Training Schedule
Arranged by course
(January – December 2020)

* Denotes a new course offered for calendar year

**4 Disciplines of Execution** (1-day course)
Cost: $50 – Includes materials and lunch
- April 29 – CU Anschutz Medical Campus
- May 27 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll or to enroll, [click here](#).

**5 Choices of Extraordinary People** (2-day course) *
Cost: $170 – Includes materials and lunch
- August 4 and August 11 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, [click here](#).

**7 Habits of Highly Effective People** (2-day course)
Cost: $170 – Includes materials and lunch
- May 12 and May 19 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, [click here](#).

**Clifton Strengths Finder (Part 1)** (3-hour course)
Cost: $15 for assessment
- March 12 – CU Anschutz Medical Campus
- May 28 – CU Denver
To learn more about these sessions or to enroll, [click here](#).

**Clifton Strengths Finder (Part 2) – “Maximizing Your Strengths”** (2-hour course) *
There is no cost to attend this course.
- June 16 – CU Anschutz Medical Campus
- August 13 – CU Denver
- December 9 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, [click here](#).

**Communicating as a Leader – Professional Development Seminar** (2-hour seminar) *
There is no cost to attend this course.
- July 15 – CU Anschutz Medical Campus
- August 13 – CU Denver
- October 28 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, [click here](#).
### Crucial Accountability (2-day course)
Cost: $290 – Includes materials and lunch
- September 10 and September 17 – CU Anschutz Medical Campus
- December 10 and December 17 – CU Denver
To learn more about these sessions or to enroll, click here.

### Crucial Conversations (2-day course)
Cost: $290 – Includes materials and lunch
- February 13 and February 20 – CU Anschutz Medical Campus
- April 9 and April 16 – CU Anschutz Medical Campus
- June 11 and June 18 – CU Anschutz Medical Campus
- October 15 and October 22 – CU Denver
To learn more about these sessions or to enroll, click here.

### Discrimination and Sexual Misconduct (2-hour course)
There is no cost to attend this course.
- January 8 – CU Anschutz Medical Campus
- January 9 – CU Denver
- March 4 – CU Anschutz Medical Campus
- March 5 – CU Denver
- October 28 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

### Employee Leave – Informational Session (1-hour course) *
There is no cost to attend this course.
- January 15 – CU Anschutz Medical Campus
- April 2 – CU Denver
- May 7 – CU Anschutz Medical Campus
- June 4 – CU Denver
- August 6 – CU Anschutz Medical Campus
- September 3 – CU Denver
To learn more about these sessions or to enroll, click here.

### Establishing Self-Trust (Part 1) (2-hour course) *
There is no cost to attend this course.
- February 27 – CU Anschutz Medical Campus
- February 28 – CU Anschutz Medical Campus
- March 17 – CU Denver
To learn more about these sessions or to enroll, click here.
Establishing Relationship Trust (Part 2) (2-hour course) *
There is no cost to attend this course.
- April 7 – CU Anschutz Medical Campus
- May 28 – CU Denver
To learn more about these sessions or to enroll, click here.

Extended DISC (Part 1) (3.5-hour course)
There is no cost to attend this course.
- January 23 – CU Anschutz Medical Campus
- March 17 – CU Denver
- July 29 – CU Denver
- December 9 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Extended DISC (Part 2) – Successful Interactions (2-hour course) *
There is no cost to attend this course.
- March 12 – CU Anschutz Medical Campus
- July 29 – CU Denver
To learn more about these sessions or to enroll, click here.

Facilitation Skills (two, 4-hour sessions) *
There is no cost to attend this course.
- March 19 and March 26 – CU Anschutz Medical Campus
- November 3 and November 10 – CU Denver
To learn more about these sessions or to enroll, click here.

Leaders at Change (1-day course) *
There is no cost to attend this course. In order to keep this a free course, lunch will not be provided.
- March 31 – CU Denver
- May 14 – CU Anschutz Medical Campus
- July 23 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Leading at the Speed of Trust (1-day course)
Cost: $170 – Includes materials and lunch
- October 13 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Meeting Advantage (1-day course) *
There is no cost to attend this course.
- November 17 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.
Performance Management (3.5-hour course)
There is no cost to attend this course.
- January 29 – CU Anschutz Medical Campus
- January 30 – CU Anschutz Medical Campus
- February 26 – CU Denver
- November 12 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Presentation Advantage (two, 3-hour sessions) *
There is no cost to attend this course.
- April 7 and April 14 – CU Anschutz Medical Campus
- September 23 and September 30 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Project Management Essentials For The Unofficial Project Manager (1-day course) *
Cost: $170 – Includes materials and lunch
- February 19 – CU Anschutz Medical Campus
- April 22 – CU Denver
- June 9 – CU Anschutz Medical Campus
- August 26 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Speed of Trust (1-day course)
Cost: $170 – Includes materials & lunch
- March 25 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Understanding and Applying State Classified Rules (1-day course)
There is no cost to attend this course.
- April 29 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Working with Employees with Health Conditions (2-hour course)
There is no cost to attend this course.
- June 24 – CU Anschutz Medical Campus
- November 11 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.

Writing Advantage (1-day course) *
There is no cost to attend this course.
- December 1 – CU Anschutz Medical Campus
To learn more about these sessions or to enroll, click here.
Learning and Development

**Writing SMART Performance Goals** (3-hour course)

There is no cost to attend this course.

- January 29 – CU Anschutz Medical Campus
- January 30 – CU Anschutz Medical Campus
- February 26 – CU Denver
- November 12 – CU Anschutz Medical Campus

*To learn more about these sessions or to enroll, [click here](#).*

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**Customized Requests**

In addition to the pre-scheduled instructor-led courses, Learning and Development also offers customized training courses and consulting services. *If you are interested in learning more or would like to submit a custom request for your team, unit, or department, please [click here](#).*

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**Arranged by campus and date**

**CU Denver**

- January 9 – Discrimination & Sexual Misconduct
- February 26 – Performance Management
- February 26 – Writing SMART Performance Goals
- March 5 – Discrimination & Sexual Misconduct
- March 17 – Extended DISC (Part 1)
- March 17 – Establishing Self-Trust (Part 1)
- March 31 – Leaders At Change
- April 2 – Employee Leave – Informational Session
- April 22 – Project Management Essentials for the *Unofficial* Project Manager
- May 28 – Clifton Strengths Finder
- May 28 – Establishing Relationship Trust (Part 2)
- June 4 – Employee Leave – Informational Session
- July 29 – Extended DISC (Part 1)
- July 29 – Extended DISC: Successful Interactions (Part 2)
- August 13 – Communicating as a Leader - Professional Development
- August 13 – Maximizing Your Strengths
- September 3 – Employee Leave – Information Session
- October 15 & October 22 (must attend both sessions) – Crucial Conversations
- November 3 & November 10 (must attend both sessions) – Facilitation Skills
- December 10 & December 17 (must attend both sessions) – Crucial Accountability

**CU Anschutz Medical Campus**

- January 8 – Discrimination & Sexual Misconduct
- January 15 – Employee Leave – Informational Session
- January 23 – Extended DISC (Part 1)
- January 29 – Performance Management
- January 29 – Writing SMART Performance Goals
Human Resources
UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

- January 30 – Performance Management
- January 30 – Writing SMART Performance Goals
- February 13 & February 20 (must attend both sessions) – Crucial Conversations
- February 19 – Project Management Essentials for the Unofficial Project Manager
- February 27 – Establishing Self-Trust (Part 1)
- February 28 – Establishing Self-Trust (Part 1)
- March 4 – Discrimination & Sexual Misconduct
- March 12 – Clifton Strengths Finder
- March 12 – Extended DISC: Successful Interactions (Part 2)
- March 19 & March 26 (must attend both sessions) – Facilitation Skills
- March 25 – Speed of Trust
- April 7 & April 14 (must attend both sessions) – Presentation Advantage
- April 7 – Establishing Relationship Trust (Part 2)
- April 9 & April 16 (must attend both sessions) – Crucial Conversations
- April 29 – 4 Disciplines of Execution
- April 29 – Understanding & Applying State Classified Rules
- May 7 – Employee Leave – Informational Session
- May 12 & May 19 (must attend both sessions) – 7 Habits of Highly Effective People
- May 14 – Leaders at Change
- May 27 – 4 Disciplines of Execution
- June 9 – Project Management Essentials for the Unofficial Project Manager
- June 11 & June 18 (must attend both sessions) – Crucial Conversations
- June 16 – Maximizing Your Strengths
- June 24 – Working with Employees with Health Conditions
- July 15 – Communicating as a Leader - Professional Development Seminar
- July 23 – Leaders At Change
- August 4 & August 11 (must attend both sessions) – 5 Choices of Extraordinary People
- August 6 – Employee Leave – Informational Session
- August 26 – Project Management Essentials
- September 10 & 17 (must attend both sessions) – Crucial Accountability
- September 23 & September 30 (must attend both sessions) – Presentation Advantage
- October 13 – Leading at the Speed of Trust
- October 28 – Discrimination & Sexual Misconduct
- October 28 – Communicating as a Leader - Professional Development Seminar
- November 11 – Working with Employees with Health Conditions
- November 12 – Performance Management
- November 12 – Writing SMART Performance Goals
- November 17 – Meeting Advantage
- December 1 – Writing Advantage
- December 9 – Extended DISC (Part 1)
- December 9 – Maximizing Your Strengths

Sessions are open to all employees, regardless of primary campus.
To view schedule and information about the Free Inter-Campus Shuttle Service, click here.
Cancellation Policy

What happens if I cancel or withdraw from a training for any reason prior to the registration close date?

By withdrawing from a session on Skillsoft prior to the close date, there are no penalties. This also allows someone from the waitlist to be enrolled in the session. Close dates are 14 days prior to the session.

What happens if I cancel or withdraw from a training for any reason after the registration close date but before the first day of training?

If you cancel your registration from a training that costs money, your speedtype will be charged for that training. However, we will issue you a credit for that course. The credit may be applied towards a registration for a future session of that course, redeemable by you or someone else in your department with the same speedtype. This credit will remain active for a year. In order to apply the credit, you must immediately notify HR.TrainingRegistration@ucdenver.edu once you or your colleague have enrolled in the future session.

If you withdraw from a training that has no associated cost, there is no financial implications. Please be aware that some sessions have waitlists. If you are able to tell us that you are not able to attend in a timely manner, we will do our best to notify someone on the waitlist that a spot has opened.

What happens if I don't show up for a training and did not notify Learning & Development?

This constitutes a "no show". The Learning and Development team will email you and your supervisor if you are a no show and if we have not heard from you. If it is a paid training, your speedtype will be charged for that training and will not receive a credit for the course.