Talent Development

2020 Fall Catalog
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.

Example includes:
- 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.

Example includes:
- Influencing Skills – Our Under-Tapped Superpower

ONLINE
Colby’s Online resources and programs available to all employees

WORKDAY TRAINING & RESOURCES: Visit the Colby Workday website

LINKEDIN LEARNING: Visit Colby’s Academic ITS website

HR ON-DEMAND: Visit current schedule
Customized modules providing information and best practices on HR & other workplace topics.

Examples include:
- Building Your Professional Development
- Real World at Colby
- 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 2020

**EMLOYEE/STAFF DEVELOPMENT**

**Navigating Challenging Issues: De-escalation**  
This program is being offered twice.

Thursday, 9/24/20: 9 a.m. – 11 a.m.  or  
Wednesday, 9/30/20: 9 a.m. – 11 a.m.

We’ve been working hard on building an inclusive and anti-racist community. This work starts by building awareness within ourselves and with others to advancing our skills to intervene effectively when we witness racist words or actions in person, on social media, by email, or by phone. Whether we come across these incidents with family, colleagues, friends, or unknown people; wherever they fall on the spectrum of microaggression to harassment and threat, we need to build our toolbox for effective interruption and in some cases de-escalation. Presented by Prevention.Action.Change, this two-hour training will build off the experience and skills of participants and provide additional tools and practice in managing adrenalin in the moment, understanding our own escalation triggers, and offering a range of effective intervention and de-escalation skills and tools. The session will be conducted virtually and will be highly interactive - with whole and small group discussion, scenario practice, and verbal and physical exercises and movement.

Click [here to register for the 9/24/20 session.](#)  
Click [here to register for the 9/30/20 session.](#)

**ONLINE**

**Featured LinkedIn Learning Courses**  
Accessing these courses will require that you authenticate using your Colby credentials.

**How to Use LinkedIn Learning (Course)**  
To get the most from LinkedIn Learning, this short course will get you up and running. Learn how to find the best courses to take using LinkedIn Learning’s recommendation and search tools, explore learning paths, play and pause training videos, use transcripts and exercise files, and customize your learning experience.  
[Click here to access.](#)

**Getting Started with Excel (Learning Path)**  
Learn how to create, format, share, and print workbooks. Get a short and simple beginner’s guide to Excel PivotTables. Follow along and learn how to create a basic PivotTable to analyze and present spreadsheet data. Get a beginner-level introduction to Excel formulas and functions. Learn how to summarize and analyze data using these powerful data analysis features.  
[Click here to access.](#)

**Workday Training & Resources**  
Visit the Colby Workday website

**HR On-Demand**  
Visit [current schedule](#)

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For information on these sessions and future workshops, or to register, please go to:  
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EMPLOYEE/STAFF DEVELOPMENT

Values and Spiritual Commitments: How To Talk About What Matters
Tuesday, 10/6/20: 3 p.m. – 4:30 p.m.
We have all heard that the things you shouldn’t talk about in polite company are religion and politics. Both of these topics can be charged because they connect to our values. Often, these values are shaped by our religious or spiritual commitments. The value of having conversations about our religious/spiritual commitments has brought greater support and a deeper more honest community for our students. Presented by Rev. Kate Smanik (Religious and Spiritual Life), this 90-minute (physically distanced) in-person workshop offers an opportunity for faculty and staff to engage in the conversation to find ways to talk honestly about what we believe and why and learn about the resources and the work of the Office of Religious and Spiritual Life. Click here to register for this session.

Supporting Ourselves & Others in Challenging Times
This program is split over two sessions.
Wednesday, 10/28/20: 10 a.m. – noon
Wednesday, 11/4/20: 10 a.m. – noon
It’s an understatement to say that 2020 has been a year of change! COVID-19 is on top of people’s minds. In the midst of the pandemic, we all are trying to accomplish our work and support our staff and students. Presented by Nancy Ansheles, this introspective and collaborative workshop will have the opportunity to identify and discuss the impact of these changes including challenges and successes, review and discuss additional strategies to support yourself and others in creating a change mindset to handle these challenging times, and reflect and commit to application. The workshop will be conducted virtually and will be highly interactive. Click here to register for this session.

Title IX & Student Accountability Workshop
Thursday, 10/15/20: 11 a.m. – 12:30 p.m.
Am I considered a “Responsible Employee” here at Colby? Most likely, yes! With a few exceptions (licensed counselors, medical providers, religious and spiritual leaders, and the Title IX confidential advocate) all of Colby’s employees are designated as Responsible Employees. Responsible Employees play a critical role in helping students feel safe and ensuring that they have access to options and resources on and off campus if they have experienced sexual misconduct, intimate partner or dating violence, or harassment. Presented by Meg Hatch and Cameron Cox (Dean of Students), this workshop will provide foundational knowledge and updates with Responsible Employee duties, Title IX, and available resources on campus and in the community. This session will be conducted virtually with an opportunity to discuss specific scenarios, engage in conversations with their colleagues, and feel more confident in their role. Click here to register for this session.

ONLINE

Featured LinkedIn Learning Course

R for Data Science (Lunchbreak Lessons)
Programming is learned in small bits. You build on basic concepts. You transfer the knowledge you already have to the next language. Lunchbreak Lessons teaches R—one of the most popular programming languages for data analysis and reporting—in short lessons. Review language basics and learn about useful development tools and libraries that will make your time programming with R that much more productive. Click here to access.
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<td><strong>Demystifying the Board of Trustees</strong>&lt;br&gt;Wednesday, 11/11/20: 9 a.m. – 10 a.m.</td>
<td><strong>Influencing Skills – Our Under-Tapped Superpower</strong>&lt;br&gt;<em>This program is split over two sessions.</em>&lt;br&gt;Wednesday, 12/2/20: 9 a.m. – 10 a.m.&lt;br&gt;Wednesday, 12/9/20: 9 a.m. – 10 a.m.</td>
<td><strong>Featured LinkedIn Learning Course</strong>&lt;br&gt;Learn the Adobe Creative Cloud (Course)**&lt;br&gt;With Adobe Creative Cloud you can access the entire collection of Adobe software, design tools such as Photoshop, Illustrator, and After Effects. In this introductory course, explore all the suite has to offer.</td>
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<td>Many faculty and staff from across the College are involved in the planning and preparation for the three Board of Trustees meetings each year but have you ever wondered what the Board does when it meets? Presented by Richard Uchida and Billy Parker (General Counsel), this 1-hour session offers an interactive opportunity to learn about the governance of the College, the responsibilities of the Board of Trustees, how the Board is structured, what happens at these meetings every fall, winter, and spring, and how it all affects you. This session will be conducted virtually. <a href="#">Click here to register for this session.</a></td>
<td>Influence is the power to impact others. While we may typically think it's about being heard by our boss, or having our ideas accepted, influencing can happen in many other ways. Presented by Nancy Ansheles, this engaging workshop will offer the opportunity to assess your current definition, comfort, and success in influencing others; identify and recognize ways to enhance your influencing skills; and practice enhancing your influencing skills for good. The workshop will be conducted virtually and will be highly interactive. <a href="#">Click here to register for this session.</a></td>
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<td><strong>Can We Chat?</strong>&lt;br&gt;<em>This program is split over two sessions.</em>&lt;br&gt;Tuesday, 12/8/20: 10 a.m. – 11 a.m.&lt;br&gt;Tuesday, 12/15/20: 10 a.m. – 11 a.m.</td>
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<td>Whenever a message passes from one person to another – spoken, written or just sensed – that's communication. Communication happens all the time, so we'd be wise to get good at it. Presented by Pam Kristan, participants will learn and practice a wide range of strategies to ensure their communication does what they intend including learning about the impact of non-verbal factors on messaging, identifying their individual communication styles, and understanding how emotions influence communication as well as finding ways to help. The workshop will be conducted virtually and will be highly interactive. <a href="http://www.clickhere.to.registervirtually">Click here to register virtually</a>.</td>
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