TALENT DEVELOPMENT
COLORADO STATE UNIVERSITY

Early Fall 2022 Training Catalog

Talent Development's goal is to inspire learning and a growth mindset – 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 land grant mission and our Principles of Community.

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 registration links 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 Talent Development 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. 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, as well as updated resources for self-discovery, interpersonal skills, team effectiveness and systems thinking.

PROFESSIONAL DEVELOPMENT CLASSES - ELECTIVES (in alphabetical order)

ADVANCED STRENGTHS DEVELOPMENT
Class date: 9/13 9 a.m. - 11:30 a.m. **online**   **Length of class:** 2.5 hours
Instructor: Michele Newhard   **Category and/or theme:** Elective/Self Discovery
How do you continue to build on your strengths? In addition to the themes identified through the CliftonStrengths assessment, the two additional components for strength development are skills and knowledge. This workshop will link all three components to help participants identify the skills and knowledge necessary for growth. **Prerequisite:** Must have completed *Mindset for Supervisors, Introduction to Strengths*, or a customized team Strengths workshop to enroll in this training. *This class counts towards the Talent Development Strengths Development Focus Certificate.* Register for Advanced Strengths Development in My Learning.

CRUCIAL CONVERSATIONS (Four-part workshop)

Four-part training, all dates are required: 10/26, 11/2, 11/9, and 11/16 1 p.m. - 4:30 p.m. **in person**
Length of class: Four 3.5-hour sessions, 14 hours total
Instructor: Marsha Benedetti   **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 $233 is required prior to Oct. 19. More information on payment by internal order in Kuali is provided upon registration. Register for Crucial Conversations in My Learning.

DEALING WITH DIFFICULT PEOPLE

Class date: 9/8 1 p.m. - 4 p.m. **online**   **Length of class:** 3 hours
Instructor: Marsha Benedetti   **Category and/or theme:** Elective/Interpersonal Skills

This class recognizes that we have interactions with other people in the workplace that sometimes can be quite challenging. We will look at the role you play and explore some specific steps you can use to deal with difficult situations at work that can lead to more positive outcomes. Register for Dealing with Difficult People in My Learning.

EMPATHY: THE ABILITY TO CONNECT WITH OTHERS

Class date: 10/13 9 a.m. - 11:30 a.m. **in person**   **Length of class:** 2.5 hours
Instructor: Marsha Benedetti   **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. *This class counts towards the Talent Development Positive Psychology Focus Certificate.* Register for Empathy: The Ability to Connect with Others in My Learning.

EXPLORING CONFLICT BEHAVIORS

Class date: 9/14 1 p.m. - 3:30 p.m. **in person**   **Length of class:** 2.5 hours
Instructor: Melissa Emerson, CSU Ombuds   **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, 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.* Register for Exploring Conflict Behaviors in My Learning.

LEVERAGING STRENGTHS FOR PERSONAL EFFECTIVENESS

Class date: 9/26 1 p.m. - 3:30 p.m. **in person**   **Length of class:** 2.5 hours
Instructor: Joy Nyenhuis   **Category and/or theme:** Elective/Self Discovery

CliftonStrengths provide us with lenses to understand what we do best. How can you leverage your Top 5 CliftonStrengths Talent Themes to improve your personal effectiveness? To deal with time management challenges? Better manage your attention? Have more energy? Join us for this workshop-style session with time for learning, reflection, and discussion. Participants will leave with personalized ideas and strategies to address time management challenges. **Prerequisite:** Must have completed the *Mindset for Supervisors* or *Introduction to Strengths* trainings or a team Strengths workshop to enroll

in this training. *This class counts towards the Talent Development Strengths Development Focus Certificate.* Register for Leveraging Strengths for Personal Effectiveness in My Learning.

MINDFUL LEADERSHIP

Class date: 9/20 10 a.m. - 12 p.m. **in person**   **Length of class:** 2 hours
Instructor: Debora Colbert   **Category and/or theme:** Elective/Self Discovery

As Dr. Ellen Langer suggests, remaining mindful allows us to recognize multiple perspectives and parse new information into categories that help us better understand and overcome a challenge (1997). Research from leading scholars on mindfulness such as Langer, Kabat-Zinn, and Marturano provide a backdrop to apply this scientifically-underpinned concept to the action of leadership. In this session, we will explore how mindfulness can improve a leader's performance and outcomes. **Prerequisite:** Must have completed *Mindset for Supervisors, Introduction to Strengths*, or a customized team Strengths workshop to enroll in this training. Register for Mindful Leadership in My Learning.

MINDFUL LEADERSHIP ADVANCE (Two-part workshop)

Two-part training, both days are required: 10/4 and 10/11 8:30 a.m. - 4:30 p.m. **in person**
Length of class: Two 8-hour sessions, 16 hours total
Instructors: Debora Colbert and Michele Newhard   **Category and/or theme:** Elective/Self Discovery

In this two-part series, learn techniques of mindfulness to improve your leadership effectiveness. We live in a VUCA world, meaning that situations marked by volatility, uncertainty, chaos, and ambiguity dominate. It is no wonder that in response, so many leaders experience a lack of focus, extreme distraction, and frenzied multitasking. During this two-part series offered jointly by The Institute for Learning and Teaching and Talent Development you will learn research and techniques of mindfulness to improve your leadership effectiveness. Topics include strengths and mindfulness, mindful communication and mindful scheduling, vulnerability, habits and mindfulness, and much more. Instead of calling these events a "retreat," we are capturing the transformative potential in the name "Advance," since mindfulness applied to the act of leadership can provide a roadmap to transformation. Attendance at both sessions is required. **Prerequisite:** Must have completed *Mindset for Supervisors, Introduction to Strengths*, or a customized team Strengths workshop to enroll in this training. The Mindful Leadership two-hour training is encouraged. Register for Mindful Leadership Advance in My Learning.

NOTICE AND RESPOND: ASSISTING PERSONS IN DISTRESS *NEW*

Class date: 10/12 9 a.m. - 11 a.m. **in person**   **Length of class:** 2 hours
Instructor: Janelle Patrias   **Category and/or theme:** Elective/Interpersonal Skills

Grounded in the belief that "all learning has an emotional base," Notice and Respond workshops reveal not only the dynamics of mental health situations, but also the undercurrents of human interaction around mental health situations. This interactive workshop uses a combination of learning modalities to learn how to recognize and respond to a range of mental health issues including suicide. Participants can expect to observe a realistic filmed scenario of a conversation with a distressed individual and engage in self-reflection and dialog to overcome fears, judgments, and hesitations to improve competence and confidence in helping situations. The session will also help participants explore how a mental health challenge can impact team dynamics, learn about response options they can use in their settings, including the supervisory role, and become familiar with campus resources available for all CSU community members. Register for Notice and Respond: Assisting Persons in Distress in My Learning.

UNDERSTANDING GENERATION Z

Class date: 9/28 1 p.m. - 3 p.m. **in person**   **Length of class:** 2 hours
Instructor: Michele Newhard   **Category and/or theme:** Elective/Team Effectiveness

After a brief review of the four previous generational cohorts we may encounter, the latest generation to join us on campus, Generation Z, is introduced. We will explore their characteristics and effective strategies for interacting with Generation Z. Register for Understanding Generation Z in My Learning.

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 the Supervisor Development Program 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 this 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.)

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 required Supervisor Development Program and optional Supervisor Development Program 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 Supervisor Development Program 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. Register for the Supervisor Development Program, University Requirement program in My Learning.

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. Register for the Supervisor Development Program, Certification program in My Learning.

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 (Two-part workshop)
Two-part training, both dates are required: 9/1 and 9/8 9 a.m. - 11:30 a.m. **online**
Length of class: 2.5 hours each, 5 hours total   **Category and/or theme:** Foundation
Instructor: 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 the mission of the institution. NOTE: Mindset for Supervisors is the recommended first training for the required Supervisor Development Program and Supervisor Development Program Certification. *This class counts towards the Talent Development Strengths Development Focus Certificate.* Register for Mindset for Supervisors in My Learning.

RULES OF THE ROAD: FUNDAMENTALS PROGRAM (Three-part program)
Three-part training, all parts are required: self-paced course **online** Class date: **9/27** 1 p.m. - 3 p.m. **in person**
Length of class: 2 hours in person, 4 hours total   **Category and/or theme:** Foundation
Instructors: Tracy Hutton and Eric Ray, Human Resources
This training 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. This is a hybrid format program that allows participants to become familiar with key policies and laws through an online course followed by a live session for further clarification and questions. You will enroll in a live training date "placeholder" session, which will invite you to enroll in the online course on Sept. 12. Completion of the online portion between Sept. 12 and Sept. 23 is required prior to registering for the live session. Register for Rules of the Road: Fundamentals Program in My Learning.

DIVERSITY, EQUITY AND INCLUSION FOUNDATIONS (Formerly known as Inclusive Excellence Part 1)
Class date: 9/22 1 p.m. - 3:00 p.m. **in person** or **10/31** 10 a.m. - 12 p.m. or **11/30** 9 a.m. - 11 a.m. **online**
Length of class: 2 hours   **Category and/or theme:** Foundation
Instructors: Sponsored by the office of Inclusive Excellence
In this training you will learn CSU's definitions of diversity, equity and inclusion, discuss why pursuing diversity, equity and inclusion is a best practice for any organization, and practice listening and storytelling as skillsets for understanding how we can better support our peers. Register for Diversity, Equity and Inclusion Foundations in My Learning.

UNCOVERING BIAS (Formerly known as Inclusive Excellence Part 2)
Class date: 9/29 1 p.m. - 3 p.m. **in person** or **11/7** 10 a.m. - 12 p.m. **or 12/14** 9 a.m. - 11 a.m. **online**
Length of class: 2 hours   **Category and/or theme:** Foundation
Instructors: 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. Register for Uncovering Bias in My Learning.

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.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE
Class date: 9/14 9 a.m. - 11:30 a.m. **online**   **Length of class:** 2.5 hours
Instructor: Marsha Benedetti   **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. Register for The Power of Feedback: Constructive and Positive in My Learning.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP

Class date: 9/21 1 p.m. - 3:30 p.m. **online**   **Length of class:** 2.5 hours

Instructor: Marsha Benedetti   **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. *This class counts towards the Talent Development Positive Psychology Focus Certificate.* Register for The Role of Emotional Intelligence in Leadership in My Learning.

TRUST: THE ESSENTIAL ELEMENT

Class date: 9/27 9 a.m. - 11:30 a.m. **online**   **Length of class:** 2.5 hours

Instructor: to be determined   **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. *This class counts towards the Talent Development Positive Psychology Focus Certificate.* Register for Trust: The Essential Element in My Learning.

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: 9/13 1 p.m. - 5 p.m. **in person**   **Length of class:** 4 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. *This class counts towards the Emergency Readiness and Building Proctor Readiness Focus Certificates.* Register for Ready Colorado State in My Learning.

READINESS RESOURCES

Class date: 10/12 1 p.m. - 5 p.m. **in person**   **Length of class:** 4 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/preparedness concepts that apply anywhere anytime. These are all issues that may be encountered during a workday in today's world. *This class counts towards the Emergency Readiness and Building Proctor Readiness Focus Certificates.* Register for Readiness Resources in My Learning.

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.

SPOTLIGHT RECORDINGS 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 courses. In the Learning Library, filter by Course and the Talent Development tag to view the available courses. Please note we do not provide recordings of our longer classes.

Titles currently available include:
A Time of Change
Active Listening: Setting the Stage for Successful Communication
Adaptability Fatigue
Building Hope in Times of Uncertainty
Building Resilience During Difficult Times
Finding Joy
Focus on Wellbeing
Keep Talking: Simple Ways to Increase Team Communication
Leveraging Strengths Toward Remote Working
Staying Mindful
Tips for Managing Remote Teams
Tips for Working Remotely
The Value of Self-Care
Top Five Benefits of an Appreciative Inquiry Lens

REGISTRATION AND CONTACT INFORMATION

For online registration instructions, please refer to the My Learning Registration Guide 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:
Michele Newhard, Ph.D.
(970) 491-3758
michele.newhard@colostate.edu

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

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

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

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