Late Spring 2019 Schedule

We are excited to provide you with information about Training and Organizational Development’s early spring trainings. This schedule includes trainings that will be held between March 25th and May 10th. The summer catalog will be available to register for after April 15.

CSU faculty and staff will register for trainings on My Learning at Colorado State. My Learning is CSU’s software application to administer, document, and track educational trainings and programs for faculty and staff. To register for trainings go to www.mylearning.colostate.edu

Most trainings will be conducted face to face. The majority of our trainings are held at the University House on Remington, 1504 Remington Street (location and parking information is available on our website at TOD Training Website) but please always check the location before attending as occasionally it may vary. The registration confirmation emails from My Learning will include an .ics calendar attachment with date, time, and location information to add to your Outlook calendar.

We offer a separate catalog of live online trainings only available to our distance learners who are off-campus employees unable to travel to Fort Collins.

PROFESSIONAL DEVELOPMENT CLASSES (listed in alphabetical order)

ADVANCED STRENGTHS DEVELOPMENT

Class date: 4/18 – 9:00 am to 11:00 am
Instructor: Dr. Therese Lask
Length of class: 2 hours
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 the Mindset for Supervisors or Introduction to Strengths trainings to enroll in this training.

APPLYING APPRECIATIVE INQUIRY IN THE WORKPLACE

Class date: 4/23 - 9:00 am to 12:00 pm
Instructor: Dr. Michele Newhard
Length of class: 3 hours
Category and/or Theme: Elective/Systems Thinking

This course introduces the transformational concept of Appreciative Inquiry (AI) through its five-stage model of change. Language is critical in the workplace, so we must be intentional about the energy our language choice adds to the conversation. Appreciative inquiry is a way to focus on what we want more of instead of the problems that may hamper our momentum. Prerequisite: Must have completed the Gallup CliftonStrengths assessment and Embracing Appreciative Inquiry to enroll in this training.

APPRECIATIVE LEADERSHIP

Class date: 4/25 - 9:00 am to 11:00 am
Instructor: Dr. Michele Newhard
Length of class: 2 hours
Category and/or Theme: Elective/Systems Thinking
Framed with the five strategies of inquiry, illumination, inclusion, inspiration, and integrity, learn what appreciative inquiry scholars suggest could transform your leadership identity. Based on research developed around the appreciative inquiry mindset, this approach to leadership focuses on the relational practice of collaboration across the system. **Prerequisites:** You must have completed *Applying Appreciative Inquiry in the Workplace* or *Embracing Appreciative Inquiry* and the Gallup CliftonStrengths assessment to enroll in this training.

### CELEBRATE WHAT’S RIGHT
**Class date:** 4/16 - 9:00 am to 11:00 am  
**Instructor:** Dr. Michele Newhard  
**Length of class:** 2 hours  
**Category and/or Theme:** Elective/Systems Thinking

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.

### COACHING BASICS FOR THE WORKPLACE
**Class date:** 4/2 or 4/3 - 9:00 am to 12:00 pm  
**Instructor:** Dr. Michele Newhard  
**Length of class:** 3 hours  
**Category and/or Theme:** Elective/Interpersonal Skills

In this course, you will learn the basics of coaching, as well as the GROW model of coaching. You will walk away with the tools to apply these simple techniques to positively impact your employee’s experience and performance. This training is geared toward supervisors.

### CRUCIAL CONVERSATIONS ONLINE PROGRAM  
**Time commitment to complete:** Access is for 60 days; plan to commit 2-3 hours/week for 4 weeks.  
**SDP Category and/or Theme:** Elective/Interpersonal Skills

Crucial Conversations Online is a self-paced 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’ll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment. You can search for the Crucial Conversations Online Program in the Learning Library. To learn more about Programs in My Learning visit the [My Learning website](#).

*To cover the cost of training access, a fee of $226.00 is required prior to the start of training. More information on payment by Internal Order in Kuali is provided upon registration.*

### EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS
**Class dates:** 4/23 – 1:00 pm to 3:00 pm  
**Instructor:** Marsha Benedetti  
**Length of class:** 2 hours  
**SDP Category and/or Theme:** Elective/Interpersonal Skills

No one will argue the importance of effective communication, and yet we often find this more challenging than we imagined. This training looks at four vital skills that with practice can lead to dialogue that is more constructive. The training will also provide tips to have better conversations even when you may feel like you are at odds with the other party.

### EMERGING WOMEN LEADERS WEBINAR SERIES
**Class dates:** 4/9 and 5/7 - 11:00 am to 12:30 pm  
**Instructor:** Guest Speakers  
**Length of class:** Each webinar session is 1.5 hours  
**SDP Category and/or Theme:** Elective/Self Discovery

The Emerging Women Leaders Webinar Series offers multiple sessions of webinars that blend leadership skills training with advice from guest speakers who are senior-level women leaders. In every webinar, hear these outstanding leaders share their top career and leadership tips. Add to your toolkit of leadership skills and learn proven strategies to advance your career. Take advantage of post-webinar discussions with colleagues from campus.
• 4/9 – Ready to Stretch? Thought leaders are not just executives any more. You can become one too. In this webinar, learn how to identify your niche, express your expertise in ways that fit your personal style, and become a sought-after expert. You’ll walk away with a practical plan to share your passion and build your personal brand at the same time.

• 5/7 – The New Rules of Teamwork: Today, 84% of employees are “matrixed,” working on multiple teams every day. Networks of teams are replacing top-down hierarchies. And the role of a high-performing team player is changing. Are you keeping up? In this webinar, learn to leverage the “magic ratio” of highly effective teams, harness the collective intelligence of groups, and make a memorable mark. Speakers: Jo Miller, CEO and Selena Rezvani, Vice President of Consulting and Research, Be Leaderly.

INNOVATION: EXPLORING YOUR CREATIVE MINDSET
Class date: 4/10 – 9:00 am to 11:00 am Length of class: 2 hours
Instructor: Dr. Michele Newhard Category and/or Theme: Elective/Systems Thinking
According to some scholars, creativity has been emerging as the new differentiator in the workplace (Florida, 2014). We will discuss why creativity is so crucial. This course challenges you to think differently about being creative. We will explore the different types of creative expressions and help to personalize this for each participant. Prerequisite: Must have completed the Gallup CliftonStrengths assessment to enroll in this training.

INTEGRITY: BUILDING THE CHARACTER OF GREAT LEADERSHIP
Class date: 4/11 – 1:00 pm to 3:00 pm Length of class: 2 hours
Instructor: Dr. Therese Lask Category and/or Theme: Elective/Self Discovery
Integrity is frequently cited as a quality of great leaders. What is integrity? What are the qualities critical to possessing integrity? This training will explore the qualities linked to integrity, providing the opportunity for participants to identify opportunities to build and grow.

INTRODUCTION TO STRENGTHS
Class date: 4/8 – 9:00 am to 11:00 am Length of class: 2 hours
Instructor: Dr. Therese Lask SDP 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 content will be very similar.

PERSONAL EFFECTIVENESS & TIME MANAGEMENT
Class date: 3/28 - 9:00 am to 12:00 pm Length of class: 3 hours
Instructor: Joy Nyenhuis SDP Category and/or Theme: Elective/Self Discovery
This training will share techniques that can give you a greater sense of ease and control over your time. We will look at habit changing methodologies that you can start implementing right away. Take the time to break away from being overwhelmed to get you back in control of your day.

REST: A NEW VIEW ON WORKPLACE PERFORMANCE *NEW*
Class date: 5/1 - 9:00 am to 11:00 am Length of class: 2 hours
Instructor: Dr. Michele Newhard Category and/or Theme: Elective/Interpersonal Skills
We often dismiss the need for rest. In fact, many of us wear overwork like a badge of honor in this driven, accomplishment-focused society. According to research by Dr. Alex Pang among others, we work more than ever before and yet, productivity and passion has waned. Underestimating its value, rest is now often viewed as a luxury instead of the need that it actually is. Researchers are showing how embracing breaks, rest, and
play actually reaps greater work outcomes. **Prerequisite:** Must have completed the Gallup CliftonStrengths assessment to enroll in this training.

**SITUATIONAL LEADERSHIP**

**Class date:** 4/30 - 1:00 pm to 4:00 pm  
**Instructor:** Marsha Benedetti  
**Length of class:** 3 hours  
**Category and/or Theme:** Elective/Team Effectiveness

Situational Leadership is a practical leadership model for developing people. The 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.

**STRENGTHS BASED COMMUNICATION**

*NEW*

**Class date:** 4/30 – 9:00 am to 11:00 am  
**Instructor:** Dr. Therese Lask  
**Length of class:** 2 hours  
**Category and/or Theme:** Elective/Interpersonal Skills

How does our style of communication link to the themes identified by the CliftonStrengths assessment? Through identifying your Domains of Leadership, participants will explore and learn four styles of communication that reflect your domains. This workshop will examine patterns for each style of communication and utilize scenarios for deeper understanding. Build your understanding of effective communication based on various styles, and gain confidence in your ability to effectively communicate with colleagues. **Prerequisite:** Must have completed the Gallup CliftonStrengths assessment to enroll in this training.

**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 will participate in the Supervisor Development Program offered through the Office of Training and Organizational Development. The offices of the Vice President for Diversity, Equal Opportunity and Human Resources contribute to the class selections.

For those interested in receiving a 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 the Supervisor Development Program Certification, please see more details and a checklist on our website http://training.colostate.edu/supervisor/ or call The Office at (970) 491-1376.

Required training for all supervisors (to be completed in a three-year time span):

The required training includes completion of all four classes in the foundation category and an additional two classes from either the core or elective categories.

Certification includes completion of all four classes in the foundation category, four courses from the core category (one from each theme,) and four courses from the elective category. (Please note: all classes completed in the required training count toward the certification.) This checklist can help you track your progress.

**NOTE: Professional Development Classes are Elective Classes**

Choose any four from the Professional Development classes (listed above) to fulfill your elective requirements.
for the Supervisor Development Program Certification. Professional Development trainings are rotated each semester and additional trainings may be added in the future.

**Foundation Classes:**

Participants take all four trainings as part of the required training and for the certification. Total training commitment is 13 hours. All Foundation trainings are offered fall, spring and summer semesters.

**MINDSET FOR SUPERVISORS**

**Class dates:** 4/5 or 4/24 - 8:30 am to 12:30 pm or 5/2 – 12:30 pm to 4:30 pm (choose one)

**Length of class:** 4 hours  
**SDP Category and/or Theme:** Foundation

**Instructors:** Marsha Benedetti, Dr. Therese Lask or Dr. Michele Newhard

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, and finally, you will explore how your team contributes to this mission of the institution. NOTE: Mindset for Supervisors is the recommended first required Foundation training for the Supervisor Development Program (SDP) requirements and SDP Certification.

**INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU**

**Class dates:** 3/29 – 9:00 am to 11:30 am or 3/25 or 4/15 – 1:00 pm to 3:30 pm (choose one)

**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Foundation

**Instructors:** Office of the Vice President for Diversity staff

Supervisors play a key role in creating an inclusive work environment. This training provides an understanding of diversity and inclusion at Colorado State. As supervisors, we set the tone and culture of our office. Because of this we have the opportunity to create inclusive environments for all employees to succeed, regardless of background.

**INCLUSIVE EXCELLENCE PART 2 - UNCOVERING BIAS**

**Class dates:** 4/2 or 4/23 – 9:00 am to 11:30 am or 4/4 – 1:00 pm to 3:30 pm (choose one)

**Length of class:** 2.5 hours  
**SDP Category and/or Theme:** Foundation

**Instructors:** Office of the Vice President for Diversity staff

Unconscious or implicit bias impacts us all. Supervisors play a key role in creating an inclusive work environment. This training examines the impact that unconscious bias may play in the workplace. It is recommended that you take Part 1 and then Part 2.

**RULES OF THE ROAD**

**Class dates:** 3/14 – 12:30 pm to 4:30 pm at Foothills Campus or 3/28 or 4/16 – 8:00 am to 12:00 pm or 3/28 – 1:00 pm to 5:00 pm (choose one)

**Length of class:** 4 hours  
**SDP Category and/or Theme:** Foundation

**Instructor:** Sponsored by the Office of Equal Opportunity and Human Resources

This course 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.

**Core Classes:**

If you are interested in the Supervisor Development Program Certification, participants select one training from each of the four themes based on professional goals and areas of interest. Please see more details on our website [http://training.colostate.edu/supervisor](http://training.colostate.edu/supervisor) or call The Office of Training and Organizational Development at (970) 491-1376.
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 of these trainings are recommended for all employees who may be impacted by an emergency at work or at home.

READY COLORADO STATE
Class date: 4/17 – 8:30 am to 12:30 pm  Length of class: 4 hours
Instructor: Bob Chaffee and Team
The Colorado State University Emergency Plan will be discussed and reviewed so all CSU employees know where they and their Building Plans fit toward meeting the university's responsibility to capably respond to emergencies. This training will focus on department and building plans and preparation ranges from medical emergencies to other major emergencies such as fire or utility outages, culminating in developing and/or

EFFECTIVE TEAMS
Class dates: 4/15 - 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Dr. Michele Newhard
Core/Interpersonal Skills
Effective teams are the cornerstone of organizational success. Building teams is a skillset that can be learned and in this course, you will gain knowledge for developing strong teams who embrace the mission of the unit and the University. Prerequisite: Must have completed the Gallup CliftonStrengths assessment to enroll in this training.

STRENGTHS BASED LEADERSHIP
Class dates: 4/9 - 9:00 am to 11:00 am  Length of class: 2 hours
Instructor: Dr. Therese Lask
SDP 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 the Gallup CliftonStrengths assessment to enroll in this training.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE
Class dates: 3/26 - 9:00 am to 12:00 pm or 1:00 pm to 4:00 pm  Length of class: 3 hours
Instructor: Dr. Michele Newhard
SDP 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 the Gallup CliftonStrengths assessment to enroll in this training.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE
Class dates: 4/11 - 9:00 am to 12:00 pm  Length of class: 3 hours
Instructor: Marsha Benedetti
SDP 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.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP
Class date: 4/1 - 9:00 am to 11:30 am  Length of class: 2.5 hours
Instructor: Marsha Benedetti
SDP 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.
updating a plan for your work site or area. Those attending will have reviewed a learning guide and will take part in several practical activities to assist in learning readiness concepts.

**READINESS RESOURCES**

- **Class date:** 5/8 – 8:30 am to 12:30 pm
- **Length of class:** 4 hours
- **Instructor:** Bob Chaffee and Team

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 and preparedness concepts that apply anywhere anytime. These are all issues that may be encountered during a workday in today’s world!

**UNIVERSITY EMPLOYEE ORIENTATION**

University Employee Orientation (UEO) is designed to welcome new employees to the University while gaining a sense of the CSU community and culture. We recommend you attend orientation within your first two months of employment at CSU.

- **Class dates:**
  - 3/26 1:00 pm – 4:00 pm
  - 4/25 8:30 am – 11:30 am
- **Instructors:** Marsha Benedetti or Dr. Therese Lask
- **Length of class:** 3 hours

**REGISTRATION AND CONTACT INFORMATION**

**Online Registration:** Please refer to the My Learning Registration Guide for registration instructions available at [www.mylearning.colostate.edu](http://www.mylearning.colostate.edu)

**For Registration Assistance:** Please email [MyLearning@colostate.edu](mailto:MyLearning@colostate.edu)

**Contact Information**

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