

Colby Human Resources

Talent Development

FALL EDITION • VOL. 2 • NO. 5

SEPTEMBER • OCTOBER • NOVEMBER • DECEMBER



2019 Fall 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



SUPERVISOR DEVELOPMENT

Open to exempt (salaried) staff and supervisors

Features customized programs and workshops on various topics for supervisors.

Examples include:

- Decide! Build Your Decision-Making Skills
- Preparing for the Next Encounter: Leadership session
- Team Colby: Leading High-Performing Teams & Culture



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: Collaborative Influence: Communicating Across & Up
- 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/

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



Colby Talent Development Training Schedule

September 2019

EMPLOYEE/STAFF DEVELOPMENT

Preparing for the Next Encounter workshop

Tuesday, 9/17/19: 9 a.m. – noon

This Diversity, Equity, and Inclusion program is designed for Colby employees to think about how to address an encounter (or multiple) that involves interactions with someone who has a different identify or background than themselves. Encounters may be ones that you are unsatisfied with: you wish the encounter had gone differently, that you handled the situation differently; or the outcome were different; etc. Presented by Dr. Deborah J. Johnson (Faculty and Director with the Office of Inclusion and Intercultural Initiatives at Michigan State University.), this session will explore how that encounter can be improved and prepare and empower participants for future challenges/encounters as well as and how to build stronger relationships across difference. Food and refreshments will be provided. [Click here to register.](#)

Notice and Connect Mental Health Training

Thursday, 9/26/19: 9 a.m. – 10:30 a.m.

Recognizing when a student is struggling and knowing what to do and/or what resources are available on campus can be challenging. Presented by Eric Johnson (Counseling Services), get the information, tools, and resources to support students who are struggling and/or in crisis, as well as decrease the anxiety, discomfort, and pressure that is often felt by concerned others who are worried about upsetting the person of concern, trying to say things perfectly and/or feeling like they need to “fix” the problem. Light food and refreshments will be provided. [Click here to register.](#)

SUPERVISOR DEVELOPMENT

Decide! Build Your Decision-Making Skills

Thursday, 9/12/19: 9 a.m. - 11:30 a.m.

Creating a vision and goal-setting are essential components of achieving success in our work and in our lives. But, did you know that without great decision-making skills, we reach just 30% of our goals? Presented by Margaret Cleveland (Leadership Coaching Consultant), gain practical and tactical tools for improving your decision-making skills. Learn how to test strategies before investing too much time and apply processes that align others with the decision-making process to work toward your goals. Food and refreshments will be provided. [Click here to register.](#)

Preparing for the Next Encounter: Leadership workshop

Tuesday, 9/17/19: 1:30 p.m. – 4:30 p.m.

From a leadership lens, this Diversity, Equity, and Inclusion program will look at how to address an encounter (or multiple) that involves interactions with someone who has a different identify or background than themselves. Encounters may be ones that you are unsatisfied with: you wish the encounter had gone differently, that you handled the situation differently; or the outcome were different; etc. Presented by Dr. Deborah J. Johnson (Faculty and Director with the Office of Inclusion and Intercultural Initiatives at Michigan State University.), this session will explore how that encounter can be improved and prepare and empower leaders for future challenges/encounters. Food and refreshments will be provided. [Click here to register.](#)

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Colby Talent Development Training Schedule

October 2019

EMPLOYEE/STAFF DEVELOPMENT

Breakfast & Business Ethics

Thursday, 10/10/19: 9 a.m. – 11 a.m.

Sometimes Colby employees face ethical dilemmas where it can be difficult to decide which course of action to take. Presented by Will Saxe (Risk Management) and Melissa Breger (Human Resources), join us for breakfast and to review a framework of thinking for 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 and refreshments will be provided. [Click here to register.](#)

Revisiting Respect, Diversity, and Inclusion

Tuesday, 10/29/19: 9 a.m. – noon

Belonging goes deeper than Diversity and Inclusion. Presented by Robert Crouch (Office for Institutional Equity at Duke University), revisit the elements of diversity and inclusion, explore how to build meaningful relationships, and create an empathic environment where individuals feel welcomed, safe, and valued. The session will include an experiential activity to bring alive issues of non-verbal communication, and to stretch their comfort zone. Food and refreshments will be provided. [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:

- [Collaborative Influence: Communicating Across & Up](#)
- [FMLA for Supervisors](#)
- [Hiring the Best](#)
- [Legal Matters for Supervisors](#)

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Colby Talent Development Training Schedule

November 2019

EMPLOYEE/STAFF DEVELOPMENT

Colby Library Resources for Staff

Thursday, 11/7/19: 10 a.m. – 11:30 a.m.

Have you ever thought of the Colby Library as a resource in helping with your work, projects, and/or professional or personal interests? Presented by Kara M. Kugelmeyer (Colby Libraries) build your informational literacy and get hands-on experience using our computer lab to increase your awareness of resources available to search and research, learn strategies to approach research in support of your projects and professional interests, and leverage research tools at Colby libraries and beyond. [Click here to register.](#)

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

Thursday, 11/14/19: 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 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.](#)

AUDIENCE SPECIFIC

Administrative Professionals 1/2 Day Conference

Wednesday, 11/20/19: 8:30 a.m. – 1 p.m.

Colby Human Resources is pleased to host the 3rd annual Administrative Professionals 1/2 day Conference. This year's theme is *Star Power, Colby at the Oscars*. In partnership with Academic ITS and the Provost office, join other administrative professionals at Colby to share and learn from each other in discussing themes around communication, departmental best practices, and Colby resources. Breakfast and lunch will be provided.

[Click here to register.](#)

SUPERVISOR DEVELOPMENT

Coaching for Performance (Rescheduled session)

Tuesday, 11/5/19: 9 a.m. – 11:30 a.m.

Coaching for performance is the art of paying attention, asking questions, and understanding motivation in order to inspire your team. Presented by Stacy Rodenberger (University of Southern Maine), this workshop will provide the tools and skills of coaching for performance including using the three levels of listening for a deeper understanding of others, learning to ask powerful questions, understanding motivation and rewards, and much more! 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.](#)

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Colby Talent Development Training Schedule

December 2019

EMPLOYEE/STAFF DEVELOPMENT

Financial Literacy Workshop

Thursday, 12/5/19: 11:30 a.m. – 1 p.m.

A good budget and savings commitment are the foundation of your financial success. Presented by Jake Holmes (Maine Credit Union League), learn how to budget and reduce expenses, set savings goals, and prepare financial safety nets such as building an emergency fund. Lunch and refreshments will be provided.

[Click here to register.](#)

Team Colby: Understanding High-Performing Teams & Culture

Tuesday, 12/17/19: 1 p.m. – 2:30 p.m.

Culture impacts how individuals and teams rise to their performance. High-performing teams take ownership in a culture where there is deep trust and care for each other and their purpose. Presented by Michael Wisecup (Vice President for Strategic Initiatives), discuss what it takes to be a high-performing team and how you can impact the culture of Team Colby. Learn about the insights from Michael's military experience and his recent "culture" trips to other organizations, such as Bank of America and the Ravens football team. Light food and refreshments will be provided.

[Click here to register.](#)

SUPERVISOR DEVELOPMENT

Team Colby: Leading High-Performing Teams & Culture

Wednesday, 12/11/19: 10 a.m. – 11:30 a.m.

A 'high performing team' is a group of people who share a common vision and set of goals, who collaborate, challenge and hold each other accountable to achieve successful outcomes. The key to building high-performing teams and culture is to actually to rework the systems and behaviors that create your culture. Presented by Michael Wisecup (Vice President for Strategic Initiatives), explore how leaders how can impact high-performing teams and the culture of Team Colby. Learn about the insights from Michael's military experience and his recent "culture" trips to other organizations, such as Bank of America and the Ravens football team. Light food and refreshments will be provided. [Click here to register.](#)

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