The Courageous Follower
Wednesday, 2/14/18: 9a.m. – 11a.m.
Audience: Open to all staff and supervisors
How does being a follower require courage? We often think that courage is a requirement for bold leaders but, is it also equally important for good followers. At some point, everyone is a follower and leaders need followers to be effective partners.

Presented by Jim Sloat (Associate Provost and Dean of Faculty), this 2-hour session will look at a new model for the follower role that provides dynamic support for leaders, foster teamwork and collaboration and create a framework for speaking up on important matters. Food and refreshments will be provided. Click here to register.

Business Ethics in the Workplace
Wednesday, 2/21/18: 2p.m. – 3:30p.m.
Audience: Open to all staff and supervisors
Conducting business in an ethical manner generates respect and trustworthiness, as well as builds performance, morale, and teamwork. A key component to workplace ethics and behavior is integrity, or being honest and doing the right thing at all times.

Presented by Will Saxe (Risk Management) & Melissa Breger (Human Resources), this 1.5-hour workshop will identify the things that can get in the way of making ethical choices, discern choices in an ethical dilemma, and share four key ‘Moment-of-Truth’ questions to cut through distractions and pressure during the decision-making process. Click here to register.

Sustainability at Colby
Thursday, 2/22/18: 11a.m. – 12p.m.
Audience: Open to all faculty, staff, and supervisors
Wonder where the trash bins have gone in our conference rooms? Have you noticed an increase in compostable and recyclable bins? These are a few questions that illustrate changes in Colby’s Sustainability program. Additionally, Colby has joined with Bon Appetit to make our Campus catering more sustainable and environmentally conscious.

Presented by Sandy Beauregard (Sustainability Director) and Marietta Lamarre (Bon Appetit), learn about these newest efforts and more, as well as ways you can help Colby’s effort in being more environmentally friendly. Food and refreshments will be provided. Click here to register.

Time Management Strategies & Tools
Wednesday, 2/28/18: 9a.m. – 11a.m.
Audience: Open to all staff and supervisors
An inability to manage time efficiently can leave anyone feeling stressed, overwhelmed, and unproductive. Take control and get your time back by learning strategies and tools to help you plan your day accordingly, meet important deadlines, and be more productive at work.

Presented by Jeremy Pare, LRD (Professor at Thomas College), this 1.5-hour workshop will provide practical techniques to maximize your time and manage multiple priorities. Participants will learn how to plan and prioritize more effectively while managing interruptions and distractions. Food and refreshments will be provided. Click here to register.

For information on these workshops and more, or to register, please go to: colby.edu/humanresources/training-and-development/current-schedule/
For questions or assistance, please contact Melissa Breger (Melissa.Breger@colby.edu, 207-859-5509)