Late 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 late spring trainings. This schedule includes trainings that will be held between March 23 and May 8. The summer trainings will be available to register for after April 21.

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 Trainings catalog.

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

APPLYING APPRECIATIVE INQUIRY IN THE WORKPLACE

Class date: 4/1 - 9:00 am to 12:00 pm
Instructor: Dr. Michele Newhard
Length of class: 3 hours
SDP Category and/or Theme: Elective/Systems Thinking

This course introduces the transformational concept of Appreciative Inquiry (AI) through its five-stage model of change. Language is critical in the workplace, so we must be intentional about the energy our language choice adds to the conversation. Appreciative inquiry is a way to focus on what we want more of instead of the problems that may hamper our momentum. Prerequisites: Must have completed Mindset for Supervisors or Introduction to Strengths or a customized Team Strengths training AND Embracing Appreciative Inquiry to enroll in this training.
BUILDING YOUR PROFESSIONAL RESILIENCE
Class date: 4/9 – 9:00 am to 12:00 pm  
Instructor: Dr. Therese Lask  
Length of class: 3 hours  
SDP Category and/or Theme: Elective/Systems Thinking  
How do we navigate difficult times at work? Resilience - the ability to persevere and adapt when things go awry - is a skill you can enhance in order to navigate not only your professional, but personal challenges. This training will help you gain confidence in your ability to handle challenges at work.

CELEBRATE WHAT’S RIGHT
Class date: 4/22 - 9:00 am to 11:00 am  
Instructor: Dr. Michele Newhard  
Length of class: 2 hours  
SDP Category and/or Theme: Elective/Systems Thinking  
If you have ever lovingly held onto old National Geographic editions, this course may speak to you! We will view and discuss the dynamic and uplifting film for which this course is named. The film, created by DeWitt Jones, long time National Geographic photographer, challenges the viewer to refocus the lens through which life is observed. His powerful message shared with visually stunning photography resonates for millions who have seen the film since its debut in 2001.

CRUCIAL CONVERSATIONS ONLINE PROGRAM
Time commitment to complete: 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 as an instructor led course for the same fee. Please watch for dates in summer 2020.

EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS
Class dates: 3/24 – 9:00 am to 11:00 am  
Instructor: Marsha Benedetti  
Location: Bob Davis Hall of Fame, Moby Arena  
Length of class: 2 hours  
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.

INNOVATION: EXPLORING YOUR CREATIVE MINDSET
Class date: 3/24 - 2:00 pm to 4:00 pm  
Instructor: Dr. Michele Newhard  
Length of class: 2 hours  
SDP Category and/or Theme: Elective/Self Discovery  
According to some scholars, creativity has been emerging as the new differentiator in the workplace (Florida, 2014). We will discuss why creativity is so crucial. This course challenges you to think differently about being creative. We will explore the different types of creative expressions and help to personalize this for each participant.

INTRODUCTION TO SOAR
Class date: 5/6 - 9:00 am to 11:00 am  
*NEW*  
Length of class: 2 hours
**Instructor:** Dr. Michele Newhard  
**SDP Category and/or Theme:** Elective/Systems Thinking

Are you looking for an energizing alternative to the traditional and deficit-based model SWOT? The SOAR Model, developed by appreciative inquiry experts Dr. Jackie Stavros and Gina Hinrichs, can be an infusion of positive energy for a depleted team hoping to build their future around a shared vision. Using SOAR for strategic planning is a chance to explore strengths, opportunities, aspirations, and results. In this class, we will experience how easy it can be to apply this model. **Prerequisite:** Embracing Appreciative Inquiry or Applying Appreciative Inquiry in the Workplace.

**SERVANT LEADERSHIP: FOCUSING ON THE RELATIONSHIPS AND NEEDS OF OTHERS**  
*NEW*

**Class date:** 4/21 – 9:00 am to 12:00 pm  
**Length of class:** 3 hours

**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Elective/Team Effectiveness

The philosophy of servant leadership is to focus on the development and success of people. The leader's role is to provide a vision for the future of the team, then help individuals with what they need to achieve the vision. Many organizations have adapted this style of leadership and have experienced great success due to investing in people. Participants will learn the qualities of an effective servant leader, the process for how to create a vision that will resonate with members of your team, and how to evaluate your team to determine a strategy to engage them in the vision.

**THE ART OF FACILITATION**

Four-part training, all dates are required: 3/24, 3/26, 3/31, and 4/2 – 8:30 am to 12:30 pm  
**Length of class:** 16 hours

**Instructor:** Barb Kistler  
**SDP Category and/or Theme:** Elective/Team Effectiveness

If you have been interested in developing and/or strengthening your facilitation skills, this class is for you. This is a highly interactive, 16-hour, deep dive into the nuances of facilitating groups in service to their mission. The following topics will be covered in depth: contracting, common facilitation process tools and when/how to use them effectively, working with resistance, using interventions to assist teams in getting “unstuck”, and helping teams work through tension and outright conflicts. If you have previously taken Masterful Training and Facilitation this training is not recommended as the content will be very similar.

**TRUST: THE ESSENTIAL ELEMENT**

**Class date:** 4/14 – 9:00 am to 11:00 am  
**Length of class:** 2 hours

**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Elective/Team Effectiveness

Research has clearly shown that 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? Discover the foundational concepts critical for the building of trust, explore the various benefits from working in an environment built on trust, and learn various strategies you can use to increase trust in your work environment.

**SUPERVISOR DEVELOPMENT PROGRAM CLASSES**

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 ensure a positive environment among all employees, the Supervisor Development Program (SDP) is a requirement for all faculty and staff who supervise non-student employees. 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.

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
Required training for all supervisors, to be completed in a three-year time span. The required training includes all four trainings in the Foundation category and an additional two trainings from either the Core or Elective categories. 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. 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
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. This Program gives you access to a My Learning completion and a University issued certificate for CSU’s Supervisor Development Program Certification.

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: 4/8 - 8:30 am to 12:30 pm Length of class: 4 hours
SDP Category and/or Theme: Foundation
Instructor: Marsha Benedetti
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: 3/24 – 1:00 pm to 3:30 pm or 4/13 – 9:00 am to 11:30 am (choose one)
Length of class: 2.5 hours SDP Category and/or Theme: Foundation
Instructors: Office of the Vice President for Diversity staff Location: Lory Student Center
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: 3/30 or 4/29 – 9:00 am to 11:30 am (choose one)
Length of class: 2.5 hours  SDP Category and/or Theme: Foundation
Instructors: Office of the Vice President for Diversity staff  Location: Lory Student Center
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: 3/26 or 4/23 – 8:30 am to 12:30 pm or 4/10 – 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
Location: Lory Student Center
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.

CREATING INCLUSIVE CONVERSATIONS

Class date: 4/7 – 1:00 pm to 3:30 pm  Length of class: 2.5 hours
Instructor: Office of the Vice President for Diversity  SDP Category and/or Theme: Core/Interpersonal Skills
Location: Lory Student Center
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 date: 3/25 - 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 customized Team Strengths training to enroll in this training.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP

Class date: 4/15 - 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: 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: 4/10 – 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. It is recommended you attend orientation within your first two months of employment at CSU.

**Class dates:**
2/25 8:30 am – 11:30 am  3/25 1:00 pm – 4:00 pm  4/23 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 under Employee Access and Resources at www.mylearning.colostate.edu

**For Registration Assistance:** Please email MyLearning@colostate.edu

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