



Summer 2017 Schedule

We are excited to provide you with information about Training and Organizational Development's (TOD) summer classes. To register for classes go to <https://TODregistration.colostate.edu>.

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 date(s):

5/15 1:00 pm – 4:00 pm

8/8 8:00 am – 11:00 am

6/13 8:00 am – 11:00 am

No UEO in July

Length of class: 3 hours

PROFESSIONAL DEVELOPMENT CLASSES

APPRECIATIVE LEADERSHIP

Class date(s): 6/29 - 9:00 am to 11:00 am

Length of class: 2 hours

Framed with the five strategies of inquiry, illumination, inclusion, inspiration, integrity that emerged from research, learn what some scholars suggest could transform your leadership identity. Based on research developed using the appreciative inquiry mindset, this approach to leadership focuses on the relational practice of collaboration across the system.

ADVANCED FACILITATION

Class dates for entire session: Tuesday - Friday 6/6, 6/7, 6/8, 6/9 - 9:00 am to 1:00 pm

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

If you have been interested in strengthening your facilitation skills, please join us for this highly interactive 16-hour deeper dive into the nuances of facilitating groups in service to their mission.

We will cover the following topics in depth: contracting, common facilitation process tools and when/how to use them effectively, working with resistance, using interventions to assist teams in getting "unstuck", and helping teams work through tension and outright conflicts.

The course is designed for individuals who already have basic knowledge and experience facilitating groups. Please contact Marsha Benedetti before registering for this class at marsha.benedetti@colostate.edu for more information.

EMERGING LEADERS: ENVISION THE FUTURE (two day workshop)

Class date(s): 6/15 and 6/22 - 8:30 am to 4:00 pm
7/13 and 7/20 - 8:30 am to 4:00 pm (choose one)

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 Kouze's and Posner's bestselling book *"The Leadership Challenge"*, this two day retreat will explore key concepts of leadership including:

- Reflection on the Past – Explore your past success and challenge provide important insight to your future professional path.
- Attend to the Present- Discover the current opportunities you have to change, grow and improve as a leader.
- Ignite Your Passion- Develop your Professional Mission Statement by exploring your values, passion, and skills.
- Prospect Your Future – Based on your takeaways from various exercises, determine future leadership goals.

EMERGING WOMEN LEADERS WEBINAR SERIES

Class date(s): 6/27 -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 year long, 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. Take advantage of post-webinar discussions with colleagues from campus.

PERSONAL EFFECTIVENESS & TIME MANAGEMENT

Class date(s): 7/11 - 9:00 am to 11:30 am

Length of class: 2.5 hours

This class 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.

SUBTLETIES OF COMMUNICATION

Class date(s): 6/14 - 9:00 am to 11:00 am

Length of class: 2 hours

Respectful and open communication is vital to a welcoming and successful workplace. We will explore a few different aspects of respectful workplace communication that are often overlooked in the realm of communication.

TRUST

Class date(s): 7/27- 9:00 am to 11:00 am

Length of class: 2 hours

Research has clearly shown 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?

CRUCIAL CONVERSATIONS SERIES

Class dates for entire session: Tuesdays and Thursdays 6/6, 6/8, 6/13 and 6/15 - 12:30 pm to 4:30 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 your 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 is provided upon registration.*

SUPERVISOR DEVELOPMENT PROGRAM CLASSES

We have a new format for our supervisory development program. This is not a one-size-fits-all approach to supervision. The Supervisor Development Program is designed to help you with your professional development as an individual and as a supervisor. The program is made up of foundation, core and elective classes. The program is self-directed and you can obtain a certificate if you so choose. We recommend starting with the foundations classes and then you can add on core and elective classes to receive a certificate.

Please visit our website for more information <http://training.colostate.edu/supervisor/> or contact Marsha Benedetti with The Office of Training and Organizational Development at (970) 491-1773.

Foundation Classes:

MINDSET FOR SUPERVISORS

Class date(s): This class is offered once each month during the summer.

6/6 or 7/12 or 8/2 (choose one) -- 8:00 am to 12:00 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 this is an overview of the certification program and the options available to you by working through an individualized development plan.

INCLUSIVE EXCELLENCE

Class date(s): Part 1 – 6/20 South Campus – 1:00 pm to 4:00 pm or

6/28 – 9:00 am to 12:00 pm (choose one)

Class date(s): Part 2 – 6/27 South Campus – 1:00 pm to 4:00 pm or

6/29 – 9:00 am to 12:00 pm (choose one)

Length of class: Part 1 – 3 hours and Part 2 – 3 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. These are foundational classes in the Supervisory Development Program. It is recommended you take Part 1 and then Part 2.

RULES OF THE ROAD

Class date(s): 5/23 South Campus – 12:30 pm to 4:30 pm

6/7 - 12:30 pm to 4:30 pm

7/11 - 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: We recommend you attend Mindset for Supervisors prior to attending any core classes.

CREATING INCLUSIVE CONVERSATIONS

Class date(s): 6/28 - 9:00 am to 12:00 Pm

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.

Core Classes continued:

EMBRACING APPRECIATIVE INQUIRY

Class date(s): 6/21 - 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 date(s): 6/28 - 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.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE

Class date(s): 7/13 - 9:00 am to 12:00 pm

Length of class: 3 hours

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.

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP

Class date(s): 7/13 - 9:00 am to 11:30 am

Length of class: 2.5 hours

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.

THE POWER OF FEEDBACK: CONSTRUCTIVE AND POSITIVE

Class date(s): 5/25 - 9:00 am to 11:30 am

Length of class: 2.5 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 certificate.

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

Contact Information

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