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

Because of the current restrictions and social distancing guidelines for the COVID-19 pandemic response, Talent Development will continue to provide our sessions as live online trainings through the fall semester. To register for a specific session, go to the My Learning Website or log-in directly, and then click the linked title. A few days before each session, you will receive an email with detailed instructions on how to access the training through the Zoom Platform.

Facebook. Join us on Facebook by requesting membership to our private group: Colorado State University Talent Development. The CSU TD Facebook is another avenue for virtual connection and micro-learning for our staff and faculty. We will post research-based content that correlates to our curricula. We have periodic questions planned that will provide reflection, engagement, or respite and generate uplifting conversations.

Trending Resources. The Talent Development staff has compiled a list of helpful articles, books, and videos. We are excited to share these with you and will continue to add new resources to reinforce our classes and address our current work environment. We are currently highlighting resources for working remotely.

SPOTLIGHT CLASSES (in alphabetical order)

Spotlight Learning. Spotlight Learning are shorter (usually one hour) and focus on a relevant topic. You need to attend two Spotlight Learnings to receive one Elective credit for the Supervisor Development Program Certification. Please use this form to document your completion of two Spotlight Learning sessions and request credit.

ADAPTABILITY FATIGUE

**Class date:** 9/24 – 10:00 am to 11:00 am

**Instructor:** Dr. Michele Newhard

**Length of class:** 1 hour

**Spotlight Learning**

Have you been feeling unusually tired or inconsistently wavering lately? With so much uncertainty inundating us courtesy of the COVID-19 pandemic, it is no wonder. We will explore this very normal reaction to the unprecedented circumstances as well as some suggested strategies for guarding yourself against burning out.
BUILDING HOPE IN TIMES OF UNCERTAINTY

Class date: 9/16 – 1:00 pm to 2:00 pm
Instructor: Dr. Therese Lask
Length of class: 1 hour
Spotlight Learning

What will our new normal be? This webinar will use the foundation of Hope Theory to empower our exploration of the future. Participants will be exploring the three components of hope to determine their future path. You will be exploring your goals, building a challenging goal where the steps to achieving the goal are meaningful and motivating, exploring your way power, examining possible steps to move your goal forward along with building a contingency plan; exploring your will power, discovering the motivation and commitment to pursue your goal.

FINDING JOY

Class date: 9/30 – 10:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Length of class: 1 hour
Spotlight Learning

*NEW*

For some, finding joy can be elusive in the best of times. What is joy and is it different from happiness? In this session, after exploring “joy” in the literature, we will look at possibilities to reframe what it takes to be joyful. Reflection will be used to help participants customize this content to their own situations.

FOCUS ON WELLBEING

Class date: 10/1 – 1:00 pm to 2:00 pm
Instructor: Dr. Therese Lask
Length of class: 1 hour
Spotlight Learning

Due to significant changes in the way we all live our lives, how can we maintain a sense of wellbeing? Researcher and author Martin Seligman designed the PERMA model as a strategy to explore wellbeing. PERMA stands for Positive Emotion, Engagement, Relationships, Meaning, and Accomplishments. This webinar will explore the following: understanding the five elements of the PERMA model, building strategies based on each of these five elements, and gaining confidence on your ability to enhance key elements of your life.

LEVERAGING STRENGTHS TOWARD REMOTE WORKING

Class date: 9/10 – 10:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Length of class: 1 hour
Spotlight Learning

Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training, or have your Gallup CliftonStrengths results to enroll in this training.

The COVID-19 pandemic has presented us with a new normal for the time-being. A number of us are called upon to continue our work from a new workplace, the home. While this can be difficult and even nerve-wracking, we cannot forget what makes us uniquely good at our jobs, our inherent talents. Let’s take a brief look at how you could point your primary domain and strengths at the circumstances we are facing now with these remote workplaces.

E-LEARNING COURSES AVAILABLE IN MY LEARNING (in alphabetical order)

The recordings of our previously offered Spotlight Learning sessions have been made available to you in My Learning as self-paced e-Learning Courses. In the Learning Library filter by Course and the TD tag to view the available Courses. We will continue to add recordings of our Spotlight sessions in this way so if you cannot attend a live session, search for it in My Learning about seven business days after the live session. Please note, we do not provide recordings of our longer classes.

Titles currently available include:
A Time of Change with Dr. Therese Lask
Adaptability Fatigue with Dr. Michele Newhard
Building Hope Through Times of Uncertainty with Dr. Therese Lask
Building Resilience During Difficult Times with Dr. Therese Lask
Emergency Readiness and COVID-19 with Bob Chaffee
ELEARNING TRAININGS OFFERED BY VITALSMARTS

Talent Development has three eLearning offerings provided by a third-party vendor, VitalSmarts. Registration is through My Learning. The training is completed on the VitalSmarts training platform. Upon completion of the eLearning, you can complete a Checkpoint in My Learning and have the Program show up in your list of completions. To learn more about Programs in My Learning, visit the My Learning website. These trainings do have a cost associated with them that can be paid by CSU departments with a University issued PCard.

CRUCIAL CONVERSATIONS - ONLINE PROGRAM

Time commitment to complete: 10-12 hours, plan to commit 2-3 hours/week for 4 weeks  
SDP Category and/or Theme: Elective/Interpersonal Skills  
Cost: $226.00 per person

The Crucial Conversations course is designed to reach the learner with bite-sized communication learning modules, social learning and reinforcement, and ease of access. This self-paced course teaches skills for communicating when opinions vary, and emotions run strong. Participants will learn dialogue skills to reach alignment and agreement on essential matters. These skills turn in to behaviors that improve decision making, commitment to action, and relationships.

GETTING THINGS DONE - ONLINE PROGRAM  
*NEW*

Time commitment to complete: 5-7 hours with access to GTD Coach, a five-week email program  
SDP Category and/or Theme: Elective/Systems Thinking  
Cost: $175.00 per person

This self-paced course teaches participants how to manage workflow so they can focus on the right priorities, execute projects more effectively, and avoid burnout and stress. Participants learn skills to handle the constant stream of requests, duties, and interruptions people face at all levels of the organization. GTD skills enable participants to apply their expertise better and enhance productivity.

THE POWER OF HABIT - ONLINE PROGRAM  
*NEW*

Time commitment to complete: 8-10 hours  
SDP Category and/or Theme: Elective/Systems Thinking  
Cost: $175.00 per person

Small, daily habits are unparalleled predictors of long-term outcomes. What we do today determines what we achieve tomorrow. Yet people often find themselves at the mercy of habit, stuck in routines that yield unwanted results. What might they accomplish if instead, they were the master of their habits? Based on the New York Times bestseller by Charles Duhigg, The Power of Habit™ course teaches skills to identify and create the habits needed for success. The course draws on the science of habit formation to help learners recognize when they need to change, what behaviors they ought to change, and how to make desired behaviors stick.
UNIVERSITY EMPLOYEE ORIENTATION

Class date: 9/16 – 10:00 am to 12:00 pm or 10/7 – 1:00 pm to 3:00 pm  
Length of class: 2 hours  
Instructor: Marsha Benedetti  
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.

PROFESSIONAL DEVELOPMENT CLASSES (in alphabetical order)

BUILDING A VISION FRAMEWORK

Class date: 9/10 – 1:00 pm to 3:30 pm  
Length of class: 2.5 hours  
Instructor: Dr. Therese Lask  
SDP Category and/or Theme: Elective/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.

EMPATHY

Class date: 10/14 – 1:00 pm to 330 pm  
Length of class: 2.5 hours  
Instructor: Dr. Therese Lask  
SDP Category and/or Theme: Elective/Interpersonal Skills  
*NEW*  
Empathy can be defined as the ability to understand what another person is experiencing from their frame of reference. Faced with the issues we are experiencing today, being able to actively express empathy is an important skill to develop. Participants in this session will learn the tools to express and connect with others through empathy, discover effective approaches to help individuals feel supported through challenging times, and gain confidence in your ability to discuss difficult topics through the lens of empathy.

INTRODUCTION TO SOAR

Class date: 9/22 - 10:00 am to 12:00 pm  
Length of class: 2 hours  
Instructor: Dr. Michele Newhard  
SDP Category and/or Theme: Elective/Systems Thinking  
*NEW*  
Prerequisite: Embracing Appreciative Inquiry or Applying Appreciative Inquiry in the Workplace.  
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.

SITUATIONAL LEADERSHIP

Class date: 9/29 – 9:00 am to 11:30 am  
Length of class: 2.5 hours  
Instructor: Marsha Benedetti  
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.
THE ELEMENT OF GRIT

Class date: 9/8 – 1:00 pm to 3:30 pm
Instructor: Dr. Therese Lask

Length of class: 2.5 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. Learning Objectives: Learn how the variable of grit helps individuals build toward excellence in their work, discover your level of grit, and learn strategies to continually move forward by utilizing concepts linked to grit.

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.

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.

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.

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 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. This is comprised of 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 (Two-Part Workshop)
Two-part training, both dates are required: 9/1 & 9/3 or 10/13 & 10/15 – 9:00 am to 11:30 am (choose one)
Length of class: 2.5 hours each, 5 hours total SDP Category and/or Theme: Foundation
Instructors: 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. 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: 9/8 or 10/1 - 9:00 am to 12:00 pm (choose one)
Length of class: 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: 9/15 or 10/6 - 9:00 am to 12:00 pm (choose one)
Length of class: 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 (Two-Part Workshop)
Two-part training, both dates are required: 9/21 & 9/23 – 1:00 pm to 3:30 pm or 10/6 & 10/8 – 9:00 am to 11:30 am (choose one)
Length of class: 2.5 hours each, 5 hours total 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 or call The Office of Talent Development at (970) 491-1376.
EMBRACING APPRECIATIVE INQUIRY
Class date: 9/15 – 1:00 pm to 4:00 pm
Instructor: Dr. Michele Newhard
Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.
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.

INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP
Class date: 9/28 – 1:00 pm to 3:30 pm
Instructor: Dr. Therese Lask
Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop to enroll in this training.
Integrity is frequently cited as a quality of great leaders. What is integrity? What are the qualities critical to possessing integrity? This class will explore the qualities linked to integrity, providing the opportunity for participants to identify opportunities to build and grow. You will learn the qualities linked to the variable of integrity, explore opportunities to enhance your integrity through exercises designed to help you explore your character as a leader, and gain confidence in your ability to evaluate and enrich qualities linked to integrity.

STRENGTHS BASED LEADERSHIP
Class date: 8/27 – 9:00 am to 11:30 am
Instructor: Dr. Therese Lask
Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop to enroll in this training.
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.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE
Class date: 9/9 – 9:00 am to 11:30 am
Instructor: Marsha Benedetti
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.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP
Class date: 9/2 – 1:00 pm to 3:30 pm
Instructor: Marsha Benedetti
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.

TRUST: THE ESSENTIAL ELEMENT
Class date: 9/17 – 9:00 am to 11:30 am
Instructor: Dr. Therese Lask
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?
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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