Talent Development

2018 Fall Catalog
EMPLOYEE/STAFF DEVELOPMENT

Open to faculty, staff, and supervisors

Features professional development programs and workshops on various topics.

Focuses around:
• Business Acumen and Innovation
• Career Development
• Communications and Personal Development
• Diversity, Equity, and Inclusion
• Performance Improvement
• Technical and Other Colby Resources

AUDIENCE SPECIFIC

Specific to a certain target audience

Features customized programs and workshops on various topics for a target audience.

Examples include:
• Administrative Professionals 1/2 Day Conference
• Budget Management 101 Training

SUPERVISOR DEVELOPMENT

Open to exempt (salaried) staff and supervisors

Features customized programs and workshops on various topics for supervisors.

Examples include:
• Budget Management for Supervisors
• Coaching for Performance
• Leading Inclusion: Generating Inclusive Practices

ONLINE

HR ON-DEMAND: Open to faculty, staff, and supervisors

Available 24/7. Features customized online modules with attached documents to provide information and best practices on HR related topics, as well as other professional development focuses.

Examples include:
• Emotional Intelligence at a Glance
• Building Your Professional Development
• Supervisor Development: Hiring the Best
• Supervisor Development: FMLA for Supervisors

Visit our current schedule link below to view ALL our workshops:
[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)
Colby Talent Development Training Schedule
September 2018

EMPLOYEE/STAFF DEVELOPMENT

**Creating Effective Presentations using PowerPoint**
Tuesday, 9/11/18: 10 a.m. – 11:30 a.m.
Presented by Melissa Breger (Human Resources), Ellen Freeman (Academic ITS) and Amy Poulin (Administrative Financial Services), learn top practices for designing effective PowerPoint presentations, collect resources to use in a variety of presentation styles, and apply learning through hands-on experience in creating a presentation. [Click here to register.](#)

**Inclusion is Everybody’s Job:**
**Understanding and Using Inclusive Practices**
Monday, 9/17/18: 9 a.m. – noon
Presented by Kaye Craft & Seth Hubbert (K. Craft Associates, Inc.), understand the impact of inclusive practices through a simulation activity. Participants leave the workshop with a commitment to do at least one action that supports inclusion in their work environment. Food and refreshments will be provided. [Click here to register.](#)

AUDIENCE SPECIFIC

**Budget Management 101 Training**
(Staff who manage budget transactions)
Thursday, 9/6/18: 9 a.m. – 10 a.m.
Presented by the Office for Financial Planning, understand critical timelines and information for managing budget transactions and bottom-line focused budget controls and spending. Refreshments will be provided. [Click here to register.](#)

**Administrative Professionals 1/2 Day Conference**
(Colby Administrative Professionals in support staff roles)
Tuesday, 9/25/18: 8:30 a.m. – 1 p.m.
Colby Human Resources is pleased to host the 2nd annual Administrative Professionals 1/2 day Conference. This year’s theme is: What’s Your Superpower: Communication Trends and Practices. Breakfast and lunch will be provided. [Click here to register.](#)

**SUPERVISOR DEVELOPMENT**

**Leading Inclusion: Generating Inclusive Practices**
Monday, 9/17/18: 1 p.m. – 4 p.m.
Presented by Kaye Craft & Seth Hubbert (K. Craft Associates, Inc.), this 3-hour workshop supports supervisors in understanding their role in creating and sustaining inclusion. Food and refreshments will be provided. [Click here to register.](#)

**Budget Management for Supervisors**
Thursday, 9/27/18: 9 a.m. – 10:30 a.m.
Presented by Scott Jones (Office of Financial Planning), learn important information to make good judgments using bottom-line focused budget controls and spending. [Click here to register.](#)
EMPLOYEE/STAFF DEVELOPMENT

**Process Improvement: Identifying Value & Waste**
Wednesday, 10/3/18: 9 a.m. – 11 a.m.
Presented by Ted LaCrone (Lean Consultant), explore ways to begin process improvement through understanding the ‘waste’ in our systems and workflows and how to remove them in order to free up our time, make clients happy and bring some joy to our workday. Food and refreshments will be provided. [Click here to register.](#)

**Creating Effective Presentations using PowerPoint**
Tuesday, 10/16/18: 2 p.m. – 3:30 p.m.
Presented by Melissa Breger (Human Resources), Ellen Freeman (Academic ITS) and Amy Poulin (Administrative Financial Services), learn top practices for designing effective PowerPoint presentations, collect resources to use in a variety of presentation styles, and apply learning through hands-on experience in creating a presentation. [Click here to register.](#)

**Psychological First Aid**
Tuesday, 10/9/18: 11 a.m. – 1 p.m.
Psychological First Aid (PFA) is an evidence-informed modular approach to reduce initial distress caused by traumatic events and link all ages to appropriate next steps. Research demonstrates that understanding PFA can help individuals to accept and move forward their emotional and spiritual adjustment after exposure to a potentially traumatic incident.

Presented by Kathleen Wescott (Maine CDC) and Frederick White (APA Disaster Response), learn about Psychological First Aid and the benefits it offers. Lunch will be provided. [Click here to register.](#)

**Breakfast & Business Ethics**
Tuesday, 10/23/18: 9 a.m. – 10:30 a.m.
Presented by Will Saxe (Risk Management) and Melissa Breger (Human Resources), review a framework of thinking in an ethical dilemma; apply key questions to cut through distractions and pressures during ethical considerations; and discuss scenarios, strategies, and approaches to help when facing ethical dilemmas. Hot breakfast will be provided. [Click here to register.](#)

**Colby Library Resources for Staff**
Wednesday, 10/31/18: 9 a.m. – 10:30 a.m.
Presented by Kara M. Kugelmeyer (Colby Libraries) increase your awareness of resources available to search and research, learn strategies to approach research in support of your projects and professional interests, leverage research tools at Colby libraries and beyond, and much more. This session will be held in a computer lab. [Click here to register.](#)
EMPLOYEE/STAFF DEVELOPMENT

**Having Civil Conversations**  
Tuesday, 11/6/18: 11:30 a.m. – 1 p.m.  
Dialogue, not debate is the basis for positive communications. When the emphasis is on sharing experiences and listening, without arming oneself for a counter attack, understanding is possible even in light of disagreement.  
Presented by Joseph Atkins (Retired Colby Class Dean and Visiting Assistant Professor of Psychology), learn and discuss ways to build and have civil conversations. Lunch will be provided.  
[Click here to register.](#)

**Demystifying the Board of Trustees**  
Friday, 11/16/18: noon - 1 p.m.  
Presented by Richard Uchida (General Counsel and Secretary of the College), learn about the governance of the College, the responsibilities of the Board of Trustees, how the Board is structured, what happens during those three-day meetings every fall, winter, and spring, and how it all affects you. Lunch will be provided.  
[Click here to register.](#)

**Develop Your Learning Habits**  
Thursday, 11/8/18: 9 a.m. – 10:30 a.m.  
Presented by Carol Hurney (Center for Teaching and Learning), explore how people, practices, and planning, can help YOU climb your own personal Mount Everest learning challenge.  
[Click here to register.](#)

**Difficult Conversations**  
Wednesday, 11/28/18: 9 a.m. – 11 a.m.  
Presented by Human Resources, 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.](#)

SUPERVISOR DEVELOPMENT

**Coaching for Performance**  
Thursday, 11/15/18: 9 a.m. – 11:30 a.m.  
Presented by Stacy Rodenberger (University of Southern Maine), get the tools and skills on coaching for performance. Participants will practice their skills using the Coaching Process Model and will develop a coaching plan to bring back to their teams. Food and refreshments will be provided.  
[Click here to register.](#)
Colby Talent Development Training Schedule

December 2018

EMPLOYEE/STAFF DEVELOPMENT

Genealogy Workshop
Thursday, 12/6/18: 10:30 a.m. – noon

Many of us are interested in our family history, but few of us know much about the best ways to explore it.

Presented Marilyn R. Pukkila (Colby Libraries), learn the ins and outs of Ancestry Library and other rich resources accessible through our Colby Libraries for researching family history. Click here to register.

Dealing with Conflict
Wednesday, 12/19/18: 9 a.m. – 11 a.m.

Presented by Human Resources, learn the five conflict styles (including exploring your default style) when under pressure and/or conflict, explore how these styles can affect conflict situations, and discuss approaches to improving conflict management. Food and refreshments will be provided. Click here to register.

Professional Writing Skills 101 Workshop
Wednesday, 12/12/18: 10 a.m. – noon

Presented by Stacey Sheriff (Colby Writing Program), sharpen your writing and self-editing skills necessary to represent quality business writing. This session will provide best practices in professional writing for building professional documents using resources, examples, and tips to support self-editing, grammar, and business writing skills. Light food and refreshments will be provided. Click here to register.

ONLINE

HR On-Demand Online Modules
On-Demand Videos

COMING SOON! Supervisor Development: Collaborative Influence: Communicating Across & Up
COMING SOON! Supervisor Development: Managing Employee’s Time Away from work.
- Supervisor Development: Hiring the Best
- Supervisor Development: FMLA for Supervisors

COMING SOON! How To Do Business at Colby
- Building Your Professional Development
- Emotional Intelligence at a Glance

...View more online....

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)