



## Training Schedule Arranged by course (January – December 2022)

Schedule is subject to have adjustments.

\* Denotes a new course offered for calendar year

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### 4 Disciplines of Execution (4 contact hours)

There is no cost to attend this course.

- May 26 – Zoom

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

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### 5 Choices of Extraordinary People (6 contact hours)

There is no cost to attend this course.

- February 2, 9 & 16 – Zoom
- June 16, 23 & 30 – Zoom
- September 7, 14 & 21 – Zoom

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

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### 6 Critical Practices for Leading Teams (7 contact hours)

There is no cost to attend this course.

- March 16 & 23 – Zoom
- October 20 & 27 – Zoom

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

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### Clifton Strengths Finder (3 contact hours)

Cost: \$16 for assessment

- August 16 – Zoom

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

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### Clifton Strengths Finder – Maximizing Your Strengths (2 contact hours)

There is no cost to attend this course.

- August 25 – Zoom

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

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### Communicating as a Leader – Professional Development Seminar (2 contact hours)

There is no cost to attend this course.

- February 10 – Zoom
- July 26 – Zoom
- October 19 – Zoom

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



### **Conflict Resolution Styles – Using the TKI (3.5 contact hours) \***

There is no cost to attend this course.

- May 12 – Zoom
- December 13 – Zoom

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

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### **Continuous Improvement: Understanding Current State (2 contact hours)**

There is no cost to attend this course.

- May 3 – Zoom
- May 18 – Zoom
- May 24 – Zoom
- July 13 – Zoom

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

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### **Crucial Accountability (16 contact hours)**

Cost: In-Person = \$290; Online = \$226

- February 8, 10, 15, 17 – Zoom
- November 3, 8, 10 – CU Anschutz

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

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### **Crucial Conversations (16 contact hours)**

Cost: In-Person = \$290; Online = \$226

- March 10, 15, 17, & 22 – Zoom
- June 2, 7, & 9 – CU Anschutz
- September 22, 27, & 29 – CU Anschutz

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

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### **DISC – Leadership Styles (3 contact hours)**

There is no cost to attend this course.

- April 19 – Zoom
- November 1 – Zoom

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

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### **Discrimination and Sexual Misconduct (2 contact hours)**

There is no cost to attend this course.

- Check link for scheduled sessions

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

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### **Employee Leave – Informational Session (1 contact hour)**

There is no cost to attend this course.

- January 27 – Zoom
- June 15 – Zoom



## Human Resources

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- September 7 – Zoom
- December 7 – Zoom

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

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### **Establishing Self-Trust (Part 1)** (2 contact hours)

There is no cost to attend this course.

- March 2 – Zoom

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

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### **Establishing Relationship Trust (Part 2)** (2 contact hours)

There is no cost to attend this course.

- April 13 – Zoom

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

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### **Extended DISC** (3.5 contact hours)

There is no cost to attend this course.

- January 27 – Zoom
- March 31 – Zoom
- November 15 – CU Anschutz

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

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### **Extended DISC and Managing Stress** (2 contact hours) \*

There is no cost to attend this course.

- August 10 – Zoom

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

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### **Extended DISC Successful Interactions** (2 contact hours)

There is no cost to attend this course.

- April 13 – Zoom
- October 4 – Zoom

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

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### **Facilitation Skills** (9 contact hours)

There is no cost to attend this course.

- October 11, 18, & 25 – Zoom

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

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### **Fundamentals of Continuous Improvement Methodology and Culture** (2 contact hours)

There is no cost to attend this course.

- February 8 – Zoom
- February 15 – Zoom
- February 17 – Zoom
- March 1 – Zoom



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

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### **Introduction for Continuous Improvement Tools for Application (2 contact hours)**

There is no cost to attend this course.

- March 15 – Zoom
- April 7 – Zoom
- April 12 – Zoom
- April 21 – Zoom

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

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### **Lead with Your Strengths (3.5 contact hours) \***

There is no cost to attend this course.

- July 21 – Zoom

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

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### **Leaders at Change (7 contact hours)**

There is no cost to attend this course.

- April 5 & 7 – Zoom

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

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### **Managing a Hybrid Team (2 contact hours)**

There is no cost to attend this course.

- January 12 – Zoom

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

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### **Meeting Advantage (7 contact hours)**

There is no cost to attend this course.

- May 17 & 19 – Zoom

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

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### **Performance Management (3.5 contact hours)**

There is no cost to attend this course.

- January 20 – Zoom
- February 23 – Zoom
- November 17 – CU Anschutz

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

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### **Presentation Advantage (8 contact hours)**

There is no cost to attend this course.

- September 13 & 20 – CU Anschutz

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

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### **Project Management Essentials For The Unofficial Project Manager (5 contact hours)**

There is no cost to attend this course.

- March 8 & 10 – Zoom
- December 6 & 8 – Zoom

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

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### **Tips for Interviewing at CU (2 contact hours)**

There is no cost to attend this course.

- April 20 – Zoom
- September 8 – Zoom

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

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### **Tips for Resumes and Cover Letters at CU (2 contact hours)**

There is no cost to attend this course.

- February 15 – Zoom
- August 16 – Zoom

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

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### **Understanding Emotional Intelligence (3.5 contact hours)**

There is no cost to attend this course.

- May 3 – Zoom
- August 4 – Zoom

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

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### **Working with Employees with Health Conditions (2 contact hours)**

There is no cost to attend this course.

- February 16 – Zoom
- October 26 – Zoom

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

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### **Writing Advantage (7 contact hours)**

There is no cost to attend this course.

- October 6 & 13 – Zoom

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

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### **Writing SMART Performance Goals (3 contact hours)**

There is no cost to attend this course.

- February 24 – Zoom
- November 30 – Zoom

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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## ADA Accommodations

If you need an ADA Accommodation to participate in an instructor led training, please email [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu).

# Cancellation Policy

## Cancellation Policy for Courses with No Cost

We request that you withdraw from a training session as soon as you know you are unable to attend. This allows someone from the waitlist to be enrolled in the session and gives facilitators time to prepare. Once a session is closed for self-enrollments in Skillsoft, you will be unable to withdraw yourself and we ask that you email [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu) instead. Our Instructor Led Training Access Guide helps you manage self-enrollments in Skillsoft, including withdrawing.

## Cancellation Policy for Courses with a Cost

Learning and Development will confirm your attendance and speedtype 3 to 5 weeks prior to the session via email. If you do not confirm, you will be withdrawn from the session. If you confirm attendance, the speedtype provided will now be charged for the course and materials ordered. **After the confirmation, there is no option for a refund.**

If you need to cancel your registration after you've confirmed but prior to receiving the materials, we will issue 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 using the same speedtype. This credit will remain active for a year.

If you need to cancel your registration after you've confirmed and have received the materials, we will issue a credit for only you. You must then register for a future session of that course within a year.

If you are a no show, neither you nor your department will be issued a credit. If the course has materials that are distributed during class, you will not be entitled to receive the materials. To avoid this, please notify us prior to the class start date that you are unable to attend.

## Activating the Credit

In order to apply the credit, you or your colleague that has enrolled in the future session must immediately notify [HR.TrainingRegistration@ucdenver.edu](mailto:HR.TrainingRegistration@ucdenver.edu).