

### ***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)

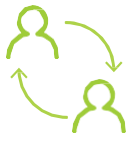
#### **Core Classes:**

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.

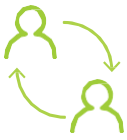
This category provides the opportunity to request a maximum of two Elective credits for alternative learning experiences. Taking two Spotlight Learning webinars or e-Learnings can count for one Elective credit.



## Self-Discovery

- Advanced Strengths Development
- Emerging Women Leaders Webinars
- Innovation: Exploring Your Creative Mindset
- Emerging Leaders: Envision the Future
- Hope in the Workplace
- Integrity: Building the Character of Great Leadership *done before May 2020*
- Introduction to Strengths
- Job Crafting: Creating the Job You Love
- Mindful Leadership
- Mindful Leadership Advance
- Personal Effectiveness and Time Management
- Professional Pathways
- Rest: A New View on Workplace Performance
- Strengths In and Out of Balance

- The Element of Grit



## Interpersonal Skills

- Advanced Facilitation
- Appreciative Conversations and Questions
- Crafting Goals with the SMART Methodology
- Crucial Conversations
- Effective Communication & Conflict Resolution Skills
- Masterful Training and Facilitation
- Strengths Based Coaching
- Subtleties of Communication

- The Essential Elements of Your Wellbeing

- Appreciative Coaching
- Coaching Basics
- Creating Inclusive Conversation *done after May 2020*
- Dealing with Difficult People
- Empathy: The Ability to Connect with Others
- Start Asking for Feedback
- Strengths Based Communication



## Team Effectiveness

- Building a Vision Framework *done after May 2020*
- Organizational Grit
- Situational Leadership
- Trust: The Essential Element *done before May 2020*
- Working in a Multigenerational Workforce

- Happiness at Work and Why We Should Care
- Servant Leadership: Creating Vision and Serving Others
- Team Building
- Understanding Generation Z



## Systems Thinking

- Applying Appreciative Inquiry 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
- Project Management
- The Power of Habit

- Appreciative Leadership
- Building a Strengths Based Culture Retreat
- Celebrate What's Right
- Critical Thinking
- Introduction to SOAR
- Process Improvement
- Redefining Leadership for a New World

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).