

### ***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)

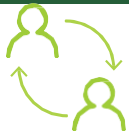
#### **Core Classes:**

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

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

The Essential Elements of Your Wellbeing

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

Appreciative Leadership

Building a Strengths Based Culture Retreat

Celebrate What's Right

Critical Thinking

Introduction to SOAR

Rest: A New View on Workplace Performance

Process Improvement

Project Management

Redefining Leadership for a New World

The Power of Habit

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).

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