



TRAINING AND ORGANIZATIONAL DEVELOPMENT COLORADO STATE UNIVERSITY

Fall 2017 Schedule

We are excited to provide you with information about Training and Organizational Development's (TOD) fall classes. To register for classes go to www.training.colostate.edu/register.html

We look forward to welcoming you in our new classroom space at the University House on Remington, where the majority of our classes will be held this fall.

TOD is offering more classes and we still are finding long waiting lists. Please remember to remove yourself from a class if you will not be able to attend. That way we can accommodate someone from the wait list. Your attention to this matter is appreciated.

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 full-time employment at CSU.

Class dates:

8/29	1:00 pm – 4:00 pm	9/19	8:30 am – 11:30 am	10/10	1:00 pm – 4:00 pm
11/8	8:30 am – 11:30 am	12/5	8:30 am – 11:30 am		

Length of class: 3 hours

PROFESSIONAL DEVELOPMENT CLASSES (listed in alphabetical order)

APPLYING APPRECIATIVE INQUIRY CONCEPTS IN THE WORKPLACE

Class date: 11/9- 9:00 am to 12:00 pm

Length of class: 3 hours

Appreciative Inquiry is an organizational and personal change methodology and worldview that can produce dramatic effects in organizations and employees. A four-stage model of change focused on affirmative questioning leads to outcomes that are both organizationally and personally practical, innovative, and uplifting.

APPRECIATIVE COACHING

Class date: 11/30 – 9:00 am to 11:00 am

Length of class: 2 hours

This course provides a foundation in the theories, principles, and techniques of Appreciative Inquiry Coaching. Participants will have an opportunity to practice the model as well as be coached with the model.

Prerequisites: Mindset for Supervisors or Introduction to Strengths and Embracing Appreciative Inquiry or Applying Appreciative Inquiry Concepts in the Workplace. Coaching Basics for the Workplace is advised.

BUILDING YOUR PROFESSIONAL RESILIENCE

Class date: 10/26 – 9:00 am to 12:00 pm

Length of class: 3 hours

We all experience difficult times at work. How do we navigate these times? Resilience – the ability to persevere and adapt when things go awry- is a skill you can enhance in order to navigate not only our professional, but personal challenges. This workshop will help you gain confidence in your ability to handle challenges at work.

COACHING BASICS FOR THE WORKPLACE

Class date: 11/7 - 9:00 am to 12:00 pm

Length of class: 3 hours

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 class is geared toward supervisors.

CRITICAL THINKING

Class date: 12/7 - 9:00 am to 12:00 pm

Length of class: 3 hours

How often do you think about how you think? For most people the answer is “not very often”. And yet every day, we each make decisions, generate ideas, draw conclusions, evaluate other people's opinions and so on. In this class, you can examine your thinking process, understand the impact of your decisions and ensure alignment with organizational goals.

CRUCIAL CONVERSATIONS SERIES

Class dates for entire session: Wednesdays 10/11, 10/18, 10/25 and 11/1 - 8:00 am to 12:00 pm

Length of class: 16 hours – four, 4-hour sessions

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'll begin to surface the best ideas, make the highest-quality decisions, and then act on your decisions with unity and commitment.

**To cover the cost of class materials, a fee of \$239.50 is required prior to the start of training. More information on payment by Internal Order in Kuala Lumpur is provided upon registration.*

DEALING WITH DIFFICULT PEOPLE

Class date: 10/5 – 1:00 pm to 4:00 pm

Length of class: 3 hours

This class recognizes that we have interactions with other people in the workplace that sometimes can be quite challenging. We will look at the role you play and explore some specific steps you can use to deal with difficult situations at work that can lead to more positive outcomes.

EFFECTIVE COMMUNICATION AND CONFLICT RESOLUTION SKILLS FOR ACADEMIC LEADERS

Class date: 10/27 – 1:00 pm to 3:00 pm

Length of class: 2 hours

An academic leader's success is dependent upon effective communication skills and the ability to resolve conflict. This workshop is specifically for faculty interested in connecting and learning from other academic leaders. The workshop is designed to be interactive and scenarios will be used to reinforce the tools and techniques presented.

EMERGING LEADERS: ENVISION THE FUTURE (two-day workshop)

Class dates: 10/5 and 10/12 - 8:30 am to 4:00 pm

Length of class: Total 13 hours (6.5 hours each day)

Do you know where your professional path is leading you? Are you interested in developing your leadership qualities for the future? Based on Kouzes's and Posner's bestselling book *“The Leadership Challenge”*, this two-day retreat will explore key concepts of leadership through thought provoking exercises that will assist you in determining your future leadership goals.

EMERGING WOMEN LEADERS WEBINAR SERIES

Class dates: 9/12, 10/3, and 11/7 -11:00 am to 12:30 pm

Length of class: each webinar session is 1.5 hours

The Emerging Women Leaders Webinar Series is a six-part series of webinars blending leadership skills training with advice from guest speakers who are senior-level women leaders. In every webinar: Hear outstanding women leaders share their top career and leadership tips. Add to your toolkit of leadership skills. Learn proven strategies to advance your career and take advantage of post-webinar discussions with colleagues from campus.

- **9/12** - A Purpose-Driven Leadership Brand
- **10/3** - Negotiation Workshop with Susan Schell, Director of Career Management Center, College of Business, CSU (Live Session)
- **11/7** - Lead From Where You Are

HAPPINESS AT WORK AND WHY WE SHOULD CARE

Class date: 9/12 – 1:00 pm to 3:00 pm

Length of class: 2 hours

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.

INTRODUCTION TO STRENGTHS

Class date: 9/13 - 9:00 am to 11:00 am

Length of class: 2 hours

Based on decades of research conducted by the Gallup Organization, a strengths based focus can enhance the individual's ability to deliver optimal performance. Through a series of activities designed to explore the participant's top five talents/themes, as identified by the Strengths Finder assessment, this workshop will focus on learning the three components of strengths development: talent, skills and knowledge. By exploring these three components, participants will discover strategies to enhance their strengths.

LOVE IT OR HATE IT: THE INEVITABILITY OF CHANGE

Class dates: 9/19 – 9:00 am to 12:00 pm **or** 11/14 – 1:00 pm to 4:00 pm (choose one)

Length of class: 3 hours

Do you embrace or dread change? In all of our roles at work and in life, change is constant. This workshop will explore the variables of change from a personal and organizational perspective and provide a process to apply for a successful change.

TEAMBUILDING

Class date: 10/31 – 9:00 am to 11:00 am

Length of class: 2 hours

Take a deeper dive into activities and discussion that can strengthen your team culture and develop teamwork. Learn to craft a strategy that can unite all members for the common goal.

THE BALANCING ACT: SUPERVISING STUDENT, HOURLY AND SEASONAL EMPLOYEES

Class date: 8/30 – 8:00 am to 12:00 pm

Length of class: 4 hours

Supervising student and seasonal employees requires supervisors to be able to effectively balance between coaching, teaching, and mentoring versus their professional needs for accomplishment, and efficient use of time. This session will cover concepts, techniques, and tools designed to assist supervisors with effective management and development of their student and seasonal employees.

THE ESSENTIAL ELEMENTS OF YOUR WELLBEING

Class date: 10/24 – 9:00 am to 11:00 am

Length of class: 2 hours

Are you living your best life? Through examining the five essential elements of Wellbeing (career, social, physical, financial and community), participants will explore opportunities to improve the quality of their lives. In addition to exploring these five elements, participants will generate a list of opportunities to enhance the various elements of their Wellbeing.

UNDERSTANDING GENERATION Z

Class date: 11/16 - 1:00 pm to 3:00 pm

Length of class: 2 hours

After a brief review of the four previous generational cohorts we may encounter, the latest generation to join us on campus, Generation Z is introduced. We will explore their characteristics and effective strategies for interacting with Generation Z.

SUPERVISOR DEVELOPMENT PROGRAM CLASSES

The Supervisor Development Program is designed to help you with your professional development as an individual and as a supervisor. Colorado State University recognizes the importance of the supervisory role and the impact a supervisor has on employee engagement and satisfaction.

The Supervisor Development Program is not a one-size-fits-all approach to supervision. The program consists of foundation, core and elective classes and is self-directed in that you choose the courses and experiences that best fit your unique needs as a supervisor.

If you are interested in obtaining the Supervisor Development Program Certification, please see more details on our website <http://training.colostate.edu/supervisor/> or call The Office of Training and Organizational Development at (970) 491-1376.

Foundation Classes:

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

INCLUSIVE EXCELLENCE

Class dates: Part 1 – choose one session from the dates below:

8/22, 9/12, 10/9, 10/11, 10/31, 11/14, or 12/12 - 9:00 am to 11:30 am

8/24 or 11/16 – 1:00 pm to 3:30 pm

Length of class: Part 1 – 2.5 hours

Class dates: Part 2 – choose one session from the dates below:

8/29, 9/19, 10/24, 11/6, 11/8, or 11/30 – 9:00 am to 11:30 am

9/21, 10/26 or 12/14 – 1:00 pm to 3:30 pm

Length of class: Part 2 – 2.5 hours

Supervisors play a key role in creating an inclusive work environment. These classes provide an understanding of diversity and inclusion at Colorado State and examine the impact that unconscious bias may play in the workplace.

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. Unconscious or implicit bias impacts us all.

Prerequisites: It is recommended that you take Part 1 and then Part 2.

MINDSET FOR ACADEMIC LEADERS

Class date: 9/22 -- 9:00 am to 12:00 pm

Length of class: 3 hours

Are you interested in enhancing your skills as an academic leader? This workshop is designed specifically for faculty interested in connecting and learning from other academic leaders.

MINDSET FOR SUPERVISORS

Class dates: 8/31, 9/6, 9/20, 10/17, 10/25, 11/2, 11/14, 12/6 (choose one) -- 8:00 am to 12:00 pm
10/12 or 11/29 (choose one) – 12:30 pm to 4:30 pm

Length of class: 4 hours

In this class, 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. **We recommend you take this class first**, as it provides an overview of the certification program.

RULES OF THE ROAD

Class dates: 9/13 – 12:30 pm to 4:30 pm
11/15 or 12/8 – 8:00 am to 12:00 pm (choose one)

Length of class: 4 hours

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 class 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 Training and Organizational Development at (970) 491-1376.

Core classes are rotated each term and additional classes may be added in the future.

CREATING INCLUSIVE CONVERSATIONS

Class dates: 10/3 or 11/28 – 9:00 am to 11:30 am or 9/14 or 11/2 – 1:00 pm to 3:30 pm (choose one)

Length of class: 3 hours

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, which marginalize campus members and discuss best practices to creating inclusive conversations.

Prerequisites: Inclusive Excellence Part 1 and Part 2 are required prerequisites for this class.

EFFECTIVE TEAMS

Class date: 10/4 - 9:00 am to 12:00 pm

Length of class: 2 hours

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 the mission of the unit and the University.

EMBRACING APPRECIATIVE INQUIRY

Class date: 9/7 - 9:00 am to 12:00 pm

Length of class: 3 hours

Appreciative Inquiry (AI) is an organizational and personal change methodology and worldview that can produce dramatic transformational effects in organizations and employees. A four-stage model of change focused on affirmative questioning leads to outcomes that are both organizationally and personally practical, innovative, and uplifting.

STRENGTHS BASED LEADERSHIP

Class dates: 9/14 or 12/5 - 9:00 am to 11:00 am

Length of class: 2 hours

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 Strengths Finder assessment, participants will explore their domain(s) and discover how to invest time in various job responsibilities to best contribute to department and organization.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE

Class date(s): 11/15 - 1:00 pm to 4:00 pm

Length of class: 3 hours

It is essential to understand the power of feedback, especially in the role of a supervisor. This class 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.

Elective Classes:

Choose any four from the Professional Development classes to fulfill your elective requirements for the Supervisor Development Program Certification. Please see more details on our website <http://training.colostate.edu/supervisor/> or call The Office of Training and Organizational Development at (970) 491-1376.

Elective classes are rotated each term and additional classes may be added in the future.

Visit TOD's website: <http://training.colostate.edu>

Online Registration

www.training.colostate.edu/register.html

- **Select the “Register for Workshops” button near the top of the page**
- •Choose the “Training & Organizational Development” from the selection box
- •Select the “Login” tab and login
- •Select the “Add Class” tab, and add the class
- •Select the “My Classes” tab to view your successful registration
- If you have trouble using the online system, please call Nakia at (970) 491-1376

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