Talent Development

2019 Winter Catalog
Colby Talent Development Catalog Features

**EMPLOYEE/STAFF DEVELOPMENT**

Open to faculty, staff, and supervisors

Features professional development programs and workshops on various topics.

Program 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.

Example includes:
- Administrative Professionals Coffee & Conversation

**SUPERVISOR DEVELOPMENT**

Open to exempt (salaried) staff and supervisors

Features customized programs and workshops on various topics for supervisors. Note, some sessions may be specific to supervisors.

Examples include:
- Communication Techniques for Challenging Situations
- Effective Feedback Practices
- Performance Management Training

**ONLINE**

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

Accessible 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.

CLICK on any of these programs to access them directly.

- Building Your Professional Development
- Emotional Intelligence at a Glance
- Interrupting Injustice: Learning from History
- Real World at Colby
- Supervisor Development: Hiring the Best
- Supervisor Development: FMLA for Supervisors
- Supervisor Development: Legal Matters for Supervisors

Visit our current schedule link below to view ALL our workshops:

[link to schedule](http://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
January 2019

EMPLOYEE/STAFF DEVELOPMENT

Mindfulness and Emotional Intelligence
Wednesday, 1/9/19: 11 a.m. – 1 p.m.
In partnership with the Colby Wellness program, join us for a lunch and learn on mindfulness and emotional intelligence. Presented by Rebecca Wing, LCPC from the Mindfulness Retreat Center of Maine, explore how mindfulness practice can help develop an awareness of the emotional experience of family, friends, and co-workers. Click here to register.

Why Am I an Ally?
Thursday, 1/24/19: 9 a.m. – 11 a.m.
Presented by Lexie Mucci (Colby Pugh Center), understand the definition of allyship including one’s own personal definition and their motivations to being an ally, identify barriers that impact one’s ability to enact allyship, and build confidence to better utilize these skills and understanding to intervene in times of injustice. Click here to register.

Tell Me the Truth: Exploring the Heart of Cross-Racial Conversations
Monday, 1/21/19: 2 p.m. – 3:30 p.m.
Join us for a conversation to examine cross-racial issues with presenters: Shay Stewart-Bouley and Debby Irving. Shay is the executive director of Community Change Inc. (the oldest continuously running anti-racist organization in the United States) and the blogger for “Black Girl in Maine.” Debby is a racial justice educator, author of Waking Up White, and public speaker. Click here to register.

Women Pioneers at Colby
Thursday, 1/31/19: 2:30 p.m. – 4:30 p.m.
Throughout Colby’s history, many trailblazing women including Mary Caffrey Low Carver contributed to and helped pioneer the development of the College, particularly during such times when women did not have access to educational opportunities. Presented by the Special Collections department, come and learn about the history of these women pioneers, their stories, and the impact they had at Colby. Click here to register.

AUDIENCE SPECIFIC

Administrative Professionals Coffee & Conversation
Tuesday, 1/15/19: 9 a.m. – 11 a.m.
Colby Human Resources is pleased to host a 2-hour networking and professional development session for Colby Administrative Professionals. Light refreshments and food will be provided. Click here to register.

SUPERVISOR DEVELOPMENT

Effective Feedback Practices
Thursday, 1/17/19: 1 p.m. – 2:30 p.m.
Presented by Mark Crosby (Human Resources), learn concepts and tools to provide effective feedback to help your team members exceed performance expectations. 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/
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EMPLOYEE/STAFF DEVELOPMENT

Lunch & Learn: Addressing Microaggressions
Tuesday, 2/12/19: noon – 1 p.m.

In partnership with the Office of Diversity, Equity and Inclusion, join us for lunch and a meaningful discussion on addressing microaggressions. A video called “Reveal Moments” will be shown as part of the session. Click here to register.

Demystifying the Board of Trustees
Friday, 2/22/19: noon – 1 p.m.

Presented by Richard Uchida (Vice President, 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.

SUPERVISOR DEVELOPMENT

Communication Techniques for Challenging Situations
Thursday, 2/7/19: 9 a.m. – 11 a.m.

Communication skills are critical to today’s work environment, and we should all continuously strive to improve our techniques. Presented by Laurie Bouchard from LBouchard & Associates, get the guidance on how to handle challenging situations, such as the best way to speak up when you have a difference of opinion with someone at a higher level, how to present contrary ideas in meetings, and how to resolve conflict with another person, especially if you are not able to meet face to face. Click here to register.

Conflict Negotiation Skills
Wednesday, 2/20/19: 9 a.m. – 10:30 a.m.

When approaching conflict, one needs to consider the differences with what people want and value, and how they define priorities. Conflict negotiation is when two or more individuals with different priorities attempt to reach solutions that will be acceptable to everyone. Presented by Melissa Breger (Human Resources) and Sandy Maisel (Colby’s Goldfarb Family Distinguished Professor of American Government), understand the practice of conflict negotiation by working through a specific scenario with others to explore a process for negotiating and review top practices for reaching shared solutions. Click here to register.

Reaching Honest Group Decisions
Wednesday, 2/27/19: 9 a.m. – 11 a.m.

Presented by Jim Sloat (Office of the Provost and Dean of Faculty) and Melissa Breger (Human Resources), explore the psychological principles in how to manage agreement and avoid false consensus, as well as discuss ways to achieve effective decision-making within a group. This session will use segments from the film “Abilene Paradox.” Click here to register.

Managing Sensitive Issues
Thursday, 2/14/19: 9 a.m. – 11 a.m.

Presented by Human Resources, discuss and learn ways to handle sensitive issues with tact and care to support performance and productivity. Note: this session is specific to supervisors. Click here to register.
EMPLOYEE/STAFF DEVELOPMENT

Performance Appraisal Readiness for Staff
Tuesday, 3/5/19: 10 a.m. – 11 a.m.

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 Human Resources, understand the performance appraisal form and the process (e.g., ratings, timelines), get tips for completing a self-appraisal, and discover preparations, tools, and questions you can have (at the ready) to discuss with your supervisor. Click here to register.

Confronting Prejudice Workshop
Tuesday, 3/26/19: 10 a.m. – noon

Presented by Joe Atkins (Dean of Students) and Melissa Breger (Human Resources) explore the origins of hate (viewing segments from the film “Anatomy of Hate”) to fully understand the socio-logical and psychological basis for how humans can go from a natural state of fear to blatant hatred and violence. This session will discuss ways to interrupt seemingly small acts of prejudice and discrimination that are the breeding ground for hatred and violence, while creating a space for open dialogue and hope for the future. Click here to register.

SUPERVISOR DEVELOPMENT

Performance Management Training
Thursday, 3/7/19: 1 p.m. – 2:30 p.m.

Presented by Mark Crosby (Human Resources), learn about Colby’s performance appraisal process and best practices towards preparing and delivering them. A Q&A will follow. Note: this session is specific to supervisors. Click here to register.

Managing Daily Stresses: A Mindful Approach to Work
Wednesday, 3/20/19: noon – 1 p.m.

In partnership with the Colby Wellness Program, join us for lunch and to explore the fundamentals of mindfulness. Presented by Rebecca Wing, LCPC from the Mindfulness Retreat Center of Maine, learn meditation techniques that strengthen clarity, support balanced living and even accelerate positive changes in our lives! Click here to register.

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