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 virtual instructor-led 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 sessions are shorter (usually one hour) and focus on a relevant topic. You can attend two Spotlight Learnings to request to receive one Elective credit for the Supervisor Development Program Certification. You may request up to two Elective credits for completing four Spotlights Learning sessions. Please use this form to document your completions and request credit.

MOVING FORWARD WITH EMOTIONAL AGILITY  *NEW*
Class date: 11/30 – 1:00 pm to 2:00 pm  Length of class: 1 hour
Instructor: Marsha Benedetti  Spotlight Learning
It is a time full of uncertainty, anxiety, and sadness, and it is easy to get overwhelmed and feel stuck. Now, more than ever before, we need to explore more about our emotions and their implications. This spotlight will highlight "The Emotional Pyramid of Needs" developed by Dr. Susan David, Harvard Medical School psychologist and well-known author. The session will outline steps, from acceptance to courage, that help you deal with your reality and emotions in a healthy way forward.
THE TOP FIVE BENEFITS OF AN APPRECIATIVE INQUIRY LENS *NEW*

Class date: 11/12 – 10:00 am to 11:00 am  
Length of class: 1 hour
Instructor: Dr. Michele Newhard  
Spotlight Learning

Seeing the world from an asset focus as opposed to a deficit view has been shown to be beneficial in many ways, both in the workplace and beyond. In this session, we will look at those benefits and the research that underpins them. Reflection will be used to help participants apply an appreciative inquiry lens to their lives.

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  
Focus on Wellbeing with Dr. Therese Lask  
Keep Talking: Simple Ways to Increase Team Communication with Marsha Benedetti  
Leveraging Strengths Toward Remote Working with Dr. Michele Newhard  
Staying Mindful with Dr. Michele Newhard  
Tips for Managing Remote Teams with Marsha Benedetti and others  
Tips for Working Remotely with Marsha Benedetti and others

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

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**

**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.

**PROFESSIONAL DEVELOPMENT CLASSES (in alphabetical order)**

**APPRECIATIVE CONVERSATIONS AND QUESTIONS**

**Class date:** 11/18 – 1:00 pm to 3:30 pm  
**Instructor:** Dr. Michele Newhard  
**Length of class:** 2.5 hours  
**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 deprecative 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.*

**EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS**

**Class dates:** 11/5 – 9:00 am to 11:30 am  
**Instructor:** Marsha Benedetti  
**Length of class:** 2.5 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. This is an interactive session.

**REDEFINING LEADERSHIP FOR A NEW WORLD**

**Class date:** 11/11 - 1:00 pm to 3:30 pm  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Elective/Systems Thinking

How do we re-define leadership for the challenges facing all of us in the future? Author Meg Wheatley offers the critical components of leadership for today. This class will explore the following: the importance of building relationships in today’s remote world (Relationships), the importance of interconnectedness to foster cooperation across the organization (Systems Thinking), and how embracing chaos and change are the only way to move forward (Transformation).

**START ASKING FOR FEEDBACK**

**Class date:** 10/28 – 1:00 pm to 3:30 pm  
**Instructor:** Marsha Benedetti  
**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Elective/Interpersonal Skills
Research shows that less than one-third of employees say they receive useful feedback (Zenger Folkman, 2014) and yet, we generally just continue to ask supervisors to give more feedback. This course shifts the focus on feedback to be "receiver-driven." Asking for feedback sets up an environment for the receiver to engage in the conversation with confidence and curiosity, which can lead to valuable insight to help us grow. We will explore the concepts of asking for feedback: broadly, explicitly, and often.

**STRENGTHS BASED COMMUNICATION**

**Class date:** 12/1 – 1:00 pm to 3:30 pm  
**Length of class:** 2.5 hours  
**Instructor:** Dr. Therese Lask  
**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.

**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: 12/8 & 12/10 – 9:00 am to 11:30 am
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.

RULES OF THE ROAD (Two-Part Workshop)
Two-part training, both dates are required: 11/17 & 11/19 – 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.

INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU
Class dates: 11/9 – 12:00 pm to 3:00 pm or 12/2 - 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: 11/16 – 12:00 pm to 3:00 pm or 12/9 - 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.

**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.

**INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP**
Class date: **11/2** – 1:00 pm to 3:30 pm  
**Length of class:** 2.5 hours
**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Core/Interpersonal Skills

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.

**TRUST: THE ESSENTIAL ELEMENT**
Class date: **10/29** – 9:00 am to 11:30 am  
**Length of class:** 2.5 hours
**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Core/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.

**UNIVERSITY EMPLOYEE ORIENTATION**
**UNIVERSITY EMPLOYEE ORIENTATION**
Class date: **12/3** – 10:00 am to 12:00 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.

**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.

**INTRODUCTION TO THE BUILDING PROCTOR'S ROLE**
Class date: **11/10** – 9:00 am to 12:00 pm  
**Length of class:** 3 hours
**Instructor:** Lori Meyers, 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.
**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:**  
**Talent Development**  
6006 Campus Delivery  
Fort Collins, CO 80523-6006  
(970) 491-1376  
https://training.colostate.edu/

**Director:**  
Marsha Benedetti  
(970) 491-1773  
marsha.benedetti@colostate.edu

**Talent Development Specialist:**  
Dr. Therese Lask  
(970) 491-7805  
therese.lask@colostate.edu

**Office Coordinator:**  
Nakia Lilly  
(970) 491-1376  
nakia.lilly@colostate.edu

**Building Proctor & Preparedness Training Specialist:**  
Bob Chaffee  
(970) 491-3857  
bob.chaffee@colostate.edu

**Talent Development Specialist:**  
Dr. Michele Newhard  
(970) 491-3758  
michele.newhard@colostate.edu

**Learning Management System Coordinator:**  
Diane Fromme  
(970) 491-7259  
diane.fromme@colostate.edu