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:
- Managing Up To Leaders: The Art & Need to Speak Your Truth(s)
- My Next Encounter: Leadership Session

**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
- Interrupting Injustice: Learning from History
- Real World at Colby
- 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/](http://colby.edu/humanresources/training-and-development/current-schedule/)

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

Mindful Communication: Speaking & Listening with Awareness
Thursday, 1/9/20: 11 a.m. – 1 p.m.
Mindful Communication is a set of skills that include developing the ability to listen with focused awareness, learning to identify the source of a problem instead of becoming caught up in cycles of negativity or judgment, developing the mental flexibility to understand another’s perspective, and communicating, and problem-solving without feeling drained or overextended. In partnership with the Colby Wellness Program, join us for lunch and a presentation from Rebecca Wing (Mindfulness Retreat Center of Maine), to explore how mindfulness practice can help develop an awareness of the emotional experience of family, friends and co-workers, which can then lead to more effective communication and problem solving. Lunch and refreshments will be provided. Click here to register.

Introduction to Agile
Wednesday, 1/29/20: 9 a.m – noon
Agile is a collection of beliefs that teams use to make decisions, resulting in better time management and productivity. Presented by Kathy Murphy, (University of Southern Maine), learn Agile values and principles and how they can be applied to your work and everyday life. Leave with tools and techniques to help you make your work visible, promote collaboration, reduce risk, and encourage small experiments that allow you to improve a little bit at a time. Discover how you can incorporate small changes in your thinking to increase focus, visualize work and develop a culture that encourages risks and learning through experimentation. Food and refreshments will be provided. Click here to register.

SUPERVISOR DEVELOPMENT

Managing Up To Leaders: The Art & Need to Speak Your Truth(s)
Wednesday, 1/15/20: 9 a.m. – noon
Do you sit in committee or task force meetings, full of good ideas, yet find you are having trouble being heard or taken seriously? Are you reluctant to speak up about a topic raised by a senior-level colleague or afraid to reasonably speak your truth to a more senior level administrator, for fear of being called a “naysayer?” By honing these leadership skills in “Managing Up,” you can be more effective and prepared to present ideas and raise issues or concerns that impact certain decisions. Presented by Grace Noonan-Kaye (Grace Noonan Kaye & Associates), this workshop focuses on developing these skills by helping you organize your thoughts, learning how to ask even better questions, and expressing your professional opinions confidently. Food and refreshments will be provided. Click here to register.
EMPLOYEE/STAFF DEVELOPMENT

Skillful Conversations
Friday, 2/14/20: 9 a.m. – noon
Campus results, processes, and relationships all rely on solid communication. Working with others isn’t always easy and differences can occur. Understanding our reactions, words and approach with others can make a difference in addressing conflict and improving collaboration with others to achieve results. Presented by Nancy Ansheles (Catalyst & Co), this interactive workshop will increase your self-awareness on communication strengths and areas to develop in difficult conversations, identify the choices in handling a conflict, and review a five-step model, specific words and phrasing, and other strategies for holding a skillful conversation that pays attention to the relationship and the results. Food and refreshments will be provided. Click here to register.

My Next Encounter
Thursday, 2/20/20: 9 a.m. – noon
This session is a Diversity, Equity, and Inclusion program designed to help Colby employees think through interactions with someone of a different background. Presented by Dr. Deborah J. Johnson (Michigan State University), this session will prepare participants for entering future interactions and work consciously on building stronger relationships across differences. Participants should come to the workshop prepared to share at least one experience that involved elements pertaining to someone’s different racial/ethnic background, identity, sexuality, religion, political ideology, etc. Prior to this session, participants will be asked to attend a preliminary 1-hour lunch session with JJ Jackson (Interim Associate Dean for Diversity, Equity, and Inclusion at Colby). Food and refreshments will be provided. Click here to register.

SUPERVISOR DEVELOPMENT

My Next Encounter: Leadership Session
Wednesday, 2/19/20: 1:30 p.m. – 4:30 p.m.
This session is a Diversity, Equity, and Inclusion (DEI) supervisor development program designed for salaried staff and supervisors to think about their own interactions and their employees’ interactions with someone who has a different background than themselves. Presented by Dr. Deborah J. Johnson (Michigan State University), this session will prepare supervisors for guiding future interactions and work consciously toward forging stronger relationships across difference. Participants should come to the workshop prepared to share at least one experience that involved elements pertaining to someone’s different racial/ethnic background, identity, sexuality, religion, political ideology, etc. Prior to this session, participants will be asked to attend a preliminary 1-hour lunch session with JJ Jackson (Interim Associate Dean for Diversity, Equity, and Inclusion at Colby). Food and refreshments will be provided. Click here to register.
EMPLOYEE/STAFF DEVELOPMENT

**Race: The Power of an Illusion Video series**
*This program is split over three sessions.*

Wednesday, 2/26/20, 11:30 a.m. – 1 p.m.
Wednesday, 3/11/20, 11:30 a.m. – 1 p.m.
Wednesday, 3/18/20: 11 a.m. – 1 p.m.

This lunch and learn series will air PBS’s three part documentary series, “Race: The Power of an Illusion” which examines some of the fundamental beliefs around the concepts of race, as well as understanding the influences of science, history, and society. Join for lunch to watch the full video (split over three different sessions), with time built-in to discuss each segment. Lunch and refreshments will be provided for each session. [Click here to register for all three sessions.](colby.edu/humanresources/training-and-development/current-schedule/)

**Lunch and Learn: The Colby Campaign**
Friday, 2/28/20: noon – 1 p.m.

A few years ago Colby launched its biggest campaign ever. Presented by Sandy Colhoun (College Advancement), join us in this lunch and learn to learn about Colby’s campaign including who’s been involved, what has been achieved, and what’s ahead. A Q&A will follow this presentation. Lunch and refreshments will be provided. [Click here to register.](colby.edu/humanresources/training-and-development/current-schedule/)