Managing a Diverse Team
Thursday, 4/5/18: 9 a.m. – noon
Audience: Open to exempt staff and supervisors

At Colby, supervisors have a vital role in preparing, hiring, and managing diverse teams to create an inclusive workplace and an institution of excellence.

Presented by Robert Crouch (Duke University, Office for Institutional Equity), explore the multicultural and intercultural workplace, and address the dimensions of diversity and necessary actions for supervisors to create inclusive practices with their teams. Research and evidence-based data, as well as group activities, will be incorporated into the session. Food and refreshments will be provided. Click here to register.

Professional Presence
Monday, 4/9/18: 8:30 a.m. – 12:30 p.m.
Audience: Specific for supervisors

Supervisory success depends not only how you manage those who report to you, but also on those to whom you report. Communication with other supervisors and upper management is an expected part of a supervisor’s role. Managing up the ladder requires further skills in building credibility and being effective in communicating important matters.

Presented by Seth Rigoletti (Valico Group, Communications Consultant), learn best practices for how supervisors can effectively communicate with confidence, clarity, and self-awareness. Food and refreshments will be provided. Click here to register.

How to do Business at Colby
Thursday, 4/12/18: 10 a.m. – 11:30 a.m.
Audience: Specific to staff who track departmental budgets

Tracking and balancing departmental budgets is a critical piece of being financially responsible. This financial management workshop will provide specific information, tools, and best practices for basic accounting at Colby.

Presented by Scott Smith and Amy Poulin (Administrative Financial Services), get an overview of how Colby manages departmental expenses like vendor and contractor payments, employee reimbursements, credit card transactions and other accounting entries; understand specific account structures; learn about the forms and information needed for reimbursements or payment requests; and discover “Who’s Who in Financial Services.” Light food and refreshments will be provided. Click here to register.

Difficult Conversations
Wednesday, 4/25/18: 10 a.m. – noon
Audience: Open to all staff

Addressing conflict constructively and maintaining an open dialogue with those you work with can be challenging. When relationships may be at stake or emotions run high, these important conversations are often mishandled or avoided altogether, which benefits no one.

Presented by Mychelle Koutalakis (Grand Rounds, Senior Manager), increase your ability to have direct and productive conversations with your colleagues including setting expectations for behavior, holding each other accountable for deadlines and deliverables, creating role clarity when misunderstandings or assumptions exist, and engaging in collaborative problem-solving. Food and refreshments will be provided. Click here to register.

For information on these sessions and future workshops, 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)