



TALENT DEVELOPMENT

COLORADO STATE UNIVERSITY

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Late Spring 2024 Training Catalog

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 Departmental Training Directory 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.

Talent Development 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)

A NEW HOPE: EMBRACE THE POWER OF CONNECTION

Class date: 4/16 – 9 a.m. to 12 p.m. **online**

Instructor: Michele Newhard

Hope is a way of thinking. Replete with energy to propel us towards a shared positive vision of the future, hope grows from a foundation of optimism. In this session, we will explore how hope is a “social gift” according to Dr. Chan Hellman (2021). As such, how connected we feel to others holds the key to hope in the workplace and beyond. Learners should be prepared to reflect and discuss the concept and how it applies to them. *This class counts towards the Talent Development Focus Certificate: Positive Psychology.* [Register for A New Hope: Embrace the Power of Connection in My Learning.](#)

Length of class: 3 hours

Category and/or theme: Elective/Team Effectiveness

BUILDING A STRENGTHS-BASED CULTURE

Class date: 4/2 – 9 a.m. to 12 p.m. **online**

Instructor: Evan C. Welch

Strengths-based teams help organizations bring out the best in every team member and create engaging, high-functioning work environments. This session will provide the practical skills and strategies to create and sustain a strengths-based organizational culture. Topics will include designing and measuring strengths-based goals, strengths-based coaching, and engaging employees through focus on continued investment in their strengths. **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 Focus Certificate: Strengths Development.* [Register for Building a Strengths-Based Culture in My Learning.](#)

Length of class: 3 hours

Category and/or theme: Elective/Systems Thinking

CELEBRATE WHAT'S RIGHT

Class date: 4/22 – 1 to 3:30 p.m. **online**

Instructor: Michele Newhard

If you have ever lovingly held onto old *National Geographic* editions, this course may speak to you! We will view and discuss the dynamic and uplifting film for which this course is named. The film, created by DeWitt Jones, long-time National Geographic photographer, challenges the viewer to refocus the lens through which life is observed. His powerful message shared with visually stunning photography resonates for millions who have seen the film since its debut in 2001. *This class counts towards the Talent Development Focus Certificate: Appreciative Inquiry.* [Register for Celebrate What's Right in My Learning.](#)

Length of class: 2.5 hours

Category and/or Theme: Elective/Systems Thinking

CRUCIAL CONVERSATIONS (Four-part workshop)

Four-part training, all dates are required: 6/18, 6/20, 6/25, and 6/27 – 10 a.m. to 3 p.m. (with 1 hr. break) **online**

Length of class: Four 5-hour sessions with 1-hour lunch break, 16 hours total

Instructor: Marsha Benedetti and Deb Colbert

Crucial Conversations is a 16-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 May 28. More information on payment by internal order in Kuali is provided upon registration.* [Register for Crucial Conversations in My Learning.](#)

Category and/or theme: Elective/People-Centric Skills

EMPATHY: THE ABILITY TO CONNECT WITH OTHERS

Class date: 4/24 – 9 to 11:30 a.m. **in person**

Instructor: Marsha Benedetti

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,

Length of class: 2.5 hours

Category and/or theme: Elective/People-Centric Skills

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: 4/10 – 1 to 3:30 p.m. **in person**

Instructor: Debora Colbert

Length of class: 2.5 hours

Category and/or theme: Elective/People-Centric 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.](#)

LEADING THE WAY: DEVELOPING TRANSFORMATIONAL LEADERSHIP SKILLS

Class date: 4/25 – 10 a.m. to 12 p.m. **in person**

Instructor: Evan C. Welch

Length of class: 2.5 hours

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.](#)

MINDFUL LEADERSHIP ADVANCE II: APPLY AND PRACTICE AHEAD

Class date: 5/8 – 8:30 a.m. to 4:30 p.m. **in person**

Instructor: Debora Colbert and Michele Newhard

Length of class: 8 hours

Category and/or theme: Elective/Self Discovery

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: 3/28 – 10 a.m. to 12 p.m. **in person**

Instructor: Janelle Patrias

Length of class: 2 hours

Category and/or theme: Elective/People-Centric 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: 4/15 – 1 to 4 p.m. **in person**

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: 4/1, 4/3, and 4/5 – 10 to 11 a.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

Class dates: 3/22 – 8:30 a.m. to 12 p.m. **in person** or 3/6 – 1 to 4:30 p.m. or 4/11 – 8:30 a.m. to 12 p.m. **online**

Length of class: 3.5 hours

Category and/or theme: Elective/People-Centric 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.](#)

SITUATIONAL LEADERSHIP

Class date: 3/20 – 1 to 3:30 p.m. **online**

Length of class: 2.5 hours

Instructor: Marsha Benedetti

Category and/or Theme: Elective/Team Effectiveness

Situational Leadership is a practical leadership model for developing people. This training will introduce the concept of four leadership styles. Learners will begin to identify how to match their leadership style to the development level of the people they supervise. The goal is to meet people where they are and to give them the direction and support they need when they need it. [Register for Situational Leadership in My Learning.](#)

UTILIZING ARTIFICIAL INTELLIGENCE AS A PRACTICAL TOOL

Class date: 3/19 – 9 to 11:30 a.m. **online**

Length of class: 2.5 hours

Instructor: Evan C. Welch

Category and/or theme: Elective/Systems Thinking

In this session, participants will explore practical tools to effectively integrate artificial intelligence into work roles and gain insights into tailoring artificial intelligence to meet their needs. Participants will explore how to engage artificial intelligence as a reliable companion to assist with leadership development and aid in elevating decision-making processes. Colleagues will work together to explore the art of crafting impactful artificial intelligence prompt to unlocking the potential of artificial intelligence in daily work. The group will address and normalize fears surrounding the incorporation of artificial intelligence, gaining confidence in harnessing its power as a valuable and engaging tool. [Register for Utilizing Artificial Intelligence as a Practical Tool 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 (Half-day workshop in person)

Date: 3/27 – 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 in person**

Class date: 4/22 – 10 a.m. to 12 p.m. **in person** For the April 22 live in-person session, you will be invited to enroll in the online course on April 8. Completion of the online portion between April 8 and April 21 is required prior to registering for the live in-person session. **The session on April 22 will be held in person.**

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. [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: 4/3 – 1 to 3 p.m. **or** 5/29 – 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: 3/26 – 9 to 11 a.m. **in person** **or** 4/29 – 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](#).

STRENGTHS-BASED LEADERSHIP

Class date: 5/1 – 9 to 11:30 a.m. **online**

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.](#)

Length of class: 2.5 hours

Category and/or Theme: Core/Self Discovery

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE

Class date: 4/20 – 9 a.m. to 12 p.m. **in person**

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.](#)

Length of class: 3 hours

Category and/or Theme: Core/Systems Thinking

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE

Class date: 4/18 – 1 to 3:30 p.m. **in person**

Instructor: Marsha Benedetti

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.](#)

Length of class: 2.5 hours

Category and/or theme: Core/People-Centric Skills

TRUST: THE ESSENTIAL ELEMENT

Class date: 4/9 – 9 a.m. to 12:00 p.m. **online**

Instructor: Evan C. Welch

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 Focus Certificate: Positive Psychology.* [Register for Trust: The Essential Element in My Learning.](#)

Length of class: 3 hours

Category and/or Theme: Core/Team Effectiveness

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: USE LINKEDIN LEARNING TO ENGAGE WITH YOUR TEAM *NEW*

Class date: 4/16 – 12 to 2 p.m. **in person**

Length of class: 2 hours

Instructor: Debora Colbert

LinkedIn Learning Lunch and Learn

This training will offer a hands-on blended learning experience of how to use the LinkedIn Learning resources to engage your team. Managers or supervisors who would like to help their team increase skills and competencies will find a broad range of topics available to encourage individualized growth. We will explore ways to create team learning experiences using Learning Courses, Learning Paths, and Learning Collections. [Register for LinkedIn Learning: Use LinkedIn Learning to Engage with your Team in My Learning.](#)

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.](#)

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

Class date: 5/6 – 2 to 4 p.m. **in person**

Length of class: 2 hours

Instructor: 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 (two session times)

Class dates: 3/4, 3/18, 3/25, and 4/1 – 12:15 to 1 p.m. **in person in Lory Student Center Room 312, and 3/4, 3/18, 3/25, and 4/1 – 5:15 to 6 p.m. in person in Lory Student Center Room 304. No meeting 3/11 due to Spring Break.**

Instructor: Margit Hentschel

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 March/April 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 Debora 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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