

### ***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 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 class selections.

For those interested in receiving a certification, additional training is available that allows participants to select classes and experiences that best fit their unique needs as a supervisor. Programs are available in My Learning to reflect your progress towards and completion of both the required trainings and Certification.

**Required training:** Supervisors must complete all four classes in the Foundation category and an additional two classes from either the Core or Elective categories. Supervisors should complete these within three years.

**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.

#### **Foundation Classes:**

Participants take all four classes as part of the required training and towards the certification. Total time commitment is 13-16 hours. All Foundation classes are offered fall, spring and summer semesters.

- Mindset for Supervisors (4-hour class, 5 hours online)
- Rules of the Road (HR & OEO) (4-hour class, 5 hours online)
- Inclusive Excellence Part 1 – Defining Diversity and Inclusion (VPD) (2.5-hour class, 3 hours online)
- Inclusive Excellence Part 2 – Uncovering Bias (VPD) (2.5-hour class, 3 hours online)

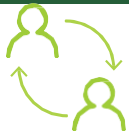
#### **Core Classes:**

For the certification, participants select one class from each theme for a total of four, based on professional goals and areas of interest. Core classes cannot be substituted. As of May 2020, some Core class options have changed. Additional Core classes may be added in the future.



#### **Self-Discovery**

- Strengths Based Leadership
- The Role of Emotional Intelligence in Leadership



## Interpersonal Skills

Creating Inclusive Conversations (VPD) *done before May 2020*

Integrity: Building the Character of Great Leadership *done after May 2020*

The Power of Feedback: Constructive and Positive



## Team Effectiveness

Building a Vision Framework *done before May 2020*

Trust: The Essential Element *done after May 2020*

Effective Teams



## Systems Thinking

Embracing Appreciative Inquiry

Systems Thinking: Your Role in the Big Picture

### Elective Classes:

For the certification, participants select four classes based on their professional goals and areas of interest. Additional Elective classes may be added in the future.

This category provides the opportunity to request a maximum of two Elective credits for alternative learning experiences. Taking two Spotlight Learning webinars or e-Learnings can count for one Elective credit.



## Self-Discovery

Advanced Strengths Development

Emerging Women Leaders Webinars

Innovation: Exploring Your Creative Mindset

Introduction to Strengths

Mindful Leadership

Personal Effectiveness and Time Management

Rest: A New View on Workplace Performance

The Essential Elements of Your Wellbeing

Emerging Leaders: Envision the Future

Hope in the Workplace

Integrity: Building the Character of Great Leadership *done before May 2020*

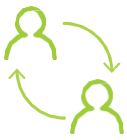
Job Crafting: Creating the Job You Love

Mindful Leadership Advance

Professional Pathways

The Element of Grit

Women's Leadership Series



## Interpersonal Skills

- Advanced Facilitation
- Appreciative Conversations and Questions
- Creating Inclusive Conversation *done after May 2020*
- Dealing with Difficult People
- Empathy
- Start Asking for Feedback
- Strengths Based Communication
- Appreciative Coaching
- Coaching Basics
- Crucial Conversations
- Effective Communication & Conflict Resolution Skills
- Masterful Training and Facilitation
- Strengths Based Coaching
- Subtleties of Communication



## Team Effectiveness

- Building a Vision Framework *done after May 2020*
- Introduction to SOAR
- Servant Leadership: Creating Vision and Serving Others
- Team Building
- Understanding Generation Z
- Happiness at Work and Why We Should Care
- Organizational Grit
- Situational Leadership
- Trust: The Essential Element *done before May 2020*
- Working in a Multigenerational Workforce



## Systems Thinking

- Applying Appreciative Inquiry Concepts in the Workplace
- Building a Strengths Based Culture
- Building Your Professional Resilience
- Choose to Be
- Getting Things Done
- Love It or Hate It: The Inevitability of Change
- Process Improvement
- The Power of Habit
- Appreciative Leadership
- Building a Strengths Based Culture Retreat
- Celebrate What's Right
- Critical Thinking
- Introduction to SOAR
- Rest: A New View on Workplace Performance
- Project Management

Please see more details on our website <http://training.colostate.edu/supervisor/> or call The Office of Talent Development at (970) 491-1376 or email [CSUTraining@colostate.edu](mailto:CSUTraining@colostate.edu).