Talent Development's goal is to inspire learning and a growth mindset – creating an engaged community. We accomplish this by providing training 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 Colorado State University's land grant mission and our Principles of Community.

Talent Development provides both in-person and online instructor-led trainings. Please be sure to note the location for each session. 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 Zoom. To register for a specific session, go to the My Learning Website and log-in, then click the registration links in this catalog. Alternatively, filter the Learning Library using the “TD” tag to see only Talent Development's offerings.

Did you know?
Many departments at CSU offer trainings through My Learning. The Learning Library in My Learning can be filtered using the “TD” tag to see only Talent Development's classes. Go to the Professional Development category and click view all, then select the “TD” tag to filter. Tags are also found on each training card. A list of other departments hosting trainings in My Learning is available on My Learning's Content by Department webpage.

Facebook Join us on Facebook by requesting membership to our private group: Colorado State University Talent Development. The CSU Talent Development Facebook page 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 provide reflection, engagement, or respite and generate uplifting conversations.

Focus Certificates Our specialized programs give learners an opportunity to explore a particular interest area in-depth, while working toward and being recognized with a certificate for completing a set of trainings in a specific focus area. Talent Development topic areas include positive psychology, strengths development, and appreciative inquiry. Two focus certificates are also available for building proctor and emergency readiness trainings.
LinkedIn Learning. The Office of the Provost & Vice President for Academic Affairs launched free campuswide access to LinkedIn Learning, a robust online learning resource, for all CSU faculty, staff, and students. Providing access to LinkedIn Learning campuswide is part of the Office of the Provost's strong commitment to provide ongoing learning opportunities for faculty, staff, and students to support professional development and student success. LinkedIn Learning is an award-winning industry leader in online training, with a digital library of more than 18,000 courses covering a wide range of technical, business/professional, and creative topics, and new courses are added every week.

Talent Development is excited to have LinkedIn Learning available as a great resource for professional development for the campus community. We are offering these opportunities to explore and engage with specific content.

**LinkedIn Learning Lunch and Learn: How to Use LinkedIn Learning**

**Class date:** 5/23 - 11 a.m. to 1 p.m. **in person**

**Instructor:** Debora Colbert **LinkedIn Learning**

This training will offer a hands-on blended learning experience using LinkedIn Learning resources and in-person activities. In this session, we will go through the How to Use LinkedIn Learning course and explore ways to create our own learning experiences. **Register for LinkedIn Learning Lunch and Learn: How to Use LinkedIn Learning in My Learning.**

*How to Use LinkedIn Learning* created by LinkedIn Learning Staff Instructor Oliver Schinkten

LinkedIn Learning bridges the gap between the career you want and the skills you need. We help the world's professionals achieve more. Learn online, at your own pace, with our library of 5,000+ creative, business, and technology courses, on subjects from art to Zend. To get the most from LinkedIn Learning, we've developed this short course to get you up and running. Learn how to find the best courses to take using our recommendations and search tools, explore learning paths, play and pause training videos, use transcripts and exercise files, and customize your learning experience.

**LinkedIn Learning Lunch and Learn: Effective Listening**

**Class date:** 7/21 - 12 to 2 p.m. **in person**

**Instructor:** Debora Colbert **LinkedIn Learning**

This training will offer a hands-on blended learning experience using LinkedIn Learning resources and in-person activities. In this session, we will go through the Effective Listening course together and discuss how to put these skills into practice. **Register for LinkedIn Learning Lunch and Learn: Effective Listening in My Learning.**

*Effective Listening* created by Instructors Brenda Bailey-Hughes and Tatiana Kolovou.

Listening is a critical competency, whether you are interviewing for your first job or leading a Fortune 500 company. Surprisingly, relatively few working professionals have ever had any formal training in how to listen effectively. In this course, communications experts Tatiana Kolovou and Brenda Bailey-Hughes show how to assess your current listening skills, understand the challenges to effective listening (such as distractions!), and develop behaviors that will allow you to become a better listener—and a better colleague, mentor, and friend.

**Spotlight Learning**

**Increase Your Capacity for Deep, Meaningful Work**

**Class date:** 7/24 – 1 to 3:00 p.m. **online**

**Instructor:** Lindsay Mason **Spotlight Learning**

This workshop will offer a summary of the significant findings from Cal Newport's collection of published books, focusing on his newest book, *A World Without Email: Reimagining Work in an Age of Communication Overload*. The books are published over nine years (2012 – 2021) and build on one another. Each book's premise will be briefly
shared, with most of the time being focused on the concrete practices to help train you for doing deep work, how to define and plan for intentional rest, and how to reduce your reliance on email. The workshop will include self-reflection exercises and partner or group work so the group's expertise can be shared, and will provide self-paced exercises, concrete takeaways, and inspiration to read or listen to Cal Newport's work. Register for Increase Your Capacity for Deep, Meaningful Work in My Learning.

PROFESSIONAL DEVELOPMENT CLASSES - ELECTIVES (in alphabetical order)

BUILDING OPTIMISM
Class date: 6/6 - 10 a.m. to 12 p.m. online
Instructor: Michele Newhard
Length of class: 2 hours
Category and/or Theme: Elective/Self Discovery
Optimists experience health benefits and other possible benefits over pessimists, according to research. Since human beings must contend with their hard-wired negativity bias, adopting a more optimistic outlook can be challenging. Fortunately, with dedication and practice, change can take hold if one would like to adopt a more positive viewpoint. If you are interested in making some changes, join us for this exploration into the research of Dr. Martin Seligman and other positive psychology scholars. This class counts towards the Talent Development Positive Psychology Focus Certificate. Register for Building Optimism in My Learning.

COACHING LAB PRACTICUM *NEW*
Class date: 7/18 - 10 a.m. to 12 p.m. in person
Instructor: Michele Newhard
Length of class: 2 hours
Category and/or theme: Elective/Interpersonal Skills
This session is an experimental laboratory to allow learners who have taken the rudimentary level of coach learning to focus on application of coaching questions. We will have a light review of the coaching basics content, voluntary coaching demonstrations, and opportunities for you to work with a partner to coach through scenarios or examples of situations you find yourself facing. Expect a very hands-on experience, you will play the role of coach and coachee in this session. Bring your CliftonStrengths results, any best practice coaching questions you use, and scenarios you would like to deconstruct through a coaching lens. Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop to enroll in this training and Coating Basics for the Workplace. Register for Coaching Lab Practicum in My Learning.

CREATING AN ENGAGED ENVIRONMENT FOR HYBRID TEAMS
Class date: 6/8 - 10 a.m. to 12 p.m. online
Instructor: Marsha Benedetti
Length of class: 2 hours
Category and/or theme: Elective/Team Effectiveness
Since the pandemic we have experienced dramatic changes in the workplace. Hybrid teams are now part of our work environment. Hybrid work offers benefits as well as unique complexities, especially when it comes to maintaining employee engagement. Engaging a hybrid workforce may require us to reimagine our team's norms, policies, and culture. This session will explore current trends and ideas to set your hybrid team up for success and ensure all team members feel seen, heard, and engaged. Register for Creating an Engaged Environment for Hybrid Teams in My Learning.

EMPATHY: THE ABILITY TO CONNECT WITH OTHERS
Class date: 5/16 - 1 to 3:30 p.m. online
Instructor: Marsha Benedetti
Length of class: 2.5 hours
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: 6/29 - 1 to 3:30 p.m. in person
Length of class: 2.5 hours
Instructors: Melissa Emerson and Debra Colbert
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 agree 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.

INTRODUCTION TO STRENGTHS
Class date: 5/31 - 1 to 3:30 p.m. online
Length of class: 2.5 hours
Instructor: Marsha Benedetti
Category and/or theme: Elective/Self Discovery
Based on decades of research conducted by the Gallup Organization, a strengths-based focus can enhance an individual's ability to deliver optimal performance. This training will use the results of the CliftonStrengths assessment to teach the three components of strengths development. Pre-work required, please see Learner Notes upon registration. NOTE: If you have taken Mindset for Supervisors or a customized Strengths training, this training is not recommended because the content will be similar. This class counts for the Talent Development Strengths Development Focus Certificate. Register for Introduction to Strengths in My Learning.

LEADING THE WAY: DEVELOPING TRANSFORMATIONAL LEADERSHIP SKILLS *NEW*
Class date: 6/7 - 10 a.m. to 12 p.m. in person
Length of class: 2 hours
Instructor: Evan C. Welch
Category and/or theme: Elective/Team Effectiveness
Transformational leadership is an inspired and motivational approach to working with and empowering others to creatively achieve common goals. This leadership approach focuses on developing trust, respect, and community in order to improve individual and organizational effectiveness. In addition, transformational leadership practices lead to higher employee satisfaction, “outside of the box” thinking, and professional growth. In this session, participants will learn the core principles and practices of transformational leadership, explore strategies for developing transformational leadership skills, and reflect on how to apply these concepts to everyday work and life situations. Register for Leading the Way: Developing Transformational Leadership Skills in My Learning.

LEVERAGING STRENGTHS FOR PERSONAL EFFECTIVENESS
Class date: 6/26 - 1 to 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.
MANAGING COGNITIVE DISTORTIONS WITH POWERFUL QUESTIONS

Class date: 7/13 - 10 a.m. to 12 p.m. online  
Instructor: Michele Newhard  
Category and/or Theme: Elective/Self Discovery  
Length of class: 2 hours

Many have thought patterns that skew towards negative and inaccurate views of reality, called cognitive distortions. Not only do cognitive distortions adversely impact the individual, but they can also weigh heavily on workplace interactions. In this course, after expounding on the concept, and exploring examples of the different types of cognitive distortions, we will discuss questions to pose to self or others when these thought patterns surface.  

Suggested prerequisites: Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop and Coaching Basics preferred to enroll in this training. Register for Managing Cognitive Distortions with Powerful Questions in My Learning.

MINDFUL LEADERSHIP ADVANCE II: APPLY AND PRACTICE AHEAD *NEW*

Class date: 6/28 – 8:30 a.m. to 4:30 p.m. in person  
Instructor: Debora Colbert and Michele Newhard  
Category and/or theme: Elective/Self Discovery  
Length of class: 8 hours

For those mindful leaders who have gone through the MLA since its inception in 2018, we would like to spend a day reigniting the energy of mindful leadership practice by revisiting, empowering, and enriching each individual's mindful journey. Together, let's build our mindful journey. During this advance we will practice a variety of mindfulness techniques applied to one's leadership. Prerequisite: Must have completed Mindful Leadership Advance to enroll in this training. Register for Mindful Leadership Advance II: Apply and Practice Ahead in My Learning.

NOTICE AND RESPOND: ASSISTING PERSONS IN DISTRESS

Class date: 6/12 - 1 to 3 p.m. in person  
Instructor: Janelle Patrias  
Category and/or theme: Elective/Interpersonal Skills  
Length of class: 2 hours

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 in order 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.

PERSONAL EFFECTIVENESS AND TIME MANAGEMENT

Class date: 6/5 - 9 a.m. to 12 p.m. in person  
Instructor: Joy Nyenhuis  
Category and/or Theme: Elective/Self Discovery  
Length of class: 3 hours

Participants will learn strategies for personal effectiveness and time management. We will share tips to deal with our biggest time management challenges and time suckers. You will be inspired to live in a way that reflects your values no matter what challenges you face. Register for Personal Effectiveness and Time Management in My Learning.

SELF-COACHING: WHAT DO YOU THINK? *NEW*

Class date: 7/11 - 10 a.m. to 12 p.m. in person  
Instructor: Michele Newhard  
Category and/or theme: Elective/Self Discovery  
Length of class: 2 hours

Effective coaching can be very powerful for clients who are willing to invest the time, energy, and money into their behavioral change. However, not all are able to secure a professional coach for their journey. The title of this course is not asking for your opinion, it is recognizing the prominent role your thoughts play in how you react and behave. This course delves into the concept of self-coaching and how a learner might use the content to enhance their experiences at the workplace and beyond. Practicing and debriefing figures prominently into the course. Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team
STRENGTHS WORKSHOP AND COACHING BASICS TO ENROLL IN THIS TRAINING. REGISTER FOR SELF-COACHING: WHAT DO YOU THINK? IN MY LEARNING.

STRENGTHS BASED COACHING
Class date: 6/21 - 9 a.m. to 12 p.m. online
Instructor: Michele Newhard
Length of class: 3 hours
Category and/or theme: Elective/Interpersonal Skills

As we make a concerted effort to lead from a strengths-perspective, it stands to reason that you may use your team members' strengths to build a more cohesive team, develop their skill sets, and provide an avenue to engagement. This course provides a framework for discussing and leveraging their strengths. Bring your own CliftonStrengths results with you to class and any team strengths results you may already have. In this training participants will:

- Take a deeper look at strengths
- Introduce basic strengths coaching tools
- Practice strengths coaching.

Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop AND Coaching Basics to enroll in this training. This class counts towards the Talent Development Strengths Development Focus Certificate. Register for Strengths Based Coaching in My Learning.

SUPERVISOR DEVELOPMENT PROGRAM CLASSES

SUPERVISOR DEVELOPMENT PROGRAM

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 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 trainings 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 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 required training and for certification. Total training commitment is 13-16 hours. All foundation trainings are offered in the fall, spring, and summer semesters.

MINDSET FOR SUPERVISORS (Two-part workshop online or one half day workshop in person)
Two-part training, both dates are required: 5/22 and 5/24 - 9 to 11:30 a.m. online
Length of class: 2.5 hours each, 5 hours total
Date: 6/27 – 8 a.m. to 12 p.m. in person
Instructor: Michele Newhard
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 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 (Two-part program)
Two-part training, both parts are required: self-paced course online, followed by live training
Class dates: 6/22 – 1 to 3 p.m. in person or 7/12 – 1 to 3 p.m. online
Length of class: 2-hour in person training, up to 4 hours total
Category and/or theme: Foundation
Instructor: Sponsored by 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 for the live training date of your choice. For the June 22 in-person session, you will be invited to enroll in the online course on June 8. Completion of the online portion between June 8 and June 21 is required prior to registering for the live in person session. The session on June 22 will be held in person. For the July 12 live online session, you will be invited to enroll in the online course on June 27. Completion of the online portion between June 27 and July 11 is required prior to registering for the live online session. The session on July 12 will be held online. Register for Rules of the Road: Fundamentals Program in My Learning.
**DIVERSITY, EQUITY AND INCLUSION FOUNDATIONS** *(Formerly known as Inclusive Excellence Part 1)*

Class dates: 6/5 – 1 to 3 p.m. **online** or 7/18 – 9 to 11 a.m. **in person**

Length of class: 2 hours  
**Category and/or theme:** Foundation

**Instructors:** Sponsored by the Office for 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 dates: 6/14 – 9 to 11 a.m. **in person** or 7/7 – 1 to 3 p.m. **online**

Length of class: 2 hours  
**Category and/or theme:** Foundation

**Instructors:** Sponsored by the Office for 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 Supervisor Development Program Certification, select one training from each of the four themes based on your professional goals and areas of interest. Please see more details on our [website](#).

**INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP**

Class date: 7/12 – 10 a.m. to 12 p.m. **in person**  
Length of class: 2 hours  
**Category and/or Theme:** Core/Interpersonal Skills

**Instructor:** Evan C. Welch

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. *This class counts towards the Talent Development Positive Psychology Focus Certificate.* [Register for Integrity: Building the Character of Great Leadership in My Learning.](#)

**STRENGTHS BASED LEADERSHIP**

Class date: 7/20 – 9 to 11:30 a.m. **online**  
Length of class: 2.5 hours  
**Category and/or Theme:** Core/Self Discovery

**Instructor:** Marsha Benedetti

Strengths based leadership explores the four domains of leadership necessary for all teams: Executing, Relationship Building, Influencing and Strategic Thinking. Based on the results of the CliftonStrengths assessment, participants will explore their domain(s) and discover how to invest time in various job responsibilities to best contribute to department and organization. **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 Strengths Based Leadership in My Learning.](#)

**SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE**

Class date: 6/1 – 9 a.m. to 12 p.m. **in person**  
Length of class: 3 hours  
**Category and/or Theme:** Core/Systems Thinking

**Instructor:** Michele Newhard

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. [Register for Systems Thinking: Your Role in the Big Picture in My Learning.](#)
THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE

Class date: 7/26 - 9 to 11:30 a.m. in person  
Instructor: Marsha Benedetti  
Length of class: 2.5 hours  
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.

TRUST: THE ESSENTIAL ELEMENT

Class date: 8/3 – 9 to 11:30 a.m. in person  
Instructor: Evan C. Welch  
Length of class: 2.5 hours  
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.

INTRODUCTION TO THE BUILDING PROCTOR'S ROLE

Class date: 6/9 - 8 a.m. to 12 p.m. in person  
Instructor: Bob Chaffee and Team  
Length of class: 4 hours  
Category and/or Theme: Core/Interpersonal Skills

This introductory course provides a review of the duties and common issues faced by every building proctor. You have the keys and the manual... now what? Learn the basic responsibilities and authority of building proctors. Interactive case studies make this information immediately useful. This class counts for the Building Proctor Readiness Focus Certificate. Register for Introduction to the Building Proctor's Role in My Learning.

READY COLORADO STATE

Class date: 7/28 - 8 a.m. to 12 p.m. in person  
Instructor: Bob Chaffee and Team  
Length of class: 4 hours  
Category and/or Theme: Core/Interpersonal Skills

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: 7/19 - 8 a.m. to 12 p.m. in person  
Instructor: Bob Chaffee and Team  
Length of class: 4 hours  
Category and/or Theme: Core/Interpersonal Skills

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 University Employee Orientation.

SPOTLIGHT RECORDINGS AVAILABLE IN MY LEARNING

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 Talent Development “TD” tag to view the available eLearning courses. Please note that we do not provide recordings of our longer classes.

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.

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