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FOR QUESTIONS ON COURSE OFFERINGS, PLEASE CONTACT:

HR.TRAININGREGISTRATION@UCDENVER.EDU.


The 4 Disciplines of Execution  
*(1-day course)*

**COURSE DESCRIPTION / CONTENT**

This interactive course guides you in removing the distractions of the day-to-day tasks in your day job and being able to focus on ‘Wildly Important Goals’ and execute these excellently. This course helps managers move from strategy to execution.

The objective of the 4DX process is to teach leaders how to help their teams execute on their highest priorities in the midst of the whirlwind of the day-to-day. We find that by not just teaching 4DX to leaders, but teaching them to teach and implement the process with their teams, they “own the process” at a deeper level and the results are often groundbreaking.

**Upon completion, the learner will be able to:**

- Clearly identify goals and priorities
- Identify and organize individual actions
- Understand how to best track actions and achievement
- Learn how to engage in simple processes that highlight successes, analyze failures, and course-corrects as necessary

**WHO SHOULD ATTEND**

- Supervisors/managers and employees that are responsible for setting department goals

**COURSE PRE-REQUISITES / PRE-WORK**

**Pre-Requisites**

- No pre-requisites for attending this course

**Pre-Work**

- Bring 1 to 2 department goals to the session. The goals will be used to map your wildly important goal plan.

**HOW TO REGISTER**

- Click [here](#) to register in SkillSoft for this class. You will be directed to the portal.

**COST**

- $50 Includes materials and lunch - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu).
The 7 Habits of Highly Effective People
(2-day course – must be able to attend both sessions)

**COURSE DESCRIPTION / CONTENT**

Renowned as the world’s personal leadership development offering, the new The 7 Habits of Highly Effective People Signature Edition 4.0 aligns timeless principles of effectiveness with modern technology and practices. No matter how competent a person is, they will not have sustained and lasting success unless they are able to effectively lead themselves, influence, engage and collaborate with others, and continually improve and renew their capabilities. These elements are at the heart of personal, team, and organizational effectiveness.

Upon completion, the learner will be able to:

- Learn how to take initiative
- Take responsibility for behavior, results, growth
- Focus time and energy on things you can control
- Innovate and problem solve with those that have different viewpoints and perspectives than your own
- Execute your most important priorities
- Improve interpersonal communication
- Learn how to leverage creative collaboration
- Apply principles for achieving a balanced life
- Seek continuous improvement and renewal professionally and personally

**WHO SHOULD ATTEND**

- Supervisors/managers and employees at all levels of the University

**COURSE PRE-REQUISITES / PRE-WORK**

**Pre-Requisites**

- No pre-requisites for attending this course

**Pre-Work**

- 7 Habits Assessment (*you will receive the pre-course assessment a couple of weeks prior to the course)*

**HOW TO REGISTER**

- Click [here](#) to register in SkillSoft for this class. You will be directed to the portal.

**COST**

- $170 – covers course materials, All Access Pass, and lunch for both sessions - *Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.*
Clifton Strengths Finder
(3-hour course)

Course Description / Content
This interactive training course helps you to discover what natural talents you already possess and how you can develop those talents into strengths, enabling you to “consistently provide near-perfect positive performance”.

Upon completion, the learner will be able to:
• Recognize their top five talents and discover their meaning
• Explain their top five talents to others
• Identify strategies to develop talents into strengths
• Compare ‘balconies’ & ‘basements’ associated with each strength
• Develop a plan to put their strengths into action

Who Should Attend
• Individuals at all levels of the University who would benefit from having a deeper understanding of their individual talents and continuing to develop in a way that contributes exponentially to their work and team

Course Pre-requisites / Pre-work
Pre-Requisites
• No pre-requisites for attending this course

Pre-Work
• Clifton Strengths Finder Assessment prior to course and print out reports (*you will receive the pre-course assessment a couple of weeks prior to the course)

How to Register
• Click here to register in SkillSoft for this class. You will be directed to the portal.

Cost
• $15 – covers course assessment and materials. Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Crucial Accountability
(3-day course – must be able to attend all 3 sessions)

**COURSE DESCRIPTION / CONTENT**

This three-day course 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.

**Upon completion, the learner will be able to:**

- Discuss expectations in a way that yields two-way accountability and allows further progress to be made
- Consistently apply skills that leads to faster problem solving, decision-making, and conflict resolution
- Improve relationships & productivity

**WHO SHOULD ATTEND**

- Supervisors/managers at the University

**COURSE PRE-REQUISITES / PRE-WORK**

**Pre-Requisites**

- Crucial Conversations

**Pre-Work**

- None

**HOW TO REGISTER**

- Click [here](#) to register in SkillSoft for this class. You will be directed to the portal.

**COST**

- $290 – covers course materials and lunch for all three sessions - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu).
Crucial Conversations
(3-day course – must be able to attend all three sessions)

COURSE DESCRIPTION / CONTENT

This three day course teaches skills for communicating when stakes are high, opinions vary, and emotions run strong. Based on the national best-selling book Crucial Conversations: Tools for Talking when the Stakes are High, the Crucial Conversations course teaches participants to speak persuasively, not abrasively; foster teamwork and better decision making; build acceptance rather than resistance; and resolve individual and group disagreements.

Upon completion, the learner will be able to:

- Make high-quality decisions, and act on those decisions with unity and commitment
- Deal with difficult situations such as:
  - People who cannot resolve conflicts or come to an agreement
  - People who withhold feedback and important information from management
  - Environments that seem emotional and political

WHO SHOULD ATTEND

- Employees at all levels of the University
- Supervisors/managers will find the course to be particularly relevant to their work

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites

- No pre-requisites for attending this course

Pre-Work

- None

HOW TO REGISTER

- Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

- $290 – covers course materials and lunch for all three sessions - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Crucial Conversations
(*abbreviated ~ 1-day course)

COURSE DESCRIPTION / CONTENT
This abbreviated one day course teaches skills for communicating when stakes are high, opinions vary, and emotions run strong. Based on the national best-selling book Crucial Conversations: Tools for Talking when the Stakes are High, the Crucial Conversations course teaches participants to speak persuasively, not abrasively; foster teamwork and better decision making; build acceptance rather than resistance; and resolve individual and group disagreements.

Upon completion, the learner will be able to:

• Make high-quality decisions, and act on those decisions with unity and commitment.
• Deal with difficult situations such as:
  • People who cannot resolve conflicts or come to an agreement
  • People who withhold feedback and important information from management
  • Environments that seem emotional and political

WHO SHOULD ATTEND

• Employees at all levels of the University
• Supervisors/managers will find the course to be particularly relevant to their work

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites
• No pre-requisites for attending this course

Pre-Work
• None

Post-Work
• Two conference calls to be attended to review modules not covered during the abbreviated course and to share experiences from the class

HOW TO REGISTER

• Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

• $275 – covers course materials and lunch - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Discrimination and Sexual Misconduct
(2-hour course)

COURSE DESCRIPTION / CONTENT

Learn more about discrimination and sexual misconduct, what 15 classes are protected from discrimination, how to report sexual misconduct, and more in this in-depth training from the Office of Equity. We will use a combination of policy review, videos, examples, and case studies to delve deep into issues of equity on our campus—what you can do to prevent and stop them and how we as an institution can respond.

Upon completion, the learner will be able to:

- Become familiar with discrimination and harassment protections and the types of discrimination and harassment that occur in employment and education environments
- Understand reporting requirements for University employees

WHO SHOULD ATTEND

- Mandatory for all University employees – can be taken in-person or online (*see SkillSoft for online course)

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites
- No pre-requisites for attending this course

Pre-Work
- No pre-work for this course

HOW TO REGISTER

- Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

There is no cost to attend this course.
**Extended DISC**  
*(3.5-hour course)*

**Course Description / Content**

An important factor toward increasing team achievement is for team members to identify and accommodate to the different behavioral styles and motivators of their co-workers. DISC participants learn four primary behavior types, become aware of differing communication styles, and how to influence better communication outcomes by accommodating the style of a co-worker(s).

**Upon completion, the learner will be able to:**
- Understand how people are different
- Develop self-awareness
- Learn to identify the styles of others
- Modify behavior based on the other person’s style

**Who Should Attend**
- Employees at all levels of the University

**Course Pre-requisites / Pre-work**

Pre-Requisites
- No pre-requisites for attending this course

Pre-Work
- Complete DISC assessment prior to course (*you will receive the pre-course assessment a couple of weeks prior to the course)*

**How to Register**
- Click [here](#) to register in SkillSoft for this class. You will be directed to the portal.

**Cost**

There is no cost to attend this course.
Leading at the Speed of Trust
(1-day course)

COURSE DESCRIPTION / CONTENT

This one day interactive course builds on the Speed of Trust. This course provides managers ways to build trust and relationships with their team, organization, clients, etc.

Upon completion, the learner will be able to:

- Identify the trust gaps that exist in your team/department
- Recognize the tools to use to engage in the real work instead of paying outrageous “Trust Taxes” that erode your bottom line

WHO SHOULD ATTEND

- Supervisors/managers at the University

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites

- None

Pre-Work

- Leading at the Speed of Trust Assessment prior to course and print out reports (*you will receive the pre-course assessment a couple of weeks prior to the course)

Post-Work

- Trust huddles with team

HOW TO REGISTER

- Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

$170 – covers course materials, All Access Pass, and lunch - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Performance Management
(3.5-hour course)

COURSE DESCRIPTION / CONTENT

This course is designed to provide a foundation for supervisors/managers in the performance management of Classified Staff and University Staff.

Upon completion, the learner will be able to:

• Identify the performance management cycle for Classified and University Staff
• Address the importance of performance planning and evaluations
• Discuss best approaches to provide feedback during coaching and evaluation meetings
• Locate resources to assist in performance management

WHO SHOULD ATTEND

• Mandatory for all supervisors/managers who manage Classified Staff
• Recommended for all supervisors/managers who are responsible for conducting performance evaluations

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites

• No pre-requisites for attending this course

Pre-Work

• None

HOW TO REGISTER

• Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

There is no cost to attend this course.
Project Management Essentials
For the Unofficial Project Manager
(1-day course)

Course Description / Content

Today’s knowledge workers have quietly slipped into the role of the unofficial project manager. Stakeholders, scope creep, no formal training, and a lack of process all combine to raise the probability of project failure costing organizations time, money, and employee morale. Project management isn’t just about managing logistics and hoping the project team is ready to play to win. The skills of “informal authority” are more important than ever before, so team members are inspired to contribute to project success! This engaging one-day course will help provide the mindset, skillset, and toolset to participants that will consistently deliver successful projects to completion.

Upon completion, the learner will be able to:

• Understand that consistent project success depends on processes and people
• Identify project stakeholders, establish clear and measurable project outcomes, and create a well-defined project scope statement
• Create a realistic and well-defined project schedule
• Hold team members accountable to project plans
• Create a clear communication plan around the project that includes regular project status reports and project changes
• Reward and recognize the contributions of project team members

Who Should Attend

• Employees at all levels of the University that are responsible for project implementation and success
• Supervisors/managers will find the course to be particularly relevant to their work

Course Pre-Requisites / Pre-Work

Pre-Requisites

• No pre-requisites for attending this course

Pre-Work

• Bring a project that you are currently working on to discuss and map out during the course

How to Register

• Click here to register in SkillSoft for this class. You will be directed to the portal.

Cost

$170 – covers course materials, All Access Pass, and lunch - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Speed of Trust
(1-day course)

COURSE DESCRIPTION / CONTENT

This one day interactive course provides insights into the importance of building, extending, and restoring trust in both your professional and personal life. The Five Waves of Trust model serves as a metaphor for how trust operates in our lives. This course will cover the first two waves - “Self Trust” and “Relationship Trust”. The Four Cores of Credibility and the 13 Behaviors of High-Trust Leaders will also be discussed.

Upon completion, the learner will be able to:
- Assess your credibility based on character and competence
- Understand the “taxes and dividends” that flow from organizational trust
- Understand how micro trust issues in the self and in relationships flow outward to affect market reputation and societal contribution
- How to be an effective team member by inspiring and extending trust
- How to restore lost trust

WHO SHOULD ATTEND
- Employees at all levels of the University

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites
- No pre-requisites for attending this course

Pre-Work
- None

HOW TO REGISTER
- Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

$170 – covers course materials, All Access Pass, and lunch - Please note that your registration is not confirmed until we have received a speedtype for charges. Once registered via SkillSoft, please email your speedtype to HR.TrainingRegistration@ucdenver.edu.
Understanding & Applying State Classified Rules  
(1-day course)

**COURSE DESCRIPTION / CONTENT**

This one-day course is designed to provide a foundation for supervisors/managers to understand supervision in the State personnel system. This course will discuss the Personnel Board Rules and the Administrative Procedures (11 Chapters).

**Upon completion, the learner will be able to:**
- Learn the basics of State Classified positions as related to the Personnel Board Rules

**WHO SHOULD ATTEND**
- Supervisors/managers of Classified Staff, Administrators, and HR/Payroll Liaisons

**COURSE PRE-REQUISITES / PRE-WORK**

**Pre-Requisites**
- No pre-requisites for attending this course

**Pre-Work**
- None

**HOW TO REGISTER**
- Click [here](#) to register in SkillSoft for this class. You will be directed to the portal.

**COST**

There is no cost to attend this course.
Working with Employees with Health Conditions
(2-hour course)

COURSE DESCRIPTION / CONTENT
The course is designed to assist managers and supervisors to successfully navigate the challenges of implementing a variety of relevant policies and procedures as they relate to an employee who may be experiencing a medical condition(s). In this two-hour course, we will address the needs of employees, as well as the concerns of supervisors, managers and unit leaders, when sick leave, Family Medical Leave (FML), Parental Leave, and reasonable accommodations under the Americans with Disabilities Act (ADA) are requested or required.

Upon completion, the learner will be able to:
• Understand the basics of sick leave, FML, parental leave, and ADA

WHO SHOULD ATTEND
• Supervisors/managers, Administrators, and HR/Payroll Liaisons

COURSE PRE-REQUISITES / PRE-WORK
Pre-Requisites
• No pre-requisites for attending this course

Pre-Work
• None

HOW TO REGISTER
• Click here to register in SkillSoft for this class. You will be directed to the portal.

COST
There is no cost to attend this course.
Writing SMART Performance Goals
(3-hour course)

COURSE DESCRIPTION / CONTENT

This interactive course helps individuals understand the difference between hard (technical) and soft (social/interpersonal) skills and how to effectively develop SMART performance goals for each. Individuals are asked to bring two performance goals they are looking to incorporate into their annual performance review as the final exercise will help you to develop these goals.

Upon completion, the learner will be able to:

- Identify the difference between “hard” and “soft” skills
- Describe the components of a SMART goal
- Develop SMART goals for both “hard” and “soft” skills
- Understand the importance of developing an action plan and trailing goal program

WHO SHOULD ATTEND

- Anyone who supervises/manages Classified Staff, University Staff, and/or Faculty
- Classified Staff, University Staff, and Faculty needing assistance in developing performance goals

COURSE PRE-REQUISITES / PRE-WORK

Pre-Requisites

- No pre-requisites for attending this course

Pre-Work

- Bring to class 2 goals you would like to develop into SMART goals

HOW TO REGISTER

- Click here to register in SkillSoft for this class. You will be directed to the portal.

COST

There is no cost to attend this course.
Customized Requests

In addition to the pre-scheduled instructor-led courses, Learning and Development also offers customized training courses and consulting services. Customized training courses and consulting services are made available to small and large groups across both the Anschutz Medical Campus and the Denver Campus. The following is an example of the courses and services offered:

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If you are interested in learning more or would like to submit a custom request, please visit: https://ucdenverdata.formstack.com/forms/training_request.

**CONTACT US:**

Debbie Lammers, MBA
Director, Learning and Development
E: Debra.Lammers@cuanschutz.edu | P: 303-724-9685

Areas of speciality:
- Professional development and consulting services
- Specialized training courses for individuals/teams
- Coaching and 360 Assessments
- Academic Management Training Program (*new program to be offered soon)

Kaitlin Norris, MBA
Training Coordinator, Learning and Development
E: HR.TrainingRegistration@ucdenver.edu
E: Kaitlin.Norris@cuanschutz.edu | P: 303-724-9698

Areas of speciality:
- Inquiries or issues related to New Employee Orientation
- Assistance with course registration and instructor-led courses
- Questions on course schedule and/or logistics related to any course
- Resources available through SkillSoft or LinkedIn Learning (*online resources*)
Appendix: Training Schedule  
(January – December 2019)

** denotes a new course offered for calendar year

The 4 Disciplines of Execution (1-day course) **
- May 14 – CU Anschutz Medical Campus
- October 10 – CU Anschutz Medical Campus

The 7 Habits of Highly Effective People (2-day course)
- June 11 and 18 – CU Anschutz Medical Campus
- October 15 and 22 – CU Anschutz Medical Campus

Clifton Strengths Finder (3-hour course) **
- February 19 – CU Anschutz Medical Campus
- May 23 – CU Denver

Crucial Accountability (3-day course)
- February 11, 14, 21 – CU Denver
- May 7, 9, 14 – CU Anschutz Medical Campus
- September 17, 19, 24 – CU Denver

Crucial Conversations (3-day course)
- March 19, 21, 26 – CU Anschutz Medical Campus
- May 6, 8, 13 – CU Anschutz Medical Campus
- August 13, 15, 20 – CU Denver

Crucial Conversations (abbreviated ~ 1-day course)
- January 15 – CU Anschutz Medical Campus
- April 18 – CU Denver

Discrimination and Sexual Misconduct (2-hour course)
- January 10 – CU Anschutz Medical Campus
- January 16 – CU Anschutz Medical Campus
- February 7 – CU Denver
- February 13 – CU Anschutz Medical Campus
- March 7 – CU Denver
- March 13 – CU Anschutz Medical Campus
- August 28 – CU Anschutz Medical Campus
- September 5 – CU Denver
- October 30 – CU Anschutz Medical Campus
Extended DISC *(3.5-hour course)*
- January 24 – CU Anschutz Medical Campus
- March 14 – CU Denver
- May 29 – CU Anschutz Medical Campus
- July 31 – CU Anschutz Medical Campus
- September 25 – CU Denver
- November 12 – CU Anschutz Medical Campus

Leading at the Speed of Trust *(1-day course)* **
- April 9 – CU Anschutz Medical Campus

Performance Management *(3.5-hour course)*
- January 30 – CU Anschutz Medical Campus
- February 27 – CU Anschutz Medical Campus
- November 14 – CU Anschutz Medical Campus

Project Management Essentials for the *Unofficial Project Manager* *(1-day course)* **
- December 12 – CU Anschutz Medical Campus

Speed of Trust *(1-day course)* **
- March 5 – CU Anschutz Medical Campus
- June 13 – CU Denver

Understanding and Applying State Classified Rules *(1-day course)*
- April 24 – CU Anschutz Medical Campus

Working with Employees with Health Conditions *(2-hour course)*
- June 26 – CU Anschutz Medical Campus
- November 21 – CU Anschutz Medical Campus

Writing SMART Goals *(3-hour course)*
- January 30 – CU Anschutz Medical Campus
- February 27 – CU Anschutz Medical Campus
- November 14 – CU Anschutz Medical Campus