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.
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: Effective Listening

Class date: 11/16 - 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.

LinkedIn Learning Neurodiversity in the Workplace Learning Path
We are excited to invite you to a Talent Development curated program of LinkedIn Learning content that aims to create a more inclusive and innovative workplace. This self-paced program is designed to help foster understanding, promote acceptance, and unlock the potential of neurodivergent individuals within our organization. Participants will gain a deeper understanding of neurodiversity and its potential impact on innovation and productivity, acquire practical tools and strategies for creating a more inclusive workplace, and hear firsthand experiences and success stories from neurodivergent individuals and advocates. Through this program, you will be able to choose from short videos or entire courses to gain either an overview or a deeper dive into the learning. Completion of all four steps will take approximately 2 hours. Register for Talent Development's curated LinkedIn Learning Neurodiversity in the Workplace Learning Path in My Learning.

Spotlight Learning

Increase Your Capacity for Deep, Meaningful Work

Class date: 12/1 – 9 to 11 a.m. in person
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.
## Appreciative Inquiry Lab Practicum *NEW*

**Class date:** 11/30 – 10 a.m. to 12 p.m.  
**Length of class:** 2 hours  
**Instructor:** Michele Newhard  
**Category and/or theme:** Elective/Systems Thinking

This session is an experimental laboratory to allow learners to focus on applying applicable appreciative inquiry concepts to their situations. After a light review of the appreciative inquiry basics, learners will have opportunities to build appreciative inquiry questions for various scenarios with others as well as build an appreciative inquiry for their own team. Expect a very hands-on experience. Bring any scenarios you would like to deconstruct. 

**Prerequisites:** Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop and Embracing Appreciative Inquiry to enroll in this training. This class counts towards the Talent Development Appreciative Inquiry Focus Certificate. Register for Appreciative Inquiry Lab Practicum in My Learning.

## Advanced Strengths Development

**Class date:** 12/5 – 1 to 3:30 p.m.  
**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.

## Coachability: Embracing Your Mindset for Growth

**Class date:** 11/14 – 9 a.m. to 12 p.m.  
**Length of class:** 3 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.

## Crucial Conversations (Four-part workshop)

**Class dates:** 10/31, 11/2, 11/7, and 11/9 – 8:30 a.m. to 12 p.m.  
**Length of class:** Four 3.5-hour sessions, 14 hours total  
**Instructor:** Marsha Benedetti and Deb Colbert  
**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.*

## Incorporating Gratitude into Your Leadership Style *NEW*

**Class date:** 11/29 – 9 to 11:30 a.m.  
**Length of class:** 2.5 hours  
**Instructor:** Evan C. Welch  
**Category and/or theme:** Elective/Systems Thinking

Practicing gratitude in the workplace positively affects employee morale, motivation, and well-being and is a powerful tool for developing strong teams. This course will introduce practical exercises and techniques for leaders on how to incorporate gratitude into their leadership style. Participants in this session will identify strategies and practices for
fostering a culture of gratitude within their organization. Additionally, participants will consider how to express gratitude effectively, in their personal and professional lives. This class counts towards the Talent Development Positive Psychology Focus Certificate. Register for Incorporating Gratitude into Your Leadership Style in My Learning.

**LEVERAGING STRENGTHS FOR PERSONAL EFFECTIVENESS**
Class date: 10/30 – 1 to 3:30 p.m. **in person**
Instructor: Joy Nyenhuis
Length of class: 2.5 hours
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.

**NAVIGATING EMOTIONAL DYNAMICS IN CHALLENGING DIALOGUES**
*NEW*
Class date: 12/7 – 1 to 3 p.m. **in person**
Instructor: Marsha Benedetti
Length of class: 2 hours
Category and/or theme: Elective/Interpersonal Skills

In this class, you will explore the impact of emotions within challenging conversations, examining the perspectives of both participants in a dialogue. You will be guided through a structured framework designed to help decelerate emotional escalations, ultimately steering conversations towards more favorable resolutions. The final segment of the course will be dedicated to practical exercises, allowing you to apply these principles to real-life scenarios. Register for Navigating Emotional Dynamics in Challenging Dialogues in My Learning.

**NOTICE AND RESPOND: ASSISTING PERSONS IN DISTRESS**
Class date: 11/7 – 1 to 3 p.m. **in person**
Instructor: Janelle Patrias
Length of class: 2 hours
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.

**SAFE ZONE**
Class dates: 10/20 or 11/9 – 8:30 a.m. to 12 p.m. 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 cisheterosexism 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.
SELF-COACHING WITH E'S: APPRECIATIVE INQUIRY SELF-COACHING *NEW*

Class date: 11/1 – 9 to 11 a.m. in person  
Length of class: 2 hours  
Instructor: Michele Newhard  
Category and/or theme: Elective/Self Discovery  

Research suggests that solution-focused questions in a self-coaching reflection promotes positive emotions and increases self-regulation of emotions, thoughts, or behavior as well as self-motivation efficacy. This course delves into a model of self-coaching anchored in appreciative inquiry. As a lens, appreciative inquiry examines the strengths, assets, and peaks to overcome the ingrained negativity bias and release creativity. Learners will reflect on questions for each stage of the model and debrief the experience.  

Prerequisite: Must have completed the Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop and Embracing Appreciative Inquiry to enroll in this training. This class counts towards the Talent Development Appreciative Inquiry Focus Certificate. Register for Self-Coaching With E's: Appreciative Inquiry Self-Coaching in My Learning.

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 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 (Half-day workshop in person)
Date: 12/5 – 8 a.m. to 12 p.m. in person Length of class: 4 hours Instructor: Evan C. Welch
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 11/9 – 1 to 3 p.m. For the Nov. 9 in-person session, you will be invited to enroll in the online course on Oct. 25. Completion of the online portion between Oct. 25 and Nov. 8 is required prior to registering for the live in person session. The session on Nov. 9 will be held in person.
Length of class: 2-hour in person 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 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: 11/2 or 11/20 – 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: 11/14 or 12/4 – 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.

EFFECTIVE TEAMS
Class date: 11/16 – 9 a.m. to 12 p.m. online Length of class: 3 hours
Instructor: Michele Newhard Category and/or theme: Core/Team Effectiveness
Effective teams are the cornerstone of organizational success. Learning to build teams is a skillset that can be learned, and in this course, you will gain knowledge for developing strong teams who embrace both a unit's mission and the University's. Prerequisite: Mindset for Supervisors, Introduction to Strengths, or a customized team Strengths training. Register for Effective Teams in My Learning.

STRENGTHS BASED LEADERSHIP
Class date: 11/1 – 1 to 3:30 p.m. in person Length of class: 2.5 hours
Instructor: Marsha Benedetti Category and/or Theme: Core/Self Discovery
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: 11/8 – 1 to 4 p.m. in person Length of class: 3 hours
Instructor: Michele Newhard 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. Register for Systems Thinking: Your Role in the Big Picture in My Learning.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE
Class date: 11/28 – 9 to 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.
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.

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.
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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