



Training Schedule Arranged by course (January – December 2021)

Schedule is subject to have adjustments.

* Denotes a new course offered for calendar year

4 Disciplines of Execution (half day course)

There is no cost to attend this course.

- May 25 - Zoom

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

5 Choices of Extraordinary People (2-hour, 3 sessions course)

There is no cost to attend this course.

- January 12, 19 & 26 – Zoom
- May 12, 19 & 26 – Zoom
- September 14, 21 & 28 - Zoom

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

6 Critical Practices for Leading Teams (3.5-hour, 2 sessions course) *

There is no cost to attend this course.

- March 9 & 16 – Zoom
- August 4 & 11 – Zoom
- October 20 & 27 – Zoom

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

- None scheduled due to inability to meet in person

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

Clifton Strengths Finder (Part 1) (3-hour course)

Cost: \$16 for assessment

- May 20 – Zoom

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.

- August 17 – Zoom

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



Communicating as a Leader – Professional Development Seminar (2-hour course)

There is no cost to attend this course.

- March 4 – Zoom
- April 1 – Zoom
- June 22 – Zoom

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

Continuous Improvement: Understanding Current State (2-hour course) *

There is no cost to attend this course.

- August 18 – Zoom

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

Crucial Accountability (3.5-hour, 4 sessions course)

Cost: \$226 – Includes virtual materials

- December 7, 9, 14 & 16 – Zoom

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

Crucial Conversations (3.5-hour, 4 sessions course)

Cost: \$226 – Includes virtual materials

- March 18, 23, 25 & 30 – Zoom
- June 8, 10, 15 & 17 – Zoom
- November 4, 9, 11 & 16 – Zoom

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

Crucial Conversations - Blended Learning (1.5-hour, 4 session course with additional course work) *

Cost: \$226 – Includes virtual materials and access to Canvas course

- January 12, 15, 19 & 22 – Zoom

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 13 – Virtual
- October 5 – Virtual

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 28 – Virtual
- May 13 – Virtual
- June 10 – Virtual
- August 19 – Virtual
- October 14 – Virtual

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.

- April 13 – Zoom
- October 21 – Zoom

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 13 – Zoom
- October 21 – Zoom

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 26 – Zoom
- April 29 – Zoom
- June 9 – Zoom
- November 2 – Zoom

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 2 – Zoom
- September 9 – Zoom
- November 2 – Zoom

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

Facilitation Skills (4-hour, 2 sessions course)

There is no cost to attend this course.

- July 13, 20 & 27 – Zoom

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



From Bias to Active Allyship (1.5-hour course)

There is no cost to attend this course.

- January 28 – Zoom

This course is now part of the Equity Certificate Program and are managed by DEI.

Fundamentals of Continuous Improvement Methodology and Culture (1.5-hour course) *

There is no cost to attend this course.

- March 24 – Zoom
- April 28 – Zoom
- December 1 – Zoom

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

Introduction for Continuous Improvement Tools for Application (1.5-hour course) *

There is no cost to attend this course.

- June 2 – Zoom
- July 21 – Zoom

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

Leaders at Change (2 session course)

There is no cost to attend this course.

- February 9 & 11 – Zoom
- August 24 & 26 – Zoom
- October 12 & 14 – Zoom

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

Leading at the Speed of Trust (1-day course)

Cost: \$170 – Includes materials & lunch

- None scheduled due to inability to meet in person

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

Managing a Hybrid Team (2-hour course)

There is no cost to attend this course.

- May 5 – Zoom
- May 11 – Zoom
- May 18 – Zoom
- June 8 – Zoom
- June 10 – Zoom
- June 29 – Zoom
- July 13 – Zoom
- July 21 – Zoom

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



Managing Remotely (2-hour course)

There is no cost to attend this course.

- February 24 – Zoom
- April 15 – Zoom

This course is being replaced with Managing a Hybrid Team and will no longer be scheduled.

Meeting Advantage (3.5-hour, 2 sessions course)

There is no cost to attend this course.

- May 4 & 6 – Zoom
- September 8 & 15 – Zoom

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 21 – Zoom
- February 17 – Zoom
- November 18 – Zoom

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.

- None scheduled due to inability to meet in person

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

Project Management Essentials For The Unofficial Project Manager (3.5-hour course)

There is no cost to attend this course.

- February 25 – Zoom
- April 6 – Zoom
- August 19 – Zoom

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

Speed of Trust (1-day course)

Cost: \$170 – Includes materials & lunch

- None scheduled due to inability to meet in person

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

Understanding Emotional Intelligence (3.5-hour course) *

There is no cost to attend this course.

- April 8 – Zoom
- June 9 – Zoom

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



Virtual Settings and Unconscious Bias (1.5-hour course)

There is no cost to attend this course.

- January 14 – Zoom

This course is now part of the Equity Certificate Program and are managed by DEI.

Working with Employees with Health Conditions (2-hour course)

There is no cost to attend this course.

- February 18 – Zoom
- November 10 – Zoom

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

Writing Advantage (3.5-hour, 2 sessions course)

There is no cost to attend this course.

- April 20 & 27 – Zoom
- December 8 & 15 – Zoom

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

Writing SMART Performance Goals (3-hour course)

There is no cost to attend this course.

- January 21 – Zoom
- February 17 – Zoom
- November 18 – Zoom

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

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](#).*

ADA Accommodations

If you need an ADA Accommodation to participate in an instructor led training, please email HR.TrainingRegistration@ucdenver.edu.



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.