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 strengths development, positive psychology, and appreciative inquiry.
**PROFESSIONAL DEVELOPMENT CLASSES - ELECTIVES (in alphabetical order)**

**COACHABILITY: EMBRACING YOUR MINDSET FOR GROWTH** *NEW*

**Class date:** 10/18 - 9 to 11:30 a.m. **in person**  
**Length of class:** 2.5 hours  
**Instructor:** Evan C. Welch  
**Category and/or theme:** Elective/Self Discovery

This training will explore the fundamental principles and practices of coachability, equipping attendees with the essential skills to become adaptable, receptive, and growth-oriented individuals. Through a blend of interactive activities, real-work case study, and self-assessment, participants will gain the skills to embrace feedback and foster a growth mindset. Attendees will be empowered to thrive in team-oriented settings, embrace continuous learning, and explore their ability to maximize their potential for personal and professional growth. Register for Coachability: Embracing Your Mindset for Growth in My Learning.

**COACHING BASICS FOR THE WORKPLACE**

**Class date:** 9/14 - 9 a.m. to 12 p.m. **online**  
**Length of class:** 3 hours  
**Instructor:** Michele Newhard, Ph.D.  
**Category and/or Theme:** Elective/Interpersonal Skills

This training is geared toward supervisors. Coaching is called a "worldwide phenomenon today" (Bresser & Wilson, 2012). But what is coaching and how do we coach others effectively? In this class, you will learn the basics of coaching, as well as a basic model of coaching. You will walk away with tools to apply these simple techniques to positively impact your employee's experience and performance. Register for Coaching Basics for the Workplace in My Learning.

**CRAFTING GOALS WITH THE SMART METHODOLOGY**

**Class date:** 8/31 - 10 a.m. to 12 p.m. **in person**  
**Length of class:** 2 hours  
**Instructor:** Marsha Benedetti  
**Category and/or theme:** Elective/Interpersonal Skills

This workshop introduces the SMART goal framework, which details five traits that all successful goals should include. Practicing the SMART methodology allows employees and supervisors to craft goals that provide a deeper understanding of their purpose and how success will be measured. Having clear goals can also help facilitate more meaningful conversations between employees and supervisors throughout the year around work performance and career development. You will have the opportunity to work on a goal during the workshop and leave with a roadmap for crafting your SMART goals. Register for Crafting Goals with the SMART Methodology in My Learning.

**CRUCIAL CONVERSATIONS** (Four-part workshop)

**Four-part training, all dates are required:** 10/31, 11/2, 11/7, and 11/9 – 8:30 a.m. to 12 p.m. **in person**  
**Length of class:** Four 3.5-hour sessions, 14 hours total  
**Instructor:** Marsha Benedetti and Deb Colbert, Ph.D.  
**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 $257 is required prior to Oct. 24. 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:** 9/12 - 10 a.m. to 12 p.m. **online**  
**Length of class:** 2 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.
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 you will learn research and techniques of mindfulness to improve your leadership effectiveness. Topics include strengths & mindfulness, mindful communication & mindful scheduling, habits & mindfulness, vulnerability, 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
Class date: 9/11 – 10 a.m. to 12 p.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 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: 10/16 - 9 a.m. to 12 p.m. in person at VTH Length of class: 3 hours
Instructor: Joy Nyenhuis Category and/or Theme: Elective/Self Discovery
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.

PROJECT MANAGEMENT (Three-Part Workshop)
Three-part training, all dates required: 9/25, 9/27, and 9/29 – 1 to 2 p.m. in person
Length of class: Three 1-hour sessions, 3 hours total
Instructor: Dave Hoffman 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, 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. Register for Project Management in My Learning.

SAFE ZONE *NEW*
Class dates: 10/20 or 11/9 – 8:30 a.m. to 12 p.m. or 9/19 or 12/6 – 1 to 4:30 p.m. online
Length of class: 3.5 hours Category and/or theme: Elective/Interpersonal Skills
Instructors: Sponsored by the Office for Inclusive Excellence
This training program is hosted through the Pride Resource Center with the objective of reducing homophobia, transphobia and cis heterosexism at CSU and in our surrounding community, thereby making CSU and Northern Colorado a safer environment for all members of our community across sexual and romantic orientations, gender identities and expressions, and intersections of identities. Register for Safe Zone 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 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)
Two-part training, both dates are required: 10/10 and 10/17 - 1 to 3:30 p.m. online
Length of class: 2.5 hours each, 5 hours total 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 date: in person. 9/21 – 1 to 3 p.m. For the Sept. 21 in-person session, you will be invited to enroll in the online course on Sept. 7. Completion of the online portion between Sept. 7 and Sept. 20 is required prior to registering for the live in person session. The session on Sept. 21 will be held in person.
Class date: online. 10/4 – 9 to 11 a.m. For the Oct. 4 live online session, you will be invited to enroll in the online course on Sept. 20. Completion of the online portion between Sept. 20 and Oct. 3 is required prior to registering for the live online session. The session on Oct. 4 will be held online.
Length of class: 2-hour live training, up to 4 hours total Category and/or theme: Foundation
Instructors: 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 register for the program, and then enroll in a live training date “placeholder” session for the live training date of your choice. 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: 8/21 – 1 to 3 p.m. in person or 11/2 – 9 to 11 a.m. online
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: 9/6 – 9 to 11 a.m. online or 11/4 – 1 to 3 p.m. in person
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.

EMBRACING APPRECIATIVE INQUIRY
Class date: 9/20 – 1 to 4 p.m.
Instructor: Michele Newhard
Length of class: 3 hours
Category and/or theme: Core/Systems Thinking
Appreciative inquiry is an organizational and personal change methodology and worldview that can produce dramatic transformational effects in organizations and employees. Affirmative questions lead to outcomes that are both organizationally and personally practical, innovative, and uplifting. Equip yourself with this powerful process that can change your organization's culture and affect the way your employees think about work. Prerequisite: Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training. This class counts towards the Talent Development Appreciative Inquiry and Positive Psychology Focus Certificates. Register for Embracing Appreciative Inquiry in My Learning.

INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP
Class date: 9/6 – 9 to 11:30 a.m.
Instructor: Evan C. Welch
Length of class: 2.5 hours
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. This class counts towards the Talent Development Positive Psychology Focus Certificate. Register for Integrity: Building the Character of Great Leadership in My Learning.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP
Class date: 9/6 – 1 to 3:30 p.m.
Instructor: Marsha Benedetti
Length of class: 2.5 hours
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: 10/5 – 9 to 11:30 a.m.
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.

LINKEDIN LEARNING
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 opportunities to explore and engage with specific content.

**LINKEDIN LEARNING LUNCH AND LEARN: HOW TO USE LINKED IN LEARNING**

Class date: 10/12 – 11 a.m. to 1 p.m. **in person**
Instructor: Deb Colbert, Ph.D. 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.

**CENTER FOR MINDFULNESS OFFERINGS**

Colorado State University's Center for Mindfulness is a center working intentionally and collectively to create conditions that inspire personal and community transformation leading to mindful communities and fostering socially conscious, compassionate, and mindful leaders. Please visit the CSU Center for Mindfulness website for more information. Filter the Learning Library using the “C4M” tag to quickly find available offerings.

**MINDFUL MOVEMENT AND SOUND BATH *NEW***

Class date: 9/14 - 2 to 4:30 p.m. **in person**
Length of class: 2.5 hours
Instructor: Deb Colbert, Ph.D. and Madison Polansky

This new moon Mindful Movement and Sound Bath wellness event will offer a harmonious blend of guided meditation, mindful movement/yoga, and a soothing sound bath. Harness the serene ambiance of the new moon energy to align your intentions, encourage rejuvenation and self-discovery, and find inner balance. This event promises to leave you feeling refreshed, renewed, and ready to embrace the new lunar cycle with intention and positivity. All experience levels are welcome. Additional information provided upon registration. [Register for the Mindful Movement and Sound Bath in My Learning.](#)

**MINDFULNESS PRACTICE: FINDING YOUR INNER CALM**

Class dates: 10/10 – 12:10 to 1 p.m. **in person in Lory Student Center Room 376/378**, 10/17, 10/24, and 10/31 – 12:10 to 1 p.m. **in person in Lory Student Center Room 300**
Instructor: Margit Hentschel, Ph.D.

Mindful Drop-In Sessions are for students, faculty, and staff to manage stress with guided mindfulness practice techniques that are designed to help focus awareness on the present moment. “Mindfulness practices can support you with tools to reduce stressful situations, improve focus and concentration, and positively contribute to your sleep and overall well-being,” according to C4M’s co-Director, Margit Hentschel, Ph.D., who will facilitate the four October sessions. Everyone is welcome and beginners are encouraged to join these drop-in mindfulness practices. Each session is a stand-alone and no previous experience is needed. Please feel free to contact Margit Hentschel at
970-232-4273 or Deb Colbert at Debora.Colbert@colostate.edu if you have any questions. No registration is required, it is free and open to students, staff, and faculty.

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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