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 Inclusive Excellence, 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 12-14 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)
- Diversity, Equity and Inclusion Foundations (formerly Inclusive Excellence Part 1) (OIE) (2-hour class)
- Uncovering Bias (formerly Inclusive Excellence Part 2) (OIE) (2-hour class)

**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.

- Strengths Based Leadership
- The Role of Emotional Intelligence in Leadership

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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 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
☐ Personal Effectiveness and Time Management
☐ Rest: A New View on Workplace Performance
☐ The Element of Grit

☐ Building Optimism
☐ Emerging Women Leaders Webinars
☐ Innovation: Exploring Your Creative Mindset
☐ Introduction to Strengths
☐ Life Crafting: Building a Vision for Your Future
☐ Mindful Leadership Advance
☐ Professional Pathways
☐ Strengths In and Out of Balance
☐ The Essential Elements of Your Wellbeing
**Interpersonal Skills**

- Advanced Facilitation
- Appreciative Conversations and Questions
- Crafting Goals with the SMART Methodology
- Dealing with Difficult People
- Empathy: The Ability to Connect with Others
- Listening at Work
- Masterful Training and Facilitation
- Strengths Based Coaching
- Subtleties of Communication

**Team Effectiveness**

- Building a Vision Framework *done after May 2020*
- Leading Hybrid Teams
- Servant Leadership: Creating Vision & Serving Others
- Team Building
- Trust: The Essential Element *done before May 2020*
- Working in a Multigenerational Workforce

**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 Coaching
- Coaching Basics
- Crucial Conversations
- Effective Communication & Conflict Resolution Skills
- Exploring Conflict Behaviors
- Managing Cognitive Distortions with Powerful Questions
- Start Asking for Feedback
- Strengths Based Communication
- Taking Care of Ourselves: Exploring DBT
- Happiness at Work and Why We Should Care
- Organizational Grit
- Situational Leadership
- Team Culture 2.0
- Understanding Generation Z

See more details on our website [http://training.colostate.edu/supervisor/](http://training.colostate.edu/supervisor/) or email CSUTraining@colostate.edu.

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