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 just released updates to our 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, and for diversity, equity, and inclusion, and updated resources for self-discovery, interpersonal skills, team effectiveness, and systems thinking.

SPOTLIGHT CLASSES (in alphabetical order)

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

FINDING JOY
Class date: 3/24 – 10:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Length of class: 1 hour
Spotlight Learning
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: 4/20 – 1:00 pm to 2:00 pm  Length of class: 1 hour
Instructor: Dr. Therese Lask  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.

MOVING FORWARD WITH EMOTIONAL AGILITY
Class date: 4/8 – 10:00 am to 11:00 am  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
Class date: 5/5 – 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 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
3-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.

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.

UNIVERSITY EMPLOYEE ORIENTATION

UNIVERSITY EMPLOYEE ORIENTATION

Class date: 4/7 – 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: 4/23 – 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: 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.

PROFESSIONAL DEVELOPMENT CLASSES - ELECTIVES (IN ALPHABETICAL ORDER)

APPRECIATIVE LEADERSHIP
Class date: 4/28 - 9:00 am to 11:30 am  Length of class: 2.5 hours
Instructor: Dr. Michele Newhard  SDP Category and/or Theme: Elective/Systems Thinking
Framed with the five strategies of inquiry, illumination, inclusion, inspiration, and integrity, learn what appreciative inquiry scholars suggest could transform your leadership identity. Based on research developed around the appreciative inquiry mindset, this approach to leadership focuses on the relational practice of collaboration across the system. Prerequisites: Prerequisite: Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training and Applying Appreciative Inquiry in the Workplace or Embracing Appreciative Inquiry to enroll in this training.

BUILDING YOUR PROFESSIONAL RESILIENCE
Class date: 3/23 – 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Dr. Therese Lask  SDP Category and/or Theme: Elective/Systems Thinking
How do we navigate difficult times at work? Resilience - the ability to persevere and adapt when things go awry - is a skill you can enhance in order to navigate not only our professional, but personal challenges. This training will help you gain confidence in your ability to handle challenges at work.

CELEBRATE WHAT’S RIGHT
Class date: 4/22 – 1:00 pm to 3:30 pm  Length of class: 2.5 hours
Instructor: Dr. Michele Newhard  SDP Category and/or Theme: Elective/Systems Thinking
If you have ever lovingly held onto old National Geographic editions, this course may speak to you! We will view and discuss the dynamic and uplifting film for which this course is named. The film, created by DeWitt Jones, long time National Geographic photographer, challenges the viewer to refocus the lens through which life is observed. His powerful message shared with visually stunning photography resonates for millions who have seen the film since its debut in 2001.
CRAFTING GOALS WITH THE SMART METHODOLOGY  *NEW*

**Class date:** 3/16 – 1:00 pm to 3:00 pm  
**Length of class:** 2 hours  
**Instructor:** Marsha Benedetti  
**SDP Category and/or Theme:** Elective/Interpersonal Skills

This workshop introduces the SMART goal framework, which details five traits that all successful goals should include. Practicing the SMART methodology allows employees and supervisors to craft goals that provide a deeper understanding of their purpose and how success will be measured. Having clear goals can also help facilitate more meaningful conversations between employees and supervisors throughout the year around work performance and career development. You will have the opportunity to work on a goal during the workshop and leave with a roadmap for crafting your SMART goals.

EMPATHY: THE ABILITY TO CONNECT WITH OTHERS

**Class date:** 3/31 – 9:00 am to 11:30 am  
**Length of class:** 2.5 hours  
**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Elective/Interpersonal Skills

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.

PROJECT MANAGEMENT (Three-Part Workshop Program)

**Three-part training, all dates required:** 3/17, 3/24, & 3/31 – 1:00 pm to 2:00 pm  
**Total Length of class:** 3 hours  
**Instructor:** Dave Hoffman  
**SDP Category and/or Theme:** Elective/Systems Thinking

What make a project successful? This basic project management class will walk you through the project initiating, planning, executing, monitoring and controlling, and closing processes. Bringing your own project to use, you will leave with a basic project charter, outline a project plan and learn what skills you need to manage, report, and communicate project changes and status. We will also look at other skills you will want to explore to become a successful project manager.

SERVANT LEADERSHIP: EXPLORING THE QUALITIES OF SERVING OTHERS

**Class date:** 4/27 – 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

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. Participants 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.

SITUATIONAL LEADERSHIP

**Class date:** 5/6 – 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.

TALENT DEVELOPMENT
START ASKING FOR FEEDBACK
Class date: 3/30 – 1:00 pm to 3:30 pm Length of class: 2.5 hours
Instructor: Marsha Benedetti 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 IN AND OUT OF BALANCE
Class date: 3/17 – 10:00 am to 12:00 pm Length of class: 2 hours
Instructor: Dr. Michele Newhard SDP Category and/or Theme: Elective/Self Discovery
CliftonStrengths talent themes are neutral and each individual talent brings value to the workplace. Yet, there can be two sides of strengths behavior. As human beings, we may have a tendency both to over-calibrate our own talents in times of stress and also, to misunderstand talents we ourselves don’t possess. In this session, we will explore what talents can look like when we are imbalanced. Further, through reflection as well as, discussion of this topic, awareness grows to help you ensure a positive strengths climate. 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 Program 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: 3/30 & 4/1 – 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: 3/16 & 3/18 – 9:00 am to 11:30 am or 4/6 & 4/8 – 1:00 pm to 3:30 pm*
*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.

TALENT DEVELOPMENT
**INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU**

*Class dates: 4/6 – 1:00 pm to 4:00 pm*

*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: 3/23 1:00 pm – 4:00 pm or 4/29 - 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.

**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: 4/21 – 9:00 am to 11:30 am  
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.

**THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE**

*Class date: 3/25 – 9:00 am to 11:30 am  
Length of class: 2.5 hours*

*Instructor: Marsha Benedetti  
SDP Category and/or Theme: Core/Interpersonal Skills*

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.

**TRUST: THE ESSENTIAL ELEMENT**

*Class date: 4/7 – 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.
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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