Summer 2020 Remote Learning

The goal of Talent Development is to inspire learning and innovation – creating an engaged community. We accomplish this by providing innovative solutions including the design and delivery of high-quality initiatives that foster learning and growth while engaging individual employees and teams in support of CSU’s Principles of Community and land grant mission.

We are excited to provide you with information about Talent Development’s online trainings developed for employees to receive professional development during the campus closure due to the COVID-19 Pandemic response. We are offering a selection of interactive live online trainings using the Zoom webinar platform. A few days before each training, you will receive an email guiding you to follow detailed instructions for how to gain training access. To register for trainings go to the My Learning Website or log in to My Learning and then click the linked title below.

Spotlight Learning. We continue to offer Spotlight Learning sessions that are shorter, usually one hour. Individually they do not count towards the Supervisor Development Program requirements. However, if you attend two Spotlight Learnings you can request to receive one Elective credit. Please use this form to document your completion of two Spotlight Learning sessions and request credit. Recordings of these Spotlight sessions will also be made available as self-paced e-Learning Courses in My Learning. We will not provide the recordings for our longer classes.

Facebook. Join us on Facebook by requesting membership to our private group: Colorado State University Talent Development. The CSU TD Facebook is another avenue for virtual 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 will provide reflection, engagement, or respite and generate uplifting conversations.

Trending Resources. The Talent Development staff has compiled a list of helpful articles, books, and videos. We are excited to share these with you and will continue to add new resources to reinforce our classes and address our current work environment. We are currently highlighting resources for working remotely.

LIVE ONLINE CLASSES (in chronological order)

**BUILDING HOPE IN TIMES OF UNCERTAINTY** *NEW*

Class date: 6/2 – 10:00 am to 11:00 am  
Length of class: 1 hour

Instructor: Dr. Therese Lask  
Spotlight Learning

What will our new normal be? This webinar will use the foundation of Hope Theory to empower our exploration of the future. Participants will be exploring the three components of Hope to
determine their future path:
- Exploring your goals - build a challenging goal, where the steps to achieving the goal are as meaningful and motivating.
- Exploring your way power - examine possible steps to move your goal forward along with building a contingency plan.
- Exploring your will power - discover the motivation and commitment to pursue your goal.

**STAYING MINDFUL**
*NEW*
**Class date:** 6/3 – 10:00 am to 11:00 am  
**Instructor:** Dr. Michele Newhard  
**Length of class:** 1 hour  
**Spotlight Learning**
Certainly, workplace stress in the best of times can challenge our coping skills on occasion. Now, add fears about the changing safety landscape, mounting uncertainties, and added responsibilities in the day like home schooling, and we have a recipe for overload. Fortunately, from numerous scientific studies, we know that mindfulness can be a major deterrent in the face of stress. In this brief, we will explore the why and how of mindfulness practice.

**SERVANT LEADERSHIP: FOCUSING ON THE RELATIONSHIPS AND NEEDS OF OTHERS**
*NEW*
**Class date:** 6/16 – 9:00 am to 11:30 am  
**Instructor:** Dr. Therese Lask  
**SDP Category and/or Theme:** Elective/Team Effectiveness
The philosophy of servant leadership is to focus on the development and success of people. The leader's role is to provide a vision for the future of the team, then help individuals with what they need to achieve the vision. Many organizations have adapted this style of leadership and have experienced great success due to investing in people. Participants will learn the qualities of an effective servant leader, the process for how to create a vision that will resonate with members of your team, and how to evaluate your team to determine a strategy to engage them in the vision.

**PROJECT MANAGEMENT** *(Three-Part Workshop Program)*
**Three-part training, all dates required:** 6/18, 6/25, & 7/2 – 11:00 am to 12:00 pm  
**Total Length of class:** 3 hours  
**Instructor:** Dave Hoffman  
**SDP Category and/or Theme:** Elective/Systems Thinking
What make a project successful? This basic project management class will walk you through the project initiating, planning, executing, monitoring and 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.

**HAPPINESS AT WORK AND WHY WE SHOULD CARE**
**Class date:** 7/8 – 9:00 am to 11:30 am  
**Instructor:** Dr. Michele Newhard  
**SDP Category and/or Theme:** Elective/Team Effectiveness
Research around positive emotions, specifically happiness levels in the workplace indicates that in today's society, we would be well served to consider the impact of staff happiness levels. We will explore how to affect personal happiness levels.

**PERSONAL EFFECTIVENESS & TIME MANAGEMENT**
**Class date:** 7/9 - 10:00 am to 11:30 am  
**Instructor:** Joy Nyenhuis  
**SDP 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. And we will be inspired to live in a way that reflects our values no matter what challenges we face.

**START ASKING FOR FEEDBACK**

**Class date:** 7/14 – 1:00 pm to 3:30 pm  
**Length of class:** 2.5 hours  
**Instructor:** Marsha Benedetti  
**SDP Category and/or Theme:** Elective/Interpersonal Skills  
Research shows that less than one-third of employees say they receive useful feedback (Zenger Folkman, 2014) and yet, we generally just continue to ask supervisors to give more feedback. This course shifts the focus on feedback to be "receiver-driven." Asking for feedback sets up an environment for the receiver to engage in the conversation with confidence and curiosity, which can lead to valuable insight to help us grow. We will explore the concepts of asking for feedback: broadly, explicitly and often.

**ADAPTABILITY FATIGUE**

**Class date:** 7/16 – 10:00 am to 11:00 am  
**Length of class:** 1 hour  
**Instructor:** Dr. Michele Newhard  
**Spotlight Learning**  
Have you been feeling unusually tired or inconsistently wavering lately? With so much uncertainty inundating us courtesy of the COVID-19 pandemic, it is no wonder. We will explore this very normal reaction to the unprecedented circumstances as well as some suggested strategies for guarding yourself against burning out.

**TRANSITIONS: EXPLORING YOUR NEW BEGINNING**

**Class date:** 7/21 – 10:00 am to 11:00 am  
**Length of class:** 1 hour  
**Instructor:** Dr. Therese Lask  
**Spotlight Learning**  
When change occurs, we all experience the stages of transitions in different ways. This webinar will focus on moving into the final stage of transition: experiencing a new beginning. Using William Bridges theory on Transitions, participants will:

- Provide a brief overview of Transitions Theory
- Apply the Transitions Theory to explore your new beginning
- Empower participants with strategies to create their new beginning

*Please note: this webinar builds on the Bridges Transitions Theory discussed in the Spotlight webinar "A Time of Change". While it is not a prerequisite for this session, you can watch the eLearning version of "A Time of Change."

**KEEP TALKING: SIMPLE WAYS TO INCREASE TEAM COMMUNICATION**

**Class date:** 7/23 – 10:00 am to 11:00 am  
**Length of class:** 1 hour  
**Instructor:** Marsha Benedetti  
**Spotlight Learning**  
How well does your team communicate? Have you found communication even more challenging in the recent months working as a remote team? Communication has always been a critical factor of effective teams and this has not changed in our current situation. Poor communication wastes time, breeds mistrust and can cause unnecessary stress. During this time of uncertainty, we all need to be looking at how we can be part of increasing the effectiveness of our team’s communication. This session will give you some simple tips that you can apply right away.

**CREATING INCLUSIVE CONVERSATIONS**

**Class date:** 8/5 – 10:00 am to 12:00 pm  
**Length of class:** 2 hours  
**Instructor:** Office of the Vice President for Diversity  
**SDP Category and/or Theme:** Elective/Interpersonal Skills
This session explores the concept of intent vs. impact and how we can unintentionally create a hostile environment for our colleagues, students, and employees. We explore common phrases that marginalize campus members and discuss best practices for creating inclusive conversations. **Prerequisites:** You must have completed Inclusive Excellence Part 1 and Part 2. *Please note that this training is now an Elective, not Core.*

**E-LEARNING COURSES 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 e-Learning Courses. In the Learning Library filter by Course and the TD tag to view the available Courses. We will continue to add recordings of our Spotlight sessions in this way so if you cannot attend a live session, search for it in My Learning about seven business days after the live session. Titles currently available include:

- **A Time of Change** with Dr. Therese Lask
- **Building Resilience During Difficult Times** with Dr. Therese Lask
- **Focus on Wellbeing** with Dr. Therese Lask
- **Leveraging Strengths Toward Remote Working** with Dr. Michele Newhard
- **Tips for Managing Remote Teams** with Marsha Benedetti and others
- **Tips for Working Remotely** with Marsha Benedetti and others

**UNIVERSITY EMPLOYEE ORIENTATION**

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**Class date:** 7/29 – 10:00 am to 12:00 pm  
**Length of class:** 2 hours  
**Instructor:** Marsha Benedetti

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.

**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 Talent Development. The offices of the Vice President for Diversity, Equal Opportunity and Human Resources contribute to the training 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.
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.

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 training count toward the certification.) This checklist can help you track your progress.

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 Supervisor Development Program and/or optional 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 SDP training, which equals four Foundation trainings plus 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.

SUPERVISOR DEVELOPMENT PROGRAM, CERTIFICATION PROGRAM
This new Program gives you access to a My Learning completion and a University issued certificate for CSU's Supervisor Development 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.

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

Foundation Trainings:
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 (Two-Part Workshop)
Two-part training, both dates are required: 6/9 & 6/11 – 9:00 am to 11:30 am
Length of class: 2.5 hours each, 5 hours total    SDP Category and/or Theme: Foundation
Instructors: 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 training for the Supervisor Development Program (SDP) requirements and SDP Certification.

INCLUSIVE EXCELLENCE PART 1 - DIVERSITY AND INCLUSION AT CSU
Class dates: 6/18 - 9:00 am to 12:00 pm or 8/7 – 1:00 pm to 4:00 pm    (choose one)
Length of class: 3 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: 6/22 - 9:00 am to 12:00 pm or 8/10 – 1:00 pm to 4:00 pm (choose one)

Length of class: 3 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 (Two-Part Workshop)**

Two-part training, both dates are required: 6/23 & 6/25 – 1:00 pm to 3:30 pm

Length of class: 2.5 hours each, 5 hours total  
**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 Trainings:**

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/ or call The Office of Talent Development at (970) 491-1376.

**STRENGTHS BASED LEADERSHIP**

Class date: 6/30 – 9:00 am to 11:30 am  
**Length of class:** 2.5 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 Mindset for Supervisors or Introduction to Strengths trainings or a Team Strengths Workshop to enroll in this training.

**THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE**

Class date: 6/15 – 1:00 – 3:30 pm  
**Length of class:** 2.5 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.
REGISTRATION AND CONTACT INFORMATION

Online Registration: Please refer to the My Learning Registration Guide for registration instructions available at www.mylearning.colostate.edu
For Registration Assistance: Please email MyLearning@colostate.edu

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