Talent Development

2020 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.
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

EMPLOYEE/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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Colby Talent Development Training Schedule

October 2020

EMPLOYEE/STAFF DEVELOPMENT

**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 virtual workshop will provide foundational knowledge and updates with Responsible Employee duties, Title IX, and available resources on campus and in the community. [Click here to register for this session.](#)

**Mindfulness Skills for Equanimity During Uncertainty Session**

*This session is being offered three times.*
Thursday, 10/29/20: 9 a.m. – 10 a.m.
Friday, 10/30/20: 10 a.m. – 11 a.m.
Friday, 10/30/20: 1 p.m. – 2 p.m.

It is understandable that in the coming weeks we may be feeling a building sense of worry, anticipation and even fear.

Presented by Rebecca Wing LCPC, this 1-hour virtual session will explore how understanding and practicing equanimity can help us “keep our seat” during this time of uncertainty. [Click here to register for the 10/29/20 session.](#)
[Click here to register for the 10/30/20 (10am) session.](#)
[Click here to register for the 10/30/20 (1pm) 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 virtual 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. [Click here to register for this session.](#)
Colby Talent Development Training Schedule
November & December 2020

EMPLOYEE/STAFF DEVELOPMENT

Demystifying the Board of Trustees
Wednesday, 11/11/20: 9 a.m. – 10 a.m.

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. Click here to register for this session.

Values and Spiritual Commitments: How To Talk About What Matters
Wednesday 12/2/20: 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 virtual 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.

SUPERVISOR DEVELOPMENT

Influencing Skills – Our Under-Tapped Superpower
This program is split over two sessions.
Wednesday, 12/2/20: 9 a.m. – 11 a.m.
Wednesday, 12/9/20: 9 a.m. – 11 a.m.

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 virtual 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. Click here to register for this session.

ONLINE

SMALL BITES for the Brain
Digestible video segments (in 5 minutes or less) to feed your mind and advance your development. Click here to learn more.

• Small Bites presents Dialogue
• Small Bites presents Empathy
• Small Bites presents Introversion
• Small Bites presents Presentations

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Colby Talent Development Training Schedule
December 2020 continued

EMPLOYEE/STAFF DEVELOPMENT

**Can We Chat?**
*This program is split over two sessions.*
Tuesday, 12/8/20: 10 a.m. – 11 a.m.
Tuesday, 12/15/20: 10 a.m. – 11 a.m.

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. [Click here to register for this session.](#)

**Unstoppable Resilience: The Keys to Staying Strong During Any Crisis**
Thursday, 12/10/20: noon – 1:30 p.m.

It is a uniquely difficult time for leaders and staff in workplaces all over America. A deadly pandemic is barreling through the world, there is deep civil unrest within our country, and according to recent studies, Americans are the unhappiest they have been in the past 50 years. Needless to say, navigating all the aforementioned challenges can have a significant impact on one’s overall resilience and mental health.

In partnership with the Office for Diversity, Equity, and Inclusion, join us for an inspiring, high-energy, engaging, and relatable session on **Unstoppable Resilience™**, with TedX & keynote speaker and best-selling author Shola Richards. [Click here to register for this session.](#)

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