Cultivating a Growth Mindset
Wednesday, 6/6/18: 1 p.m. – 4 p.m.
Audience: Open to all faculty, staff, and supervisors

Presented by Nancy Ansheles, M.Ed, (Catalyst & Co) and Princy Quadros Mennella, Ph.D. (Bay Path University), recognize the difference between a growth and fixed mindset and increase your self-awareness and understanding of how the brain works to manage change. Understand the benefits of enhancing a growth mindset and identify strategies to implement for one’s self and teammates to cultivate a growth mindset and access resources. Food and refreshments will be provided. Click here to register.

Understanding Bias: Implications of Intergroup Dialogue
Thursday, 6/14/18: 9 a.m. – noon
Audience: Open to all staff and supervisors

Presented by Keith Maddox, Ph.D. (Tufts University), this interactive presentation will explore the concept of bias, discuss the challenges it presents for intergroup dialogue, and consider strategies to mitigate its impact. An informed approach to bias can bring our thoughts, feelings, actions and policies in line with our organizational – and perhaps personal – egalitarian goals. Click here to register.

Budgeting and Reporting for Supervisors
Thursday, 6/21/18: 2 p.m. – 3:30 p.m.
Audience: Specific to supervisors

Presented by Scott Jones (Office of Financial Planning), understand institutional and departmental financials reports and learn important information to make good judgments using bottom-line focused budget controls and end of year spending. Click here to register.

Tips and Tricks: Using Gmail, Google Contacts, and Google Groups Together
Wednesday, 6/13/18: 10 a.m. – 11:15 a.m.
Audience: Open to all faculty, staff, and supervisors

Presented by Academic ITS, this hands-on session will untangle the mysteries of when to use Gmail vs. Google Groups and how Google Contacts works. Come to this session to learn essential tips about using Gmail, Google Contacts, and Google Groups together. You’ll learn about Gmail vs Google Groups, creating and managing a Google Group, sending a message via Google Groups, mail merges, and using Google Contacts. Click here to read more.

Lynda.com for Staff
Thursday, 6/21/18: 10 a.m. – 11:30 a.m.
Audience: Open to all faculty, staff, and supervisors

Presented by Ellen Freeman (Academic ITS), get a quick tutorial about accessing and using Lynda.com, and hands-on experience in searching, navigating and accessing online resources. Click here to register.

HR On-Demand Online Modules
On-Demand Videos for all staff and supervisors
Designed and created by Human Resources, access these online programs (any time of day) for professional development, tutorials and/or to get HR information.
- NEW! Supervisor Development: Hiring the Best
- NEW! Building Your Professional Development
...And much more...

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)
Active Bystander Intervention Training
Thursday, 7/12/18: 9 a.m. – noon
Audience: Open to all staff and supervisors
Presented by Prevention.Action.Change, this foundational workshop will give 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. The focus is firmly on interventions that increase the safety of the person targeted rather than on confronting the harasser. Participants also explore resources and tools for recording and reporting harassment. Food and refreshments will be provided.
Click here to register.

Advanced Active Bystander Intervention Training
Thursday, 7/12/18: 1:30 p.m. – 4:30 p.m.
Audience: Open to all staff and supervisors
Note: Pre-requisite required - must have attended the 3-hour foundational ‘Active Bystander Intervention’ training.
Presented by Prevention.Action.Change, this advanced-level workshop brings together participants with a base knowledge of the underpinnings of micro-aggressions, harassment and assault based on race, gender or gender identity, sexual orientation, religion, immigration status or other factors. The session is built off of this knowledge to address: Advanced Harassment and Bystander Intervention Skills, Identification of Barriers and Exploration of Change-making. Food and refreshments will be provided. Click here to register.

The ABC’s of Priority / Time Management
Friday, 7/13/18: 9 a.m. – noon
Audience: Open to all staff and supervisors
Presented by Pamela Kristan (Time Management Consultant) learn new insights and skills from this hands-on time management lab that will help you deal with distractions, procrastination, and priorities; discover how to put your work contribution in the context of the big picture; and create reliable, realistic, satisfying and effective relationships with the departments you serve. This workshop includes a hands-on portion where participants will apply the concepts to a specific project or set of tasks. Food and refreshments will be provided. Click here to register.

Five Functions of a Team
Wednesday, 7/18/18: 9 a.m. – noon
Audience: Specific to exempt staff and supervisors
Presented by Nancy Ansheles, M.Ed, (Catalyst & Co), this 3-hour workshop will identify the Five Functions of a successful team and why they are important to Colby, your team and you; connect with other team members (or staff across campus) to discuss and describe actions that demonstrate the Five Functions in your team and/or at Colby; commit to thinking and acting to support successful teams at Colby. Food and refreshments will be provided.
Click here to register.

Learn Google Forms!
Wednesday, 7/18/18: 10 a.m. – 11 a.m.
Audience: Open to all faculty, staff, and supervisors
Presented by Academic ITS, learn all about Google Forms. In this session, you’ll learn how to create a form, add and edit questions, share your form with collaborators, send or embed your form and view and analyze responses.
Click here to read more.

HR On-Demand Online Modules
On-Demand Videos for all staff and supervisors
- Supervisor Development: Hiring the Best
- Building Your Professional Development
- Supervisor Development: FMLA for Supervisors
- Emotional Intelligence at a Glance
...More coming soon...

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Colby Talent Development Training Schedule
August 2018

**Google Drive and Team Drive**
Wednesday, 8/1/18: 10 a.m. – 11 a.m.
Audience: Open to all faculty, staff, and supervisors

Presented by Academic ITS, learn all about Google Drive and Team Drives. In this session, you’ll learn how to upload and create documents, work with files, share and collaborate, access from any device, and Team Drive.

[Click here to read more.](#)

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**Promoting Professional Identity & Value via LinkedIn**
Thursday, 8/9/18: 9 a.m. – noon
Audience: Open to all faculty, staff, and supervisors

No longer just for job seekers, LinkedIn now plays an increasingly important role in conveying information about professional identity that distinguishes you from others with similar backgrounds. When thoughtfully crafted, a profile can also convey key aspects of the organization for which you work.

Presented by Barbara Babkirk (Hearts at Work LLC), learn the 10 key elements of an effective LinkedIn profile—one that conveys value and ranks in searches; participants will also learn how to leverage connections that will benefit Colby’s mission and their role at the College. Food and refreshments will be provided.

[Click here to register.](#)

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**Maximizing Student Workers**
Thursday, 8/2/18: 9 a.m. – 11 a.m.
Audience: Open to all staff who work closely with student workers

No matter the nature of the work, staff who work closely with students have the ability to create work experiences that foster good judgment, dependability, initiative, and responsibility, which provides real-time professionalism for the student and allows you to unlock their potential. Learn how YOU can be a part of your student worker’s pathway on and off Mayflower Hill...

Presented by Amber Beckwith (College Advancement), learn key tips for setting and communicating expectations with your student workers, explore how to build positive relationships with them and Colby, build strong communication habits that maximize on strengths and opportunities, and create individual developmental opportunities for them. Food and refreshments will be provided.

[Click here to register.](#)

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**Web Conferencing Tools at Colby**
Wednesday, 8/15/18: 10 a.m. – 11 a.m.
Audience: Open to all faculty, staff, and supervisors

Presented by Academic ITS, visit and experiment with web conferencing tools at Colby. In this session we will learn about Zoom, Google Hangouts, and Google Chat.

[Click here to read more.](#)

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**HR On-Demand Online Modules**

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- [Building Your Professional Development](#)
- [Supervisor Development: FMLA for Supervisors](#)
- [Emotional Intelligence at a Glance](#)

...More coming soon...

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