Required Training and Certification Information for All Supervisors

Colorado State University recognizes the importance of the supervisory role and the impact a supervisor has on employee engagement and satisfaction. To continue to develop and create a positive work environment, all supervisors will participate in the Supervisor Development Program offered through the office of Talent Development. The offices of Inclusive Excellence, Equal Opportunity, and Human Resources contribute to the class selections. Additional information is available on the Talent Development website or email CSUTraining@colostate.edu.

For those interested in receiving a certification, additional training is available that allows participants to select classes and experiences that best fit their unique needs as a supervisor. Programs are available in My Learning to reflect your progress towards and completion of both the required training and certification.

Required training: supervisors must complete all four classes in the foundation category and an additional two classes from either the core or elective categories. Supervisors should complete these within three years.

Certification: includes completion of all four classes in the foundation category, four classes from the core category (one from each theme), and any four classes from the elective category.

Foundation Classes:

Participants take all four classes as part of the required training and towards the certification. Total time commitment is 12-14 hours. All foundation classes are offered in the fall, spring, and summer semesters.

- ☐ Mindset for Supervisors (4-hour class, 5 hours online)

- ☐ Rules of the Road (HR & OEO) (1.5-hour online course with 2-hour live training)

- ☐ Diversity, Equity and Inclusion Foundations (formerly Inclusive Excellence Part 1) (OIE) (2-hour class)

- ☐ Uncovering Bias (formerly Inclusive Excellence Part 2) (OIE) (2-hour class)

Core Classes:

For the certification, participants select one class from each theme for a total of four, based on professional goals and areas of interest. Core classes cannot be substituted. Classes are rotated five times a year and offerings will vary. *Classes that have a prerequisite requirement are marked with an *

Self-Discovery   ☐ Strengths-Based Leadership *   ☐ The Role of Emotional Intelligence in Leadership

People-Centric Skills

☐ [The Power of Feedback: Constructive and Positive](#)   ☐ [Integrity: Building the Character of Great Leadership](#)

Team Effectiveness

☐ [Effective Teams](#)*   ☐ [Trust: The Essential Element](#)

Systems Thinking

☐ [Embracing Appreciative Inquiry](#)*   ☐ [Systems Thinking: Your Role in the Big Picture](#)*

Elective Classes:

For the certification, participants select four classes based on their professional goals and areas of interest. Additional elective classes will be added in the future. Classes are rotated five times a year and offerings will vary.

This category provides the opportunity to request a maximum of two elective credits for alternative learning experiences. Use the form available on [the Talent Development website](#) to submit your request.

Self-Discovery

Prerequisites required

☐ Advanced Strengths Development*
☐ Coachability: Embracing Your Mindset for Growth

☐ Emerging Leaders: Envision the Future

☐ Innovation: Exploring Your Creative Mindset
☐ Job Crafting: Creating the Job You Love
☐ Life Crafting: Building a Vision for Your Future
☐ Mindful Leadership Advance*

☐ Personal Effectiveness and Time Management
☐ Rest: A New View on Workplace Performance*
☐ Self-Coaching with E's: Appreciative Inquiry Self-Coaching*
☐ The Element of Grit
☐ Unmasking Leadership: Embracing Vulnerability for Growth

☐ Building Optimism
☐ Developing Resilience: Strengthening Your Adaptive Power

☐ Hope in the Workplace

☐ Introduction to Strengths
☐ Leveraging Strengths for Personal Effectiveness*
☐ Mindful Leadership
☐ Mindful Leadership Advance II: Apply and Practice Ahead*

☐ Professional Pathways
☐ Self-Coaching: WHAT Do You Think? *
☐ Strengths In and Out of Balance*

☐ The Essential Elements of Your Wellbeing

People-Centric Skills

- ☐ Appreciative Coaching*
- ☐ Coaching Basics
- ☐ Crafting Goals with the SMART Methodology
- ☐ Dealing with Difficult People
- ☐ Empathy: The Ability to Connect with Others
- ☐ Managing Cognitive Distortions with Powerful Questions*
- ☐ Notice and Respond: Assisting Persons in Distress
- ☐ Start Asking for Feedback
- ☐ Strengths-Based Communication*
- ☐ Taking Care of Ourselves: Exploring DBT
- ☐ Appreciative Conversations and Questions*
- ☐ Coaching Lab Practicum*
- ☐ Crucial Conversations
- ☐ Effective Communication & Conflict Resolution Skills
- ☐ Exploring Conflict Behaviors
- ☐ Navigating Emotional Dynamics in Challenging Dialogues
- ☐ Safe Zone
- ☐ Strengths-Based Coaching*
- ☐ Subtleties of Communication

Team Effectiveness

- ☐ A New Hope: Embrace the Power of Connection
- ☐ Creating an Engaged Environment for Hybrid Teams
- ☐ Happiness at Work and Why We Should Care
- ☐ Leading the Way: Developing Transformational Leadership Skills
- ☐ Servant Leadership: Creating Vision & Serving Others
- ☐ Team Building
- ☐ Transformational Leadership
- ☐ Understanding Generation Z
- ☐ Building a Vision Framework
- ☐ Dissecting Organizational Culture
- ☐ Leading Hybrid Teams
- ☐ Organizational Grit
- ☐ Situational Leadership
- ☐ Team Culture 2.0
- ☐ Turning Points: Creating Moments Change Your Life
- ☐ Working in a Multigenerational Workforce

Systems Thinking

- ☐ Applying Appreciative Inquiry in the Workplace*
- ☐ Appreciative Leadership*
- ☐ Building a Strengths-Based Culture Retreat*
- ☐ Building Your Professional Resilience
- ☐ Choose to Be
- ☐ Incorporating Gratitude into Your Leadership Style
- ☐ Love It or Hate It: The Inevitability of Change
- ☐ Redefining Leadership for a New World
- ☐ Appreciative Inquiry Lab Practicum*
- ☐ Building a Strengths-Based Culture*
- ☐ Utilizing Artificial Intelligence as a Practical Tool
- ☐ Celebrate What's Right
- ☐ Critical Thinking
- ☐ Introduction to SOAR*
- ☐ Project Management