



## Training Schedule Arranged by course (January – December 2024)

Schedule is subject to have adjustments.

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

There is no cost to attend this course.

- May 23 – In-Person

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

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### **5 Choices of Extraordinary Productivity** (5 contact hours)

There is no cost to attend this course.

- February 15 & 22 – Zoom
- June 6 & 13 – Zoom
- September 10 & 17 – Zoom
- November 5 & 7 – 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 27 & April 3 – Zoom
- May 7 & 9 – Zoom
- October 17 & 24 – Zoom

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

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### **Communicating as a Leader** (2 contact hours)

There is no cost to attend this course.

- February 7 – Zoom
- May 8 – Zoom
- July 18 – Zoom
- October 22 – Zoom

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

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### **Conflict Resolution Styles – Using the TKI** (3 contact hours)

There is no cost to attend this course.

- May 22 – Zoom

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

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### **Continuous Improvement: Understanding Current State** (3 contact hours)

There is no cost to attend this course.

- June 18 – Zoom
- September 19 – Zoom
- December 12 – Zoom

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

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### **Crucial Accountability** (12 contact hours)

Cost: In-Person = \$199; Online = \$160

- April 4, 9 – 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 5, 7, 12 – CU Anschutz
- May 28, 30, & June 4 – CU Anschutz
- July 23, 25, 30, & August 1 – Zoom
- October 1, 3, 8 – CU Anschutz

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

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

There is no cost to attend this course.

- April 18 – Zoom
- November 6 – Zoom

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

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### **Employee Leave Information Session** (1 contact hour)

There is no cost to attend this course.

- January 24 – Zoom
- July 31 – Zoom
- September 25 – 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 6 – Zoom
- July 24 – 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 2 – Zoom
- August 22 – 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 25 – Zoom
- May 29 – Zoom

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.

- March 28 – 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.

- January 10 – Zoom
- April 10 – Zoom
- September 12 – Zoom

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

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### **Introduction for Continuous Improvement Tools for Application (3 contact hours)**

There is no cost to attend this course.

- February 14 – Zoom
- May 14 – Zoom
- August 28 – CU Anschutz

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

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### **Lead with Your Strengths (3 contact hours)**

Cost: Online = \$49.99

- August 20 – Zoom

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

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### **Overcoming Imposter Syndrome (2 contact hours)**

There is no cost to attend this course.

- June 11 – Zoom
- October 30 – 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 18 – Zoom
- January 31 – Zoom
- November 20 – Zoom

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 4 & 11 – 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 19 & 21 – Zoom
- December 3 & 5 – Zoom

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

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### **Talent Acquisition Best Practices and Processes (2 contact hours)**

There is no cost to attend this course.

- July 23 – Zoom
- October 22 – 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.

- May 16 – 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.

- March 27 – 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 16 – Zoom
- August 15 – Zoom

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

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## **Understanding the Classification Process & Writing Effective Job Descriptions**

(2 contact hours)

There is no cost to attend this course.

- July 24 – Zoom
- October 23 – 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.

- April 24 – Zoom
- October 23 – 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 1 – Zoom
- November 13 – 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@cuanschutz.edu](mailto:HR.TrainingRegistration@cuanschutz.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@cuanschutz.edu](mailto:HR.TrainingRegistration@cuanschutz.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@cuanschutz.edu](mailto:HR.TrainingRegistration@cuanschutz.edu).