Early Spring 2021 Training Catalog

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 spring 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 Learnings 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.

ACTIVE LISTENING – SETTING THE STAGE FOR SUCCESSFUL COMMUNICATION  ‘NEW’

Class date: 2/25 – 10:00 am to 11:00 am
Instructor: Marsha Benedetti
Length of class: 1 hour
Spotlight Learning

Active listening goes beyond just “hearing” and is a foundational skill for successful communication. Understanding the perspective of others, building meaning, and creating connections all stem from active listening. This spotlight session will provide strategies to deepen, develop, and practice active listening skills.
THE VALUE OF SELF-CARE
Class date: 3/10 – 10:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Length of class: 1 hour
Spotlight Learning
In our achievement-driven society, self-care is often dismissed as superfluous. Yet, studies from multiple disciplines are confirming the necessity of taking care of one’s well-being first. In this session, we will explore information to rewrite your inner narrative allowing for positive self-talk around self-care.

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 eLearning Courses. In the Learning Library filter by Course and the TD tag to view the available Courses. We continue to add recordings of our new Spotlight sessions. The eLearning version will be available 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 in Times of Uncertainty with Dr. Therese Lask
Building Resilience During Difficult Times with Dr. Therese Lask
Finding Joy with Dr. Michele Newhard
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
Top Five Benefits of an Appreciative Inquiry Lens with Dr. Michele Newhard

E-LEARNING 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. After finishing the training, 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.

New this spring is the opportunity to concurrently enroll in the Crucial Conversations Blended Learning Supplement. This Program will provide three virtual instructor led sessions to compliment the online training.

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.

**CRUCIAL CONVERSATIONS – BLENDED LEARNING SUPPLEMENT**

*NEW*

**Three-part training, all dates are required:** 1/28 – 10:00 am to 11:00 am, 2/18 – 10:00 am to 11:30 am, and 3/11 – 10:00 am to 11:30 am

**Time commitment to complete:** The total time commitment will be approximately 15 hours over the seven weeks. Learners will be expected to complete all assigned modules and attend each group session.

**Instructor:** Marsha Benedetti

**SDP Category and/or Theme:** Elective/Interpersonal Skills

**Cost:** $226.00 per person for the eLearning course, no additional cost for the Blended Learning Program

This Program is to be taken in conjunction with the Crucial Conversations - eLearning Program as a Blended Learning experience. We are blending the flexibility and convenience of on-demand learning with the added engagement of group discussion. The program will take place over a seven-week time frame. You will spend time learning on your own in the Crucial Conversations Online course. There will also be three virtual group sessions where you will have the opportunity to share what you have learned and practice your skills.

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**Crucial Conversations Blended Learning Approach**

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**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.

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**TALENT DEVELOPMENT**
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.

UNIVERSITY EMPLOYEE ORIENTATION

UNIVERSITY EMPLOYEE ORIENTATION
Class date: 2/3 or 3/3 – 10:00 am to 12:00 pm (choose one) 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)

HAPPINESS AT WORK AND WHY WE SHOULD CARE
Class date: 1/28 – 9:00 am to 11:30 am Length of class: 2.5 hours
Instructor: Dr. Michele Newhard
SDP Category and/or Theme: Elective/Team Effectiveness
Research around positive emotions, specifically happiness levels in the workplace indicates that in today’s society, we would be well served to consider the impact of staff happiness levels. We will explore how to affect personal happiness levels.

HOPE IN THE WORKPLACE
Class date: 2/23 – 9:00 am to 11:30 am Length of class: 2.5 hours
Instructor: Dr. Therese Lask
SDP Category and/or Theme: Elective/Self Discovery
Hope is often seen as something we either have or lack, particularly in time of crisis. According to researchers, hope is a variable that impacts many aspects of our lives, including our work. This training will explore Hope Theory and how important the variable of hope is in our day-to-day work. In addition to examining the variable of hope, participants will explore strategies to increase their level of hope in the workplace.

INTRODUCTION TO STRENGTHS
Class date: 2/9 – 9:00 am to 11:30 am Length of class: 2.5 hours
Instructor: Dr. Therese Lask
SDP Category and/or Theme: Elective/Self Discovery
Based on decades of research conducted by the Gallup Organization, a strengths-based focus can enhance an individual’s ability to deliver optimal performance. This training will use the results of the CliftonStrengths assessment to teach the three components of strengths development. Pre-work required, please see Learner Notes upon registration. NOTE: If you have taken Mindset for Supervisors or a customized team Strengths training, this training is not recommended because content will be very similar.

TALENT DEVELOPMENT
**JOB CRAFTING: CREATING THE JOB YOU LOVE**

**Class date:** 3/9 - 9:00 am to 11:30 am  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Elective/Self Discovery

Looking for a different job? Not feeling content in your responsibilities at work? Consider job crafting, defined as shaping job responsibilities to enhance satisfaction and increase productivity at work. Participants will explore their strengths along with where they might invest more time on the job.

**PERSONAL EFFECTIVENESS AND TIME MANAGEMENT**

**Class date:** 3/10 - 1:00 pm to 3:30 pm  
**Instructor:** Joy Nyenhuis  
**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Elective/Self Discovery

Participants will learn strategies for personal effectiveness and time management. We will share tips to deal with our biggest time management challenges and time suckers. You will be inspired to live in a way that reflects your values no matter what challenges you face.

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

**Class date:** 1/27 – 9:00 am to 11:30 am  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2.5 hours  
**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. You 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.

**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: 2/2 and 2/4 – 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.

**INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU**
Class dates: 1/26 – 1:00 pm to 4:00 pm or 3/4 - 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: 2/10 or 2/22 - 9:00 am to 12:00 pm
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: 2/16 and 2/17 – 9:00 am to 11:30 am
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: 2/24 – 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Dr. Michele Newhard  SDP Category and/or Theme: Core/Systems Thinking
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.

STRENGTHS BASED LEADERSHIP
Class date: 3/4 – 1:00 pm to 3:30 pm  Length of class: 2.5 hours
Instructor: Dr. Therese Lask  SDP Category and/or Theme: Core/Self Discovery
Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training 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 ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP
Class date: 2/11 – 9:00 am to 11:30 am  Length of class: 2.5 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.
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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