or 3/13 – 1:00 pm to 3:30 pm (choose one)
Length of class: 2.5 or 3 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: 2/20 or 3/12 – 8:30 am to 12:30 pm or 1/21 – 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.

EFFECTIVE TEAMS
Class dates: 3/4 - 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Dr. Michele Newhard  SDP Category and/or Theme: Core/Team Effectiveness
Effective teams are the cornerstone of organizational success. Building 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. Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.

EMBRACING APPRECIATIVE INQUIRY
Class dates: 1/28 – 9:00 am to 12:00 pm  Length of class:  3 hours
Instructor: Dr. Michele Newhard  SDP 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. Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE
Class dates: 2/6 – 1:00 – 4:00 pm  Length of class:  3 hours
Instructor: Marsha Benedetti  SDP Category and/or Theme: Core/Interpersonal Skills
It is essential to understand the power of feedback, especially in the role of a supervisor. This training 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 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: 4/24 – 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: 3/27 – 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: 4/3 – 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:** 4/24 – 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:**

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**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

**Contact Information:**

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