Talent Development

2019 Spring Catalog
Colby Talent Development Catalog Features

**EMPLOYEE/STAFF DEVELOPMENT**

*Open to faculty, staff, and supervisors*

Features professional development programs and workshops on various topics.

Focuses on:
- 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
April 1 – 16, 2019

EMPLOYEE/STAFF DEVELOPMENT

Make an Impression: Networking Workshop for Staff
Tuesday, 4/2/19: noon – 1 p.m.
Networking know-how can leave a positive impression at any event, as well as enhance your career and relationships. Presented by Sarah Whitfield (DavisConnects), gain confidence for going into any reception situation by learning tips on how to engage a conversation (including handshakes, body language, and questions to ask, and the dos and don’ts around food and drinks. Come have fun by connecting with other staff at Colby. Reception food and beverages will be provided. Click here to register.

Learn about the Center for Arts and Humanities
Tuesday, 4/9/19: noon – 1 p.m.
The Colby Center for Arts and Humanities has had a significant impact on the intellectual life of the College and beyond, promoting skills developed through humanistic research, experiential learning, and community-building initiatives. Presented by Kerill O’Neill (Julian D. Taylor Associate Professor of Classics and Director for the Center for the Arts and Humanities), learn about the Center including its latest accomplishments, future plans, and global reach. Come for lunch, interesting conversation, and some free Center swag! Click here to register.

The ABC’s of Sustainable Time Management
Friday, 4/5/19: 9 a.m. – noon
Too much to do? Too little time? Learn the ABCs of sustainable time management to focus attention, establish good boundaries, and make wise choices. Presented by Pamela Kristan (Time Management Consultant), learn new insights and skills 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.

SUPERVISOR DEVELOPMENT

A Conversation about Leadership
Tuesday, 4/16/19: 2 p.m. – 3:30 p.m.
Curious what makes a leader successful? Michael Wisecup, Colby’s Presidential Leadership Fellow and a Navy SEAL combat veteran offers a unique perspective around leadership, high-performing teams, and culture. Join Melissa Breger (Human Resources) in a conversation with Michael to hear about his experiences and insights on leadership. A Q&A will follow. Light 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/
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Colby Talent Development Training Schedule  
April 17 – 30, 2019

EMPLOYEE/STAFF DEVELOPMENT

Creating Effective Meetings  
Thursday, 4/18/19: 9 a.m. – 11 a.m.

Have your meetings become events where the minutes are kept and the hours are lost? Increase your ability to foster good face-to-face meetings! Presented by Adam Nielsen (ITS) and Melissa Breger (Human Resources), join us to examine the key methods used for having more effective meetings including best practices for preparing, organizing, and focusing. Food and refreshments will be provided.  
Click here to register.

A Conversation about Teamwork  
Tuesday, 4/30/19: 2 p.m. – 3:30 p.m.

Curious what makes a team successful? Michael Wisecup, Colby’s Presidential Leadership Fellow and a Navy SEAL combat veteran offers a unique perspective around teamwork, trust, and perseverance. Join Melissa Breger (Human Resources) in a conversation with Michael to hear about his experiences and insights on how teams and individuals succeed. A Q&A will follow. Light refreshments will be provided.  
Click here to register.

SUPERVISOR DEVELOPMENT

Managing Sensitive Issues  
Thursday, 4/25/19: 9 a.m. – 11 a.m.

Bringing up sensitive issues with staff can seem more difficult than addressing performance. Presented by Human Resources, discuss and learn ways to handle sensitive issues with tact and care to support performance and productivity. Food and refreshments will be provided. Note: this session is specific to supervisors.  
Click here to register.

Using Communication Styles at Work  
Tuesday, 4/23/19: 9 a.m. – 11 a.m.

Communication is often an expression of one’s personality and can affect and influence our everyday interactions. Presented by Melissa Breger (Human Resources) and Bethany Mitchell (PBC Consulting), join us in this interactive workshop to discover your personal communication style and learn about others’ styles. Understand how communication styles can impact your relationships and explore ways to foster better communication outcomes.  
Click here to register.

ONLINE

Employee Development:

• Building Your Professional Development
• Emotional Intelligence at a Glance
• Interrupting Injustice: Learning from History
• Real World at Colby

Supervisor Development:

• Hiring the Best
• FMLA for Supervisors
• Legal Matters for Supervisors

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Colby Talent Development Training Schedule
May 1 – 16, 2019

**EMPLOYEE/STAFF DEVELOPMENT**

*Liberating Structures: Creative Approaches to Facilitate Trust, Inclusion, and Engagement*

T&n 5/7/19: 9 a.m. – 11:30 a.m.

Successful meetings include, engage, and bring out the best ideas in everyone who participates. Yet often, conventional approaches to meetings leave people feeling bored, left out, and unable to generate new ideas. Presented by Kevin Thomas (Williams College) and Melissa Breger (Human Resources), explore and experience microstructures called “Liberating Structures” that facilitate trust; encourage lively participation; create an inclusive environment where everyone can contribute and collaborate; and can be adapted for use in fostering discussion, brainstorming, decision-making, and many other purposes. Food and refreshments will be provided.

[Click here to register.](#)

*College Financial Aid Planning Process for Staff*

Wednesday, 5/15/19: 11:30 a.m. – 1 p.m.

Many employees have children who are preparing to go to a college or a university. The prospect of applying for financial aid can be very daunting, especially for families who are going through this process for the first time. Presented by Jill Pierce (Admissions & Financial Aid), learn some basic information and advice to help successfully navigate this process including information about federal and institutional financial aid, tips on how to prepare and much more. Lunch will be provided.

[Click here to register.](#)

**Coffee & Conversation: Working with Students**

Thursday, 5/9/19: 1 p.m. – 2:30 p.m.

Knowing how to coach students, set expectations, and give feedback on their work makes the difference between seeing great results, inspiring greater effort, and providing the opportunity for them to grow professionally. Presented by Nikki Jacobson and Alex Zotos (Admissions & Financial Aid), join for coffee and a conversation around best practices with setting expectations and giving feedback, and actions that encourage engagement and development. Light refreshments will be provided.

[Click here to register.](#)

**SUPERVISOR DEVELOPMENT**

*Budget Management for Supervisors*

Thursday, 5/16/19: 9 a.m. – 10:30 a.m.

Do you oversee and plan the budget for your department? Do you understand the timing and process? Presented by Scott Jones (Financial Planning), discover what's new and different with College's budgeting process. Specifically, supervisors will understand institutional and departmental financial reports, and learn important information to make good judgments using bottom-line focused budget controls and spending.

[Click here to register.](#)

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EMPLOYEE/STAFF DEVELOPMENT

The New IQ (Inclusion Quotient): The Power of Inclusive Intelligence

Monday, 5/20/19: 9 a.m. – noon

The New IQ refers to inclusive intelligence and consists of 20 research-based questions. It is built upon the concept that individual behaviors, repeated over time, form the habits that create essential building blocks of an inclusive environment. These behaviors can be learned, practiced, and developed into habits of inclusiveness and subsequently improve the inclusive intelligence of organizational members. Presented by Bruce Stewart (CEO of Small World Solutions & former Deputy Director of Diversity and Inclusion under President Barack Obama), discover The New IQ and its ability to strengthen behaviors and actions that foster an inclusive environment for all members of the team. Through targeted skill-building exercises, participants practice to enhance inclusiveness and performance personally and in their sphere of influence. Food and refreshments will be provided. Click here to register.

SUPERVISOR DEVELOPMENT

The New IQ (Inclusion Quotient): Leadership & The Power of Inclusive Intelligence

Monday, 5/20/19: 1 p.m. – 4 p.m.

The New IQ refers to inclusive intelligence and consists of 20 research-based questions. It provides leaders and supervisors with the ability to create and strengthen their workplace teams to their fullest potential. By leveraging unique experiences, perspectives, and viewpoints of all members of the team, leaders will improve the engagement levels of their employees. Presented by Bruce Stewart (CEO of Small World Solutions & former Deputy Director of Diversity and Inclusion under President Barack Obama), understand The New IQ to foster an inclusive climate that improves team and organizational performance, and address diversity-related concerns consistent with philosophy and policy. Food and refreshments will be provided. Click here to register.

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