2021 Spring 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.

SUPERVISOR DEVELOPMENT

Open to exempt (salaried) staff and supervisors

Features customized programs and workshops on various topics for supervisors.
- Facilitating Agreement on Teams

Some programs may be specific to supervisors only.

ONLINE

Open to faculty, staff, and supervisors

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

HR On-Demand
Customized online modules best practices on HR related topics, as well as other professional development focuses.

LinkedIn Learning
Thousands of online videos and courses, on a variety of professional development focuses.

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
March 2021

EMPLOYEE/STAFF DEVELOPMENT

Building Negotiation Skills
Thursday, 3/11/21: 9 a.m. – 10:30 a.m.
Whenever more than one person is involved, situations almost always require negotiation skills. These skills help to foster trust, create shared understanding, and broker positive results. So what is involved in a skillful negotiation? Presented by Professor Sandy Maisel (Government), and Melissa Breger (Human Resources), this virtual session will explore what is at play during negotiations and how to approach them in order to reach shared solutions and walk away with satisfying results. The session includes a scenario that will involve a negotiation which will be used to reflect and process our learning. Click here to read more and register.

The Race Ahead: Addressing Systemic Exclusion Through Structural Inclusion
Thursday, 3/18/21: 9 a.m. – 11 a.m.
The Race Ahead is a conversation between individuals in which a facilitator helps parties overcome communication barriers and engage in productive conversation regarding an issue of mutual concern. Presented by Bruce Stewart (CEO of Small World Solutions and former Deputy Director of Training, Compliance, and Strategic Initiatives in the Office of Diversity and Inclusion under President Barack Obama), participants will build a clear understanding of key concepts such as racial equity and structural racism, learn to talk about race constructively with their constituents, gain tools and practices for counteracting racial bias and practices, and identify opportunities for applying concepts and strategies to advance racial equity. Click here to read more and register.

Notice & Connect Mental Health Training for Staff
Thursday, 3/25/21: 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 Katie Barlow and Megan Marsh (Counseling Services), this virtual session will share 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. Click here to read more and register.

ONLINE

SMALL BITES for the Brain
NEW! Small Bites Presents Emotional Intelligence
Designed by Colby Human Resources Talent Development
4 Minutes and 45 seconds
Click here to access.

LinkedIn Learning Course
Time Management: Working from Home
This course offers best practices for anyone who works full-time or occasionally from home to create a productive remote environment. Click here to read more and access.
Colby Talent Development Training Schedule
April 2021

EMPLOYEE/STAFF DEVELOPMENT

**Colby Identity Web Site and Brand Overview**
Friday, 4/2/21: 9 a.m. – 10:30 a.m.
Discover the new Colby Identity web site where you will have access to many resources and how to use them in alignment with the College’s brand. Presented by Barb Walls (Communications), uncover logo files, fonts, colors, templates, and the new digital asset management system, Canto. Additionally, learn about guidelines for selecting photos, hiring photographers and videographers, print vendors, and more. Come to this session to learn more, ask questions, and walk away feeling empowered to create your own communications. [Click here to read more and register.](#)

**Unstoppable Resilience: The Keys to Staying Strong During Any Crisis**
Recorded session - Available on April 1, 2021
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, watch this inspiring, high-energy, engaging, and relatable session on Unstoppable Resilience™, with TedX & keynote speaker and best-selling author Shola Richards. [Click here to read more.](#)

**Ethics in the Workplace**
Tuesday, 4/13/21: 9 a.m. – 10:30 a.m.
Ethical behavior is a crucial part of the workplace. Conducting business in an ethical manner generates respect and trustworthiness, as well as builds performance, morale, and teamwork. A key component to workplace ethics and behavior is integrity, or being honest and doing the right thing at all times. Presented by Will Saxe (General Counsel) and Neal Williamson (Human Resources), discuss the things that can get in the way of making ethical choices, discern the choices in an ethical dilemma, and discover four key ‘Moment-of-Truth’ questions to cut through distractions and pressure during the decision-making process. [Click here to read more and register.](#)

ONLINE

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4 Minutes 45 seconds
[Click here to access.](#)

**LinkedIn Learning Course**
Unlocking Your Potential
This course will share strategies for how to deal with mistakes and setbacks, how to establish habits that lead to confidence and success, and more. [Click here to read more and access.](#)
Colby Talent Development Training Schedule

May 2021

EMPLOYEE/STAFF DEVELOPMENT

**Saving Face: How to Preserve Dignity and Build Trust**

Wednesday, 5/5/21: 1 p.m. – 2:30 p.m.

Best-selling author and executive coach Maya Hu-Chan defines “saving face” as a universal concept that enables connection, breaks down barriers, and builds trust and long-term relationships. But, to do so successfully requires empathy and courage. Presented by Maya Hu-Chan, learn about the essentials of honoring, losing, and saving face to make authentic connections, build positive relationships, and create a culture of psychological safety in the workplace. This session will be conducted virtually. Space will be limited to 25 participants. Attendees will also receive a free copy of Maya Hu-Chan’s book. [Click here to read more and register.](#)

SUPERVISOR DEVELOPMENT

**Facilitating Agreement On Teams**

This workshop is split into two parts.
- Part One: Thursday, 5/6/21: 9 a.m. – 10:30 a.m.
- Part Two: Thursday, 5/13/21: 9 a.m. – 10 a.m.

Supervisors play an important role in cultivating an environment that encourages trust, participation, and communication. By facilitating understanding and agreement on your team, you can build strong team solutions, invite two-way communication and build trust, and lead people to a decision by involving their thinking. Designed for supervisors and presented by Neal Williamson and Melissa Breger (Human Resources), build your leadership skills by learning to facilitate a group process that fosters brainstorming, narrows the selection of ideas/choices, and generates buy-in into a final decision. [Click here to read more and register.](#)

ONLINE

**SMALL BITES for the Brain**

NEW! Small Bites Presents Emotional Intelligence

4 Minutes 45 seconds

[Click here to access.](#)

**LinkedIn Learning Course**

**Leading like a Futurist**

Learn how to see, shape, and share the future by improving your strategic thinking and your ability to communicate opportunities in a way that gets others excited. [Click here to read more and access.](#)

**LinkedIn Learning Course**

**Managing Multiple Generations**

Learn how people born into distinct age cohorts can work together effectively, turning seemingly divergent attitudes and backgrounds into harmonious and productive working relationships. [Click here to read more and access.](#)

For information on these sessions and future workshops, or to register, please go to: [colby.edu/humanresources/training-and-development/current-schedule/](colby.edu/humanresources/training-and-development/current-schedule/)

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