



SPRING 2017 SCHEDULE

We are excited to provide you with information about Training and Organizational Development's spring classes. Please register for the classes at <http://TODregistration.colostate.edu>.

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)

1/23/17 1 pm – 4 pm	2/14/17 8 am – 11 am	3/21/17 1 pm – 4 pm
4/11/17 8 am – 11 am	5/15/17 1 pm – 4 pm	

Length of class: 3 hours

PROFESSIONAL DEVELOPMENT CLASSES

APPLYING APPRECIATIVE INQUIRY CONCEPTS ON THE WORKPLACE

Class date(s): 1/18/17 - 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.

THE BALANCING ACT: SUPERVISING STUDENT, HOURLY AND SEASONAL EMPLOYEES

Class date(s): 1/26/17 - 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.

INTRODUCTION TO STRENGTHS

Class date(s): 1/31/17 - 1:00 pm to 3:00 pm

Length of class: 2 hours

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 necessary for strength development, participants will discover strategies to enhance their strengths by building the skills and knowledge necessary to increase ability to perform in their role in their department/unit.

MASTERFUL TRAINING & FACILITATION

Class dates for entire session: Tuesdays, 1/31 – 3/7/17 (1/31, 2/7, 2/14, 2/21, 2/28, 3/7) - 8:00 am to 12:00 pm

Length of class: 24 hours, 6, four-hour sessions

This extremely interactive six, four-hour sessions program will provide a foundation for building solid and effective training programs in working with supervisors, faculty, staff, and students. Modules include design considerations, leading and facilitation skills, and evaluation tools that will foster opportunities to continue to expand your skills.

COACHING BASICS FOR THE WORKPLACE

Class date(s): 2/1/17 - 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.

EMERGING WOMEN LEADERS SERIES

Class date(s): 2/7/17, or 3/7/17, or 5/2/17, or 6/27/17 -11:00 am to 12:30 pm (choose one)

Length of class: 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. Attend one or all four.

WORKING IN A MULTI-GENERATIONAL WORKFORCE:

Class date(s): 2/9/17 - 9:00 am to 11:00 am

Length of class: 2 hours

This workshop will explore the predominant three generations in today's workforce: Baby Boomers, Generation X and Millennials. Through examining generational personalities, participants will learn how various cohorts approach work along with opportunities and strategies to use in the workplace.

PERSONAL EFFECTIVENESS & TIME MANAGEMENT

Class date(s): 2/15/17 - 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): 2/22/17 - 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.

INSIDE CSU

Class date(s): 3/1/17 - 1:00 pm to 3:00 pm

Length of class: 2 hours

Inside CSU will provide a more in-depth look at the university's mission, culture and structure. Come discover the unique components that make CSU who we are and what differentiates us from other entities.

JOB CRAFTING

Class date(s): 3/2/17 - 1:00 pm to 3:00 pm

Length of class: 2 hours

Looking for a different job? Not feeling content in your responsibilities at work? Consider job crafting, defined as shaping job responsibilities to enhance satisfaction and increase productivity at work. Participants will explore their strengths and areas to invest more time on the job.

UNDERSTANDING GENERATION Z

Class date(s): 3/22/17 - 9:00 am to 11:00 am

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 Gen Z.

HOPE IN THE WORKPLACE

Class date(s): 3/28/17 – 2:00 pm to 4:00 pm

Length of class: 2 hours

Hope is often seen as something we either have or lack, particularly in time of crisis. According to researchers, hope is a variable that impacts many aspects of our lives, including our work. This workshop will explore Hope Theory and how important the variable of hope is in our day to day work. In addition to examining the variable of hope, participants will explore strategies to increase their level of hope in the workplace.

CRUCIAL CONVERSATIONS

Class dates for entire session: Tuesdays 3/28 – 4/18/17 (3/28, 4/4/17, 4/11/17, 4/18/17) - 8 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 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 is required prior to the start of training*

CRITICAL THINKING

Class date(s): 4/13/17 - 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.

CELEBRATE WHAT’S RIGHT

Class date(s): 4/20/17 - 9:00 am to 11:00 am

Length of class: 2 hours

If you have ever lovingly held onto old *National Geographic* editions, this course may speak to you! We will view the dynamic and uplifting film created by DeWitt Jones, long time National Geographic photographer, which 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.

NEW ! 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 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 several times each month, please go to the registration link to choose a date: <http://TODregistration.colostate.edu>.

The class is offered 8:00 am to 12:00 pm or 1:00 pm to 5:00 pm. (choose one)

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 - 1/31/17, or 2/28/17, or 3/21/17, or 4/25/17 9:00 am to 12:00 pm (choose one)

Class date(s): Part 2 - 2/9/17, or 3/7/17, or 4/11/17, or 5/2/17 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): 2/9/17, or 3/22/17, or 4/4/17 8:00 am to 12:00 pm (choose one)

Length of class: 4 hours

This course highlights 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 also discussed.

Core Classes:

THE ROLE OF EMOTIONAL INTELLIGENCE IN LEADERSHIP

Class date(s): 4/19/17 - 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): 3/29/17 - 1:00 pm to 3:30 pm

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.

SYSTEMS THINKING: YOUR ROLE IN THE BIG PICTURE

Class date(s): 3/6/17 - 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.

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>