**Calling Each Other In: Active Bystander Intervention**

*Friday, 3/2/18: 9a.m. – 11:30a.m.*

Audience: Open to all staff and supervisors

*Using active bystander intervention to challenge bias, be an ally, and build community.* Sponsored by the Office of Diversity, Equity, and Inclusion and Human Resources, join Clara Porter of Portland-based Prevention Action Change for an interactive training designed to develop within participants: the awareness to recognize identity-based harassment in the early stages, and the skills to intervene both for their own safety and as an effective ally to others targeted. Space will be limited. Food and refreshments will be provided. [Click here to register.](#)

**Performance Management Training**

*Thursday, 3/8/18: 9a.m. – 11a.m.*

Audience: Specific to supervisors (of staff)

*It's that time of year again...*Designed for supervisors, learn about Colby's performance appraisal process and best practices towards preparing and delivering them. A Q&A will follow. Presented by Mark Crosby (Human Resources) this 2-hour session will discuss the expectations, College guidelines and tips for supervisors to conduct effective employee performance appraisals. Food and refreshments will be provided. [Click here to register.](#)

**Performance Appraisal Readiness Training for Employees**

*Friday, 3/9/18: 9a.m. – 10a.m.*

Audience: Open to all staff

*As an employee, you have an important role in the performance appraisal process.* Become an active participant with your supervisor, by understanding details about this process and what you can do to prepare ahead of time. Presented by Cora Clukey (Human Resources) and Neal Williamson (Human Resources), this 1-hour session will discuss the performance appraisal form and the process (e.g. ratings, timelines), tips for completing a self-appraisal, and preparations, tools, and questions you can have (at the ready) to discuss with your supervisor. [Click here to register.](#)

**Ask The Expert Series - Data Security Awareness Program**

*Friday, 3/9/18: 12:30p.m. – 4p.m. or*  
*Friday, 3/16/18: 12:30p.m. – 4p.m.*  

Audience: Open to all faculty, staff, and supervisors

*You will receive an email on March 1 asking you to participate in Cybersecurity awareness training...*want assistance or have questions? This “Ask the Expert Series” provides instructional information in a casual and non-structured format where there is an opportunity to take the awareness training and learn about protecting your own personal information and the sensitive information of our Colby community members. Presented by Chad Tracy (Director of Information Security), stop into the lab between the times listed above to work 1-on-1 through the Cybersecurity Awareness Training, request hands-on assistance, and/or ask any questions relating to information security. Computers will be provided in the Davis classroom to take the training. Refreshments will be provided. [No registration is needed.](#)

**Mule Works Tour and Workshop**

*Tuesday, 3/27/18: 11a.m. – 12p.m.*

Audience: Open to all staff and supervisors

*Come learn about Colby’s recent addition: Mule Works Innovation Lab! This lab is used to generate innovative forms of scholarship and creative expression.* Presented by Academic ITS, take a tour of the lab and gain a broader understanding of what resources are available to the students. There will be informative overviews and demonstrations of all three pieces of Mule Works technology (virtual reality, 3D printing, and laser cutting). [Click here to register.](#)

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For information on these workshops and more, or to register, please go to: [colby.edu/humanresources/training-and-development/current-schedule/](colby.edu/humanresources/training-and-development/current-schedule/)

For questions or assistance, please contact Melissa Breger (Melissa.Breger@colby.edu, 207-859-5509)