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Professional Development

SEHD and the University of Colorado are proud to offer many free and low cost opportunities for development. Please see the list below for links to the related resources, and let us know at sehdhr@ucdenver.edu if you know of something we can add to this list. Thank you!



Who to contact about edits needed on this page: SEHD HR

Start with Mental Health

- CU Denver's "Red Folder" of resources about responding to students in distress
- Crisis/Emergency Information and Resources
- CU Denver Mental Health and Safety Resources
- 15-min virtual Skills for Mental Health Support training course - Click here to launch (you will be promoted to log in to your employee portal)
- One-day virtual Mental Health First Aid training - Click here for more Information. “Mental Health First Aid is a skills-based training course that teaches participants about mental health and substance-use concerns. Just as CPR helps you assist an individual having a heart attack, Mental Health First Aid helps you assist someone experiencing a mental health or substance use-related crisis. In the Mental Health First Aid course, you learn risk factors and warning signs for mental health and addiction concerns, strategies for how to help someone in both crisis and non-crisis situations, and where to turn for help. This course is currently held virtually. You will be required to complete a 2 hour pre-recorded training prior to the date of the live zoom portion of the training, which is 6 hours long (with a 25-minute lunch break). The appropriate links will be sent to your email at least 1 week prior to the live zoom portion.”

Staff Council's Development opportunities (email the Staff Council with any questions)

Clery Act campus safety, information for those roles who may become aware of student safety concerns: www.ucdenver.edu/emergencymanagement/clery-act/campus-security-authority

CU's Learning & Development team

- Instructor led trainings (Strengths, Continuous Improvement, Health Conditions, Emotional Intelligence, DISC, Presentation skills, etc) - https://www.cuanschutz.edu/offices/human-resources/learning-development/instructor-led-training
- Manager Development resources - https://www.cu.edu/employee-services/professional-growth-training
- Women in Leadership series - https://www.ucdenver.edu/offices/faculty-affairs/faculty-leadership-opportunities/women's-leadership-program
- LinkedIn Learning - https://www.cu.edu/employee-services/professional-growth-training/training-services/linkedin-le

arning

- Preparing for a certification exam? Practice with LinkedIn Learning before your certification exam | University of Colorado (cu.edu)
- Coursera
  -
  https://www.ucdenver.edu/offices/human-resources/learning-development/on-line-training-resources

Office of Information Technology Training and Events
-https://www.ucdenver.edu/offices/office-of-information-technology/get-help/technology-training

The Ombuds Office at CU - (The Ombuds Office is a safe, confidential, and nonbiased resource that members of the University of Colorado Denver | Anschutz can approach to discuss, voice, and clarify any university-related concerns. We are a neutral third-party resource that is available to hear individual complaints and help sort out and identify options for resolving those concerns.)

- Blog - https://ombuzz.blog
- Self-guided learning - Ombuds Office, CU Denver, CU Anschutz Medical Campus

Effective email tips, "The Reason Is..."

CU Denver's Emergency Management Division (Active harmer, severe weather, stop the bleed) - Emergency Management

Tuition Assistance Benefit -
https://www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance

Wellness Center - https://www.ucdenver.edu/wellness

- 7 dimensions of wellness - https://www.ucdenver.edu/wellness/about/dimension-of-the-month
- Mental Health First Aid program -
  https://www.ucdenver.edu/wellness/services/educational-trainings/mental-health-first-aid
- Group fitness courses (hybrid) -
  https://www.ucdenver.edu/wellness/programs/fitness/group-fitness
- On-demand fitness courses -
  https://www.ucdenver.edu/wellness/programs/fitness/on-demand-fitness
- Become a fitness instructor - https://www.ucdenver.edu/wellness/programs/fitness

New Employee Training & Development items

- New Employee Orientation -
  https://www.ucdenver.edu/offices/human-resources/learning-development/new-employee-orientation
- Benefits Orientation -
  https://www.cu.edu/employee-services/benefits-wellness/new-employee/how-enroll
- Required trainings -
  https://www.ucdenver.edu/offices/human-resources/learning-development/required-training

Framework for Breaking Down Big Projects - The NICE method. Near-term, Input-based, Controllable, and Energizing. Taken from the book Feel Good Productivity by Ali Abdaal.

Leadership Development Opportunities

Below is a list of communication and leadership training tools in a variety of learning formats, lengths and costs, in no particular order.

If you have a suggestion to add something you find useful, please let us know: sehdhr@ucdenver.edu

The Mindful Workday

Virtual on Demand | 40 mins

Bring your best self to work. Maximize your commute so you show up to work prepared and leave work/arrive home fully present. Cultivate a healthy working environment and communicate better with your boss. Use your downtime in a positive way. Stop watching the clock so you can live in the present. And turn meetings into successful, collaborative experiences. View the LinkedIn learning course here: www.linkedin.com/learning/the-mindful-workday

Understanding Emotional Intelligence

//Virtual | 3.5 Contact Hours //

Developing emotional intelligence is a life-long journey. It is important to develop because it separates those who know themselves well and take personal responsibility for their actions from those who lack self-awareness and repeat the same mistakes. In the workplace, it is important to develop because it separates those who build rapport, have influence, and collaborate effectively with others from those who are demanding, lack empathy, and are therefore difficult to work with. This interactive course will provide a foundation for understanding the concepts of emotional intelligence, emotional triggers, and how our thoughts and behaviors can influence how we manage our emotions. Register for Understanding Emotional Intelligence. You will be directed to the portal.

Armored versus Daring Leadership with Brené Brown

Audio, self paced | ~1 hour

The greatest barrier to daring leadership is armor, or how we self-protect when we're in fear.

Part 1 unpacks the most common types of armor, including being a knower versus being a learner, tapping out of hard conversation versus skilling up and leaning in, and using shame and blame to manage others versus using accountability and empathy. This conversation includes real examples and actionable strategies about how we can dare to lead.

Part 2, four more common types of armor that we use to self-protect when we're in fear. These barriers include creating a fitting-in culture versus a belonging culture, fostering a scarcity-based culture versus modeling that we are enough and have enough, leading reactively versus leading strategically, and resisting change versus accepting and embracing change.

Crucial Accountability

Virtual, $160 | in person, $199 includes lunch

This 12-contact hour training teaches a straightforward, step-by-step process for identifying and resolving performance gaps, strengthening accountability, eliminating inconsistency, and reducing resentment. It uses video, group discussions, skill practice, and real-life application to make the course both entertaining and engaging. Attendees will have the opportunity to gain a refresher on the Crucial Conversations techniques and how Crucial Accountability builds upon them. Register for Crucial Accountability. You will be directed to the portal.

Communicating as a Leader

Virtual | 2 hours

Moving from an individual contributor (the doer) to a lead/management position is more than a step up the ladder, but a jump to an entirely new ladder in terms of skills, motivations, perspectives, responsibilities, and impact to the organization. This seminar helps you to identify key skills for communicating to others in your new role. Register for Communicating as a Leader. You will be directed to the portal.

Listening tips and empathy resources

Articles and short videos | on-demand

The International Listening Association provides resources for reflection through poetry and music, as well as informative short videos, webinar recordings, and opportunities to gather: Resources | International Day of Listening

Establishing Self-Trust

Virtual | 2 hours

This interactive training course explores FranklinCovey's First Wave of Trust – Self-Trust. During this course, you will explore the 4-Cores of Credibility and how they affect Self-Trust. Register for Establishing Self-Trust. You will be directed to the portal.

Lead with Your Strengths

Virtual | 3 contact hours | ~$40

Your role as a manager is essential and challenging. The best way to lead confidently and lead well is to lead with your strengths. Your distinct Clifton Strengths Profile sets you apart from every other manager. This new report outlines the most powerful of your dominant 10 strengths. In this interactive class, you will discover practical ways to apply your strengths in your day-to-day routine with your team and how to use your strengths to become a better manager. Register for Lead with Your Strengths. You will be directed to the portal.

DISC - Leadership Styles

2 Contact Hours | Virtual

The DISC Leadership Assessment identifies your natural leadership strengths and development areas. Confident leaders are self-aware of how they prefer to lead and how others perceive their leadership style to make necessary adjustments to be more effective. This course provides you with candid feedback and a road map to make decisions on how to adjust attitudes and behaviors to be more successful with your personal interactions.

This interactive course will provide Information on leadership styles associated with the four DISC styles, how to identify the styles of your employees and how to adjust your style to be a more effective and successful leader. Register for DISC: Leadership Styles. You will be directed to the portal.

Becoming Less Difficult

One-page article

When you know your own difficulty style, you can take steps to avoid the negative behaviors associated with that style. To increase success in your interactions with others,click here to review a chart of styles and adaptive approaches.

Ten Habits of Mentally Strong People

LinkedIn Learning course | 40 minutes

Strive for authenticity instead of approval; choose who gets to criticize you; avoid falling victim to comparison; stop asking for permission; stop giving away your power, and more.

Improving Your Conflict Competence

LinkedIn Learning course | 46 minutes

Workplace conflict is inevitable. But it doesn't have to end badly. In this course, author and conflict expert Craig Runde helps you manage workplace conflict more effectively. He first explains the dynamics that create conflict, and helps you become aware of what your conflict response is. Once you are aware of how conflict arises, learn some practical steps you can take to manage your emotions and engage with others constructively. Listen to this course...

Empathy: The Heart of Difficult Conversations

YouTube video | 8 minutes

TEDxTallaght speaker Michelle Stowe is a restorative practitioner, trainer and consultant. She is passionate about creating well-being and happiness in the workplace. She is particularly interested in

supporting others to turn towards and see themselves in one another in times of conflict.

“This question has been a great friend to me over the years: Who do I want to be in this situation?”

Play the video here...

Building Trust

LinkedIn Learning course | 54 minutes

In business, trust has been proven to decrease turnover, increase innovation, and improve team performance. When trust is compromised, relationships and productivity can suffer. Keep reading and view the course...

How to Build Rapport Quickly

LinkedIn Learning course | 16 minutes

In this course, adapted from the podcast *How to Be Awesome at Your Job*, best-selling author and customer service consultant John DiJulius shares expert tips for quickly building lasting emotional ties. John outlines the five essential characteristics of relationship building, emphasizing the role that authenticity, curiosity, and empathy play in forging genuine connections. He shares topics you can turn to quickly build rapport and find common ground. Plus, he goes over how to take cues from investigative reporters to ask questions that spark a lively discussion. Check it out here.

Giving and Receiving Feedback

LinkedIn Learning course | 28 minutes

Giving—and receiving—feedback is a skill that's relevant to every member of an organization. In this course, psychologist and author Dr. Gemma Leigh Roberts first guides you through both how to receive feedback effectively—by tuning into a growth mindset, managing your emotional response to feedback, and implementing feedback. Gemma then teaches you on how to effectively provide feedback by reducing bias, following a tested frame for giving feedback, and learning how to give feedback regularly. Join Gemma in this course and learn tips that will help lead you into a cycle of continuous development, and a growth mindset that can help propel your career and your relationships forward. Click to play the course.

The Drama Triangle

blog post | 4 parts

In situations where we experience difficulty with others, we tend to adopt one or more of the following drama roles: Persecutor; Victim; and/or Rescuer.... read more.

How to End Wasteful Meetings | Ways to Achieve This Impossible Dream

podcast episode | 20 minutes"Meetings will always have multiple purposes, which means that not everyone will be equally happy with the outcome. Much good can come from a well-planned and conducted meeting. The challenge is to structure and conduct meetings that fulfill the needs of **most ** of the attendees. In today's episode, we are taking on meetings and how to make them more effective"... listen here.

Gemba Walks

blog post"Go see. Ask why. Show respect." Gemba Walks help eliminate incorrect assumptions about the workforce and drive changes with a lasting positive impact. Developed in Toyota, Gemba Walks can empower organizations to sustain continuous improvement efforts and help solve disconnects between leadership vision and implementation of processes in operations..... read more.

Steps:

1. Give the team or employee to be observed the courtesy of a heads-up
2. Prepare the questions to get the information you need
3. Observe only; don't interfere
4. Record observations

Simon Sinek's "Golden Circle" TedTalk about starting from "Why"

video | 18 minutes

youtube.com/watch?v=fMOlfsR7SMQ

Managing High Potentials

LinkedIn Learning course | 17 minutes

Understand the motivations and expectations of high potential employees to provide them with strategic support and development. Practical tips to encourage peak performance now and prepare them for success at a higher level in the years ahead.

https://www.linkedin.com/learning/managing-high-potentials/understand-their-expectations

Time Management

//Selected LinkedIn Learning courses: // Getting Things Done, Managing Your Time

There is a whole channel on Skillsoft Percipio about Time Management

From:
https://wiki.cu.studio/ - **SEHD Wiki**

Permanent link:
https://wiki.cu.studio/human/professional_development

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