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.

Talent Development will provide both in-person and online instructor-led trainings. Please be sure to note the location for each session. To register for a specific session, go to the My Learning Website or log-in directly, and then click the linked titles in this catalog. Each registration confirmation email will include an .ics calendar attachment that includes the location. A few days before each online 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 online 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 flexible work arrangements and for diversity, equity, and inclusion.

**SPOTLIGHT CLASSES (in alphabetical order)**

**Spotlight Learning.** Spotlight Learnings are shorter (usually one hour) and focus on a timely 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.

**ACTIVE LISTENING – SETTING THE STAGE FOR SUCCESSFUL COMMUNICATION**

**Class date: 4/6 Online – 10:00 am to 11:00 am**  
**Length of class: 1 hour**  
**Instructor: Marsha Benedetti**  
**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.
CELEBRATE WHAT’S RIGHT
Class date: Online 4/20 – 9:00 am to 11:30 am
Instructor: Dr. Michele Newhard
Length of class: 2.5 hours
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.

CRITICAL THINKING
Class date: In person 4/28 – 1:00 pm to 4:00 pm
Instructors: Gail Gumminger & Marsha Benedetti
Length of class: 3 hours
SDP Category and/or Theme: Elective/Systems Thinking
How often do you think about how you think? For most people, the answer is “not very often.” And yet every day, we make decisions, generate ideas, draw conclusions, evaluate other people’s opinions and so on. In this class, you can examine your thinking process, understand the impact of your decisions, and ensure alignment with organizational goals.

CRUCIAL CONVERSATIONS (Four-Part Workshop)
Four-part training, all dates are required: In person 5/17, 5/19, 5/24, & 5/26 – 8:30 am to 12:00 pm
Instructor: Marsha Benedetti
Length of class: Four 3.5-hour sessions, 14 hours total
SDP Category and/or Theme: Elective/Interpersonal Skills
Crucial Conversations is a 14-hour course that teaches skills for creating alignment and agreement by fostering open dialogue around high-stakes, emotional, or risky topics - at all levels of the organization. By learning how to speak and be heard (and encouraging others to do the same), you will begin to surface the best ideas, make better decisions, and then move to action to achieve better outcomes on your decisions with unity and commitment.

*To cover the cost of class materials, a fee of $226.00 is required prior to May 9, 2022. More information on payment by Internal Order in Kuali is provided upon registration.

EXPLORING CONFLICT BEHAVIORS
Class date: In person 4/14 – 9:00 am to 11:30 am
Instructor: Melissa Emerson, CSU Ombuds
Length of class: 2.5 hours
SDP Category and/or Theme: Elective/Interpersonal Skills
To increase self-awareness and improve conflict management skills, Talent Development is partnering with the University Ombuds to offer the Conflict Dynamics Profile (CDP), an assessment instrument measuring conflict behaviors. Working from a framework that conflict is inevitable, the assessment shows participants how harmful responses can be avoided, and beneficial responses can be learned. Individuals will take a deeper dive in understanding how they respond to conflict, what triggers can escalate conflict, and how to manage conflict more effectively. Results will remain confidential and personalized 1:1 conflict coaching will be offered to individuals wishing to further explore strategies for successfully navigating workplace conflict. Required prework: Conflict Dynamics Profile. By signing up for this class, you are agreeing to complete this 15-minute assessment prior to attending the class. While the assessment is free to all CSU employees because the $20 licensing fee is covered by the Talent Development Office, we request that you only complete the assessment if you intend to attend the class.

HAPPINESS AT WORK AND WHY WE SHOULD CARE
Class date: Online 3/23 – 9:00 am to 11:30 am
Instructors: Dr. Michele Newhard
Length of class: 2.5 hours
SDP Category and/or Theme: Elective/Team Effectiveness
Research around positive emotions, specifically happiness in the workplace, indicates we would be well served to consider and affect staff happiness levels. We will explore how to affect personal happiness levels.
PROJECT MANAGEMENT (Three-Part Workshop)

Three-part training, all dates required: In person 4/11, 4/13, & 4/15 – 1:00 pm to 2:00 pm

Length of class: Three 1-hour sessions, 3 hours total

Instructor: Dave Hoffman

SDP Category and/or Theme: Elective/Systems Thinking

What makes 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.

TRANSFORMATIONAL LEADERSHIP *NEW*

Class date: In person 4/27 – 1:00 pm to 3:00 pm

Length of class: 2 hours

Instructor: Marsha Benedetti

SDP Category and/or Theme: Elective/Team Effectiveness

The university has rolled out the Courageous Strategic Transformation plan. We are challenged to build operational excellence, foster the well-being and success of people, embrace purposeful innovation at our core, and amplify our positive impact on all those we serve. The type of leadership required to reach these aspirations is transformational. Transformational leaders foster curiosity in their teams and work as agents of change. This session will introduce the primary elements of transformational leadership and explore actionable ways to put this style into practice.

TURNING POINTS: CREATING MOMENTS THAT CHANGE YOUR LIFE *NEW*

Class date: Online 5/4 – 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

We all have experienced moments that leave an important imprint on our lives. Can we create these moments instead of leaving positive experiences to chance? Authors Chip Heath and Dan Heath offer a blueprint for how we can create moments that matter. This session will explore the components necessary for meaningful experiences, and how you can create impact for your team by creating positive experiences.

WRITING EMAILS THAT GET READ *NEW*

Class date: In person 4/5 – 9:00 am to 11:00 am

Length of class: 2 hours

Instructor: Dr. Jenny Morse

SDP Category and/or Theme: Elective/Interpersonal Skills

In this class, you will learn how to apply the principles of Strengths-Based Communication to write messages that are easy for others to read. We’ll look at how to start your message, end your message, format your message, provide relevant context, ask questions, and sound “nice.” You will learn the relevant concepts through examples and then practice applying these strategies to a sample message.

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 Inclusive Excellence, 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 any 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 optional 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 classes are rotated each semester and additional classes 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 13-16 hours. All Foundation trainings are offered fall, spring, and summer semesters.

MINDSET FOR SUPERVISORS
Class Date: In Person 4/7 - 8:00 am to 12:00 pm
Length of class: 4 hours
Instructor: Dr. Therese Lask
SDP Category and/or Theme: Foundation
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.

TALENT DEVELOPMENT
**RULES OF THE ROAD (Two-Part Workshop)**

Two-part training, both dates are required: **Online 4/12 & 4/14** - 2:00 pm to 4:30 pm  
**Length of class:** 2.5 hours each, 5 hours total  
**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.

**DIVERSITY, EQUITY AND INCLUSION FOUNDATIONS (Formerly known as Inclusive Excellence Part 1)**  
**Class date:** **Online 4/5** – 1:00 pm to 3:00 pm am or **5/2** - 10:00 am to 12:00 pm  
**Length of class:** 2 hours  
**Instructor:** Sponsored by the Office of Inclusive Excellence  
In this training you’ll learn CSU’s definitions of diversity, equity, and inclusion (DEI); discuss why pursuing DEI is a best practice for any organization; and practice listening and storytelling as skillsets for understanding how we can better support our peers.

**UNCOVERING BIAS (Formerly known as Inclusive Excellence Part 2)**  
**Class date:** **In person 4/18** – 10:00 am to 12:00 pm or **Online 2/28** - 1:00 pm to 3:00 pm or **5/11** - 1:00 pm to 3:00 pm  
**Length of class:** 2 hours  
**Instructor:** Sponsored by the Office of Inclusive Excellence  
This interactive session will explore unconscious bias: what it is, how it forms, how it can affect ourselves and our peers, and what we can do to mitigate our own unconscious biases moving forward.

**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](#).

**INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP**  
**Class date:** **In person 4/13** – 10:00 am to 12:00 pm  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2 hours  
**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.

**TRUST: THE ESSENTIAL ELEMENT**  
**Class date:** **Online 4/19** – 9:00 am to 11:30 am  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2.5 hours  
**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.
EMBRACING APPRECIATIVE INQUIRY

Class date: **Online 3/29** – 9:00 am to 12:00 pm

Length of class: 3 hours

Instructor: Dr. Michele Newhard

SDP Category and/or Theme: Core/Systems Thinking

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. **Prerequisite:** Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training to enroll in this training.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE

Class date: **In person 5/3** – 9:00 am to 12:00 pm

Length of class: 3 hours

Instructor: Dr. Michele Newhard

SDP Category and/or Theme: Core/Systems Thinking

Systems Thinking has been summed up with the notion that a system is greater than the sum of its parts. In this approach to management, we will examine the numerous connections between all aspects of the whole, as well as the resulting ripples that affect the greater whole when action is taken. **Prerequisite:** Must have completed Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths workshop to enroll in this training.

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 these trainings are recommended for all employees who may be impacted by an emergency at work or at home.

READY COLORADO STATE

Class date: **Online 3/31** – 8:30 am to 12:00 pm

Length of class: 3.5 hours

Instructor: Bob Chaffee and Team

Review and discuss the CSU Emergency Plan so all employees know where they and their building plans fit toward meeting the university’s responsibility to capably respond to a range of emergencies. **Recommended Prerequisite:** Introduction to the Building Proctor's Role.

READINESS RESOURCES

Class date: **Online 4/26** – 8:30 am to 12:00 pm

Length of class: 3.5 hours

Instructor: Bob Chaffee and Team

This multi-topic session will cover services, expertise, and resources available to proctors and employees in routine or emergency situations. Topics include fire safety and evacuation planning, workplace violence awareness, technology security and safety and preparedness concepts that apply anywhere anytime. These are all issues that may be encountered during a workday in today’s world!

UNIVERSITY EMPLOYEE ORIENTATION

New employees will be notified by email about the different University Employee Orientation options based on their specific employment categories. Email Nakia Lilly with questions about the University Employee Orientations.
The recordings of our previously offered Spotlight Learning sessions have been made available to you in My Learning as self-paced 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 recorded 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
- **Active Listening: Setting the Stage for Successful Communication** with Marsha Benedetti
- **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
- **The Value of Self-Care** with Dr. Michele Newhard
- **Top Five Benefits of an Appreciative Inquiry Lens** with Dr. Michele Newhard
Online Registration: Please refer to the My Learning Registration Guide for registration instructions available at mylearning.colostate.edu  
For Registration Assistance: Please email MyLearning@colostate.edu

**Contact Information:**
**Talent Development**
(970) 491-1376
training.colostate.edu

**Director:**
Marsha Benedetti
(970) 491-1773
marsha.benedetti@colostate.edu

**Talent Development Specialist:**
Dr. Therese Lask
(970) 491-7805
therese.lask@colostate.edu

**Learning Management System Coordinator:**
Diane Fromme
(970) 491-7259
diane.fromme@colostate.edu

**Instructional Designer:**
Babette Kraft
babette.kraft@colostate.edu

**Emergency Readiness Training Specialist:**
Bob Chaffee
(970) 491-3857
bob.chaffee@colostate.edu

**Talent Development Specialist:**
Dr. Michele Newhard
(970) 491-3758
michele.newhard@colostate.edu

**Office Coordinator:**
Nakia Lilly
(970) 491-1376
nakia.lilly@colostate.edu