



University of Colorado **Anschutz Medical Campus**

Central Services Administration
**EDUCATIONAL
TOOLBOX SERIES**



Navigating and Charting Your Professional Development Path

To record your attendance:

- Scan the QR code
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- Submit

After the event, your attendance will be recorded in HCM and you will be sent a short survey. Please, share your thoughts about the session today!

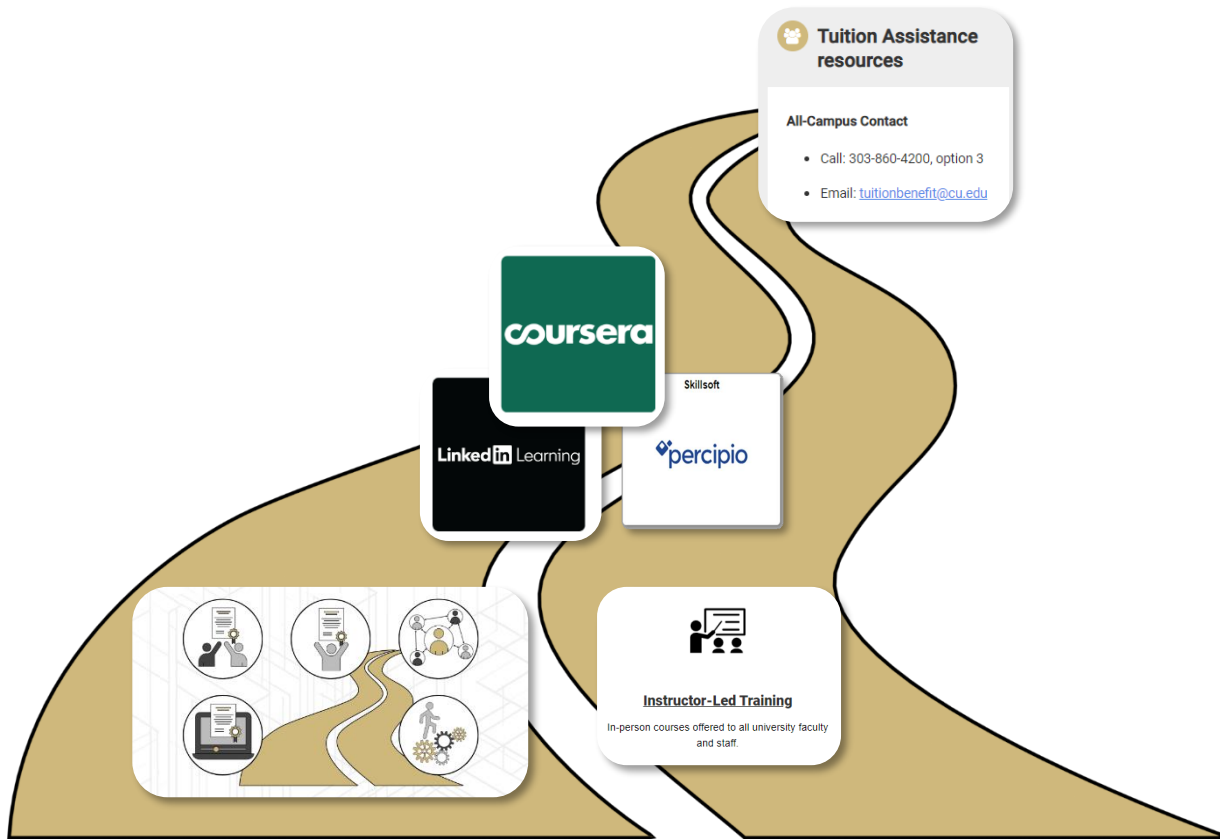




LEARNING AND DEVELOPMENT

Navigating and Charting Your Professional Development Plan

Presented by:
Debbie Lammers, MBA, Assistant Vice Chancellor of Learning and Development
Allen L. Abbott, MS, MBA, Organizational Development Consultant, Learning and Development



Today's Topics

- Learning and Development
- Professional Development Opportunities
Campus Opportunities
On-Line Resources
Tuition Assistance Benefits (TAB)
- Q&A

The journey begins with you.

WHAT DO WE DO & WHO DO WE SERVE?



University of Colorado
Anschutz Medical Campus

LEARNING & DEVELOPMENT

Our strategy is to provide professional and leadership development at all levels that is linked directly to supporting the campus strategic initiative “Invest in Our People” .

- All courses are available to staff and faculty
- **Instructor-Led Training (ILT)**
 - Provide approximately 60 sessions a year on a variety of topics
 - Majority of course are offered via Zoom and some in person (range from 2 hours to multiple days)
- **Professional Development Pathways**
- **Online Training Resources**

Services & Resources



Professional Development

Pathways

Programs and resources that help chart a personalized professional development journey.



New Employee Orientation

Required for all new employees within 31 days of hire.



Required Training

Courses required by the university and your campus. Some courses are role/position specific.



Instructor-Led Training

In-person courses offered to all university faculty and staff.



Consulting & Custom Services

Custom courses, team events, and consulting designed to meet your unique needs.



Online Training Resources

On-demand resources to enhance your online training experience.

News & Highlights

Central Services Administration

EDUCATIONAL TOOLBOX SERIES



WOMEN IN LEADERSHIP



“Our people are our greatest asset. By investing in their growth and development, we help them reach even greater heights.”

~2021-2026 Invest in Our People Strategic Initiative

L&D PROFESSIONAL DEVELOPMENT PATHWAYS



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MANAGERS CERTIFICATION

We now offer two versions – self-paced for those requiring a more flexible option and an in-person 8-month cohort option.

- Gain foundational supervisory/management skills required for entry to mid level positions
- Over 100 individuals have graduated the programs
- Upon completion you receive a Credly Badge
- Link to the page for more information:
<https://www.cuanschutz.edu/offices/human-resources/learning-development/professional-development-pathways/manager-certification-program>



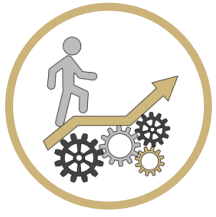


HR PROFESSIONAL DEVELOPMENT PROGRAM

This program is designed to equip early to mid-career HR professionals with essential skills and knowledge to excel in their roles.

- 9-month in-person cohort-based program
- Nominated by your manager
- Designed for individuals currently in an HR role or looking to become an entry level HR professional
- Upon completion you receive a Credly Badge
- Link to page for more information:
<https://www.cuanschutz.edu/offices/human-resources/learning-development/professional-development-pathways/hr-professional-development-program>





CU MANAGERS ESSENTIALS PROGRAM

Collection of curated materials tailored for both new and existing CU supervisors and managers. These programs will cover a spectrum of CU specific courses as well as LinkedIn Learning.

- These courses are meant to be taken before and even after attending the Manager Certification Program
- Provide key skills for new and experienced supervisors and managers
- Continuing to build CU specific modules to navigate the CU environment in a variety of areas: HR, Budget, Facilities, etc.
- Link to page with more information:
<https://www.cuanschutz.edu/offices/human-resources/learning-development/professional-development-pathways/cu-manager-essentials-program>





ADMINISTRATIVE & EXECUTIVE ASSISTANT DEVELOPMENT PROGRAM

- **NEW** in 2024!
- Currently provides recommended LinkedIn Learning offerings
- After move to Percipio in, watch for information regarding learning paths for entry to senior level administrative positions that include on-line and L&D offered courses
- Link to page for more information:
<https://www.cuanschutz.edu/offices/human-resources/learning-development/professional-development-pathways/administrative-assistant-development-program>



OTHER EMPLOYEE DEVELOPMENT RESOURCES



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OTHER DEVELOPMENT RESOURCES

LinkedIn Learning, Coursera & Franklin Covey

- Free to all Faculty & Staff
- Hundreds of topics and certifications
- CEU pathways



e-Learning Platforms



SkillSoft

SkillSoft hosts a wide variety of online courses of professional interest, including required training, custom courses, and so much more. Learn at your own pace when it's convenient for you.



LinkedIn Learning

LinkedIn Learning serves as an online library of instructional videos, taught by accomplished instructors and recognized industry experts, that cover the latest software and business skills.



Coursera

CU on Coursera is a suite of over 150 online courses taught by faculty from across the University of Colorado. It includes interactive videos and resources and has adaptive schedules so courses can be taken at your own pace.



FranklinCovey All-Access Pass

FranklinCovey is a world leader in helping organizations achieve transformational workplace results.

The All-Access Pass provides access to world-class content and sustainability tools, including everything from live events to a full video learning library.



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EMPLOYEE SERVICES

<https://www.cuanschutz.edu/offices/human-resources/learning-development/online-training-resources>



LinkedIn Learning

Available 24/7 – flexible learning options for personal and professional growth

Highlights

- Role Guides
- Learning Paths
- Business Topics
- Trending
- Recommended or Curated by CU
- Range from: articles, podcasts, courses and certifications



Debra,
would you like to learn today?

I set achievable career goals?

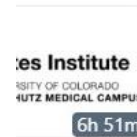
How can I continue to grow in my career?

Best course to learn Training and Development (HR)?



Recommended by University of Colorado (1)

Saved (131)



LEARNING PATH

Gates Institute - Leadership Workbook Courses

6h 51m

Assigned by Katherine Hamburg · Due April 30, 2025



COURSE

The Leap to Leader: Go from Management to Leadership

Completed 8/16/2024

COURSE

Addressing Hate Speech in the Workplace



Nika White

DEI Practitioner, Antiracism Activist, Speaker/Facilitator, Author



Recommendations for Debra



Remote Interviews: Tips for Candidates

By: Layles and Madecraft



COURSE

Nano Tips for Charismatic Communication with Ravi Rajani

By: Ravi Rajani



COLLECTION

UCCS- Leading Others



COURSE

How to Listen More and Talk Less in Sales

By: Madecraft and Ronnell Richards

OTHER DEVELOPMENT RESOURCES

e-Learning Platforms



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NEW LMS – PERCIPIO (a Skillsoft Product)



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ACCESSING PERCIPIO FROM THE PORTAL

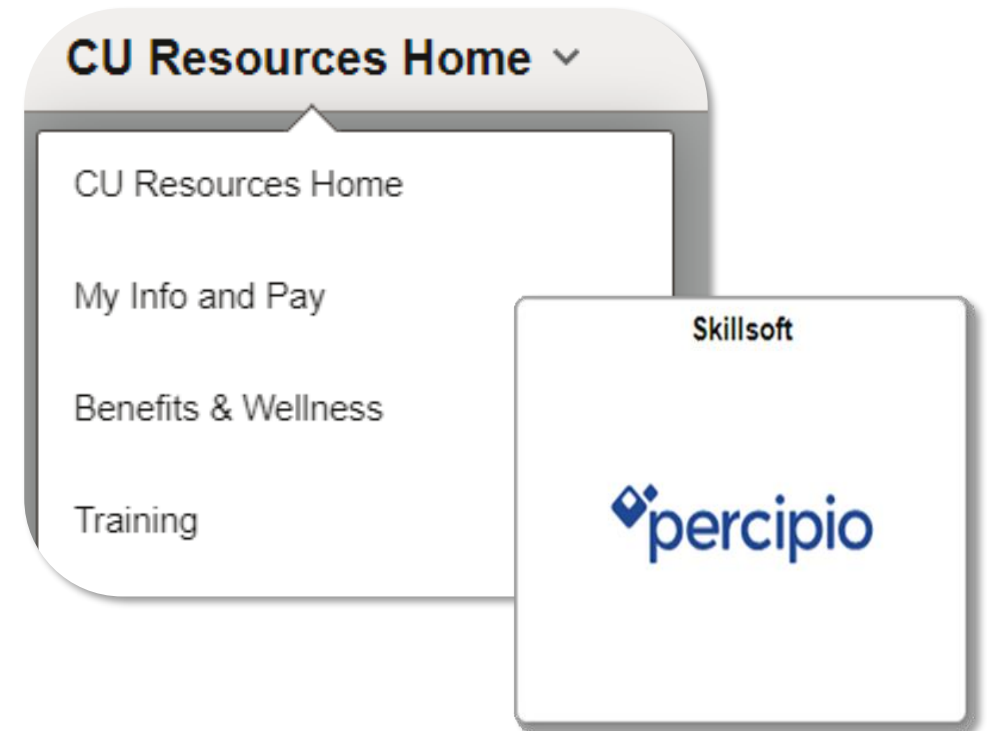
Beginning *September 12!*

The new LMS will provide several new features to help you navigate your learning journey.

Information Sessions

- Watch for the L&D Newsletter with a Percipio Update to include registration for system demos:
 - October 3: 8am-9am
 - October 10: 2pm-3pm
 - October 15: 11am-Noon and 1pm-2pm

All sessions will be done via Zoom!





LEARNER HOME PAGE



Switch to my admin view

Home

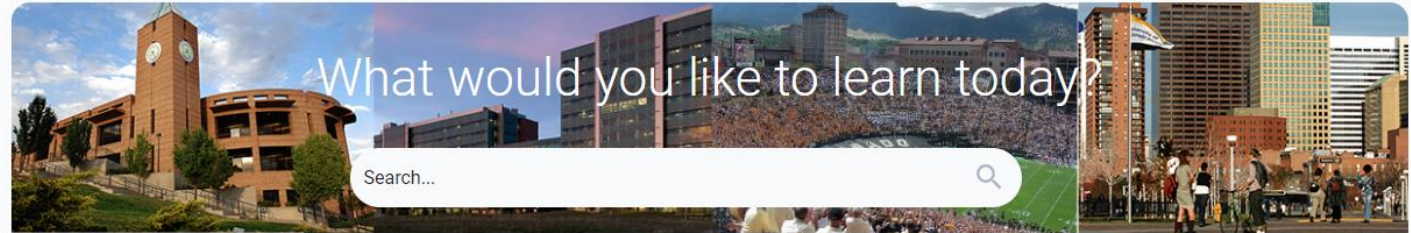
Library

What's New

My Learning

Certifications

Skill Benchmarks



Greetings, Debra! Explore, discover, and master new skills.

Live Learning

Skill Benchmarks

Playlists



You currently don't have any live learning scheduled.

Take a look at all the great live learning options available and register today!

[View all live learning](#)



LEARNER HOME PAGE

(Continued)



Switch to my admin view



Home

Library

What's New

My Learning

Certifications

Skill Benchmarks

May is Leading Through Change Month



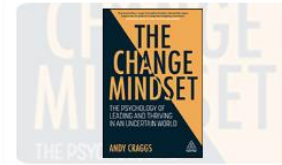
COURSE
Embracing Change at Work



VIDEO
Knowing When to Adapt



AUDIOBOOK
The Self-Care Mindset: Rethinking How We Change and Grow, Harness...



BOOK
The Change Mindset: The Psychology of Leading and Thriving In An...

Recommendations for you

Business Top-Rated

Leadership Top-Rated

Technology Top-Rated

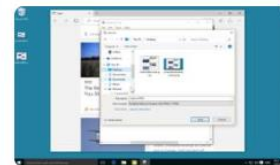
Popular Channels



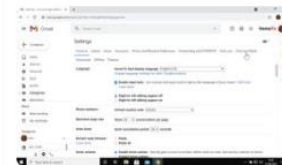
COURSE
Illustrating Web Pages in SharePoint Online



COURSE
CAPM®: Project Tailoring



COURSE
Using Screenshot Tools in Windows 10



COURSE
Organizing Emails in Gmail 2021

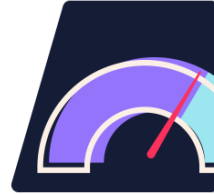


LEARNER PATHS & UNCOVERING STRENGTHS/GAPS

Uncover your strengths and close your gaps

Skill Benchmarks assess your skill level in a particular area and provide personalized recommendations to improve your skills.

[Discover Skill Benchmarks](#)



Follow an expert-created learning path

Aspire Journeys deliver a comprehensive curriculum with hands-on practice and assessments towards a unique learning goal. Topics include First Time Managers, Cultivating Empathy and Connection, Generative AI, Cloud and more.

[Discover all journeys](#)

Management (21) 20 NEW!

Business Execution

Business Acumen NEW!

14m | 14 questions

Business acumen allows you to utilize information on the company's direction and goals and the industry's competitive environment to add value to the organisation and customers. Make clear decisions and recommendations linked to the organisation's strategy and financial goal...

Crisis Management NEW!

6m | 6 questions

Crisis management is a process by which organizations deal with disruptive and unexpected events. Uncover strategies to navigate through crises. A distracted workforce is one that is unproductive. Learn how to lead effectively and turn your teams' attention back to the challenge...

Driving Performance NEW!

7m | 7 questions

Leaders maximize performance by aligning, developing, and engaging employees towards achieving objectives. Learn techniques to drive performance. This benchmark evaluates your understanding of this topic. Being aware of potential knowledge gaps allows you to better...

Aspire Journeys for Leadership

SLDP Learning Programs

Browse all of the journeys below.



Coaching for Success



Cultivating Empathy and Connection



Delegating Effectively



Developing People as a Leader



Embracing Feedback as a Leader



Giving Feedback as a Leader



Harnessing Conflict



Influencing as a Leader



Coursera

Available 24/7 – provides a variety of topics to faculty and staff

Highlights:

- Flexible scheduling on-line
- Shareable certificate that can be added to your LinkedIn profile
- Sponsored and taught by CU professors
- Wide range of topics

Leadership and Management Finance Marketing Entrepreneurship

Filter By

Duration Learning Product Skills Level

Digital Marketing



 University of Colorado Boulder
Introduction to Digital Advertising
Course



 University of Colorado Boulder
Search and Display Advertising
Course

Effective Project Management



TUITION ASSISTANCE BENEFIT (TAB) QUESTIONS



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TAB: Change #1: Total Credits Expanded

What's new?

- Eligible employees can now receive ***up to 12 credit hours per academic year***
- CU Anschutz, Denver, and Colorado Springs ***employees can now receive up to 12 credit hours for dependents at their home campus*** per academic year
- Eligible employees can receive ***up to \$270 per credit hour for up to 12 undergraduate credits*** (\$3,240 total) for dependents attending a CU campus other than the employee's home campus
- If both parents/partners of a dependent are employed by CU in eligible appointments, a dependent(s) may receive ***a combined maximum of 24 credit hours per academic year or 80% of tuition on the Boulder campus for CU Boulder dependents.***



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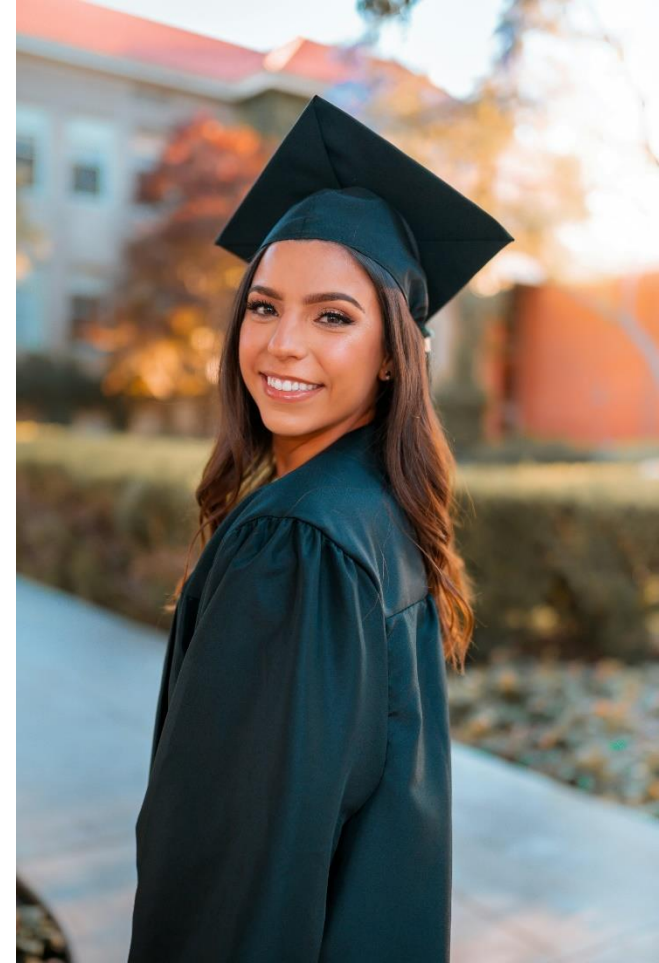
FOR MORE INFORMATION, EMAIL EMPLOYEE SERVICES @:

tuitionbenefit@cu.edu

TAB: Change #2: Easier to share among families

What's new?

- Employees and their dependents can now use their tuition benefit **concurrently in the same academic year, even in the same semester.**
 - Employees can apply the TAB to a different campus of enrollment at the beginning of a new semester. However, employees cannot be concurrently enrolled on two separate campuses during the same semester.
 - Dependent TAB recipients may not be enrolled in more than one CU campus in an academic year.
- CU Anschutz, Denver, and Colorado Springs employees can **split their 12 credits between themselves and their dependents each academic year.**



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EMPLOYEE SERVICES

FOR MORE INFORMATION, VISIT EMPLOYEE SERVICES - TAB @:

www.cu.edu/employee-services/benefits-wellness/current-employee/tuition-assistance

TAB: Change #3: Enroll in classes earlier



What's new?

- Starting July 1, CU's TAB policy ***removed the requirement*** that employees needed to wait until 7 days before classes start to register.
- ***Degree-seeking employees may register and wait-list*** during normal designated registration periods.
- ***Non-degree seeking students may have different registration windows*** and should consult their campus for more information.



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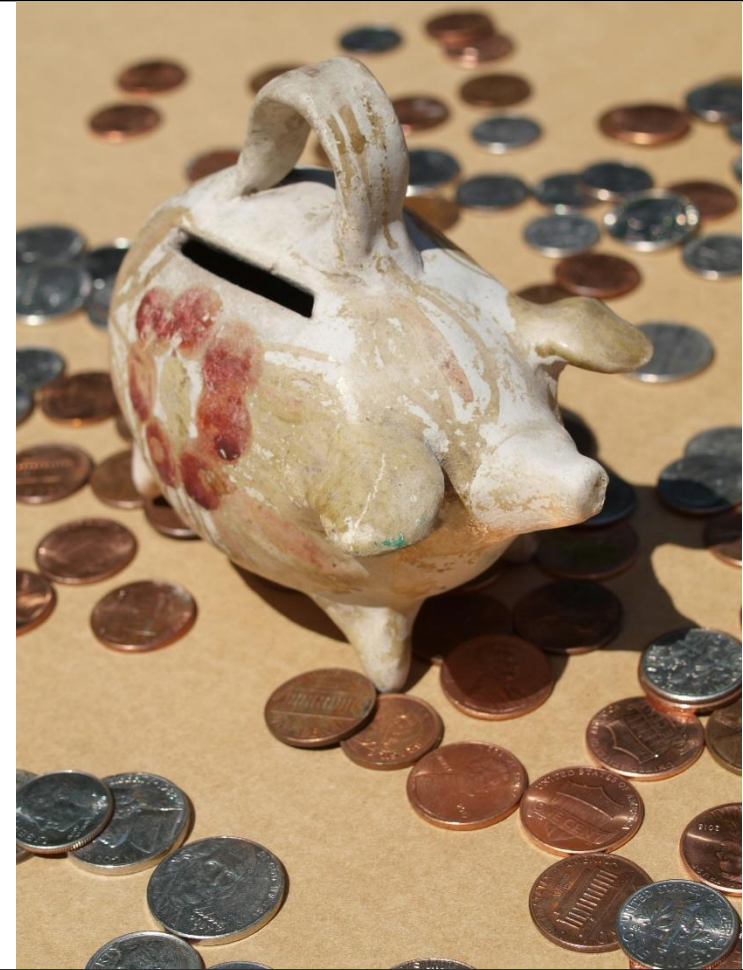
FOR MORE INFORMATION, EMAIL EMPLOYEE SERVICES @:

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TAB: Change #4: Taxation Clarifications

The new policy clarifies how TAB is taxed and outlines all tax guidance in one area of the policy:

- Employees are ***not taxed*** for any TAB amount when...
 - Taking undergraduate courses.
 - A dependent takes undergraduate courses, unless the dependent is a domestic partner or a child of a domestic partner.
- Employees ***are taxed*** for...
 - Any TAB amount above the \$5,250 threshold when taking graduate courses.
 - The total amount of TAB when a depended takes graduated courses.



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Resources

LEARNING & DEVELOPMENT

(Anschutz Medical Campus)

- Instructor Led Training (ILT)
- Learning Pathways
- Online/On-Demand Learning

Home Page:

<https://www.cuanschutz.edu/offices/human-resources/learning-development>

Email:

HR.LDCustomRequests@cuanschutz.edu

EMPLOYEE SERVICES

- TAB Applications
- Employee & Dependent Eligibility
- All TAB Process Questions

Home Page:

<https://www.cu.edu/employee-services>

Email:

tuitionbenefit@cu.edu

BURSAR/REGISTRAR

- Course Eligibility
- Billing Questions

Boulder: bldrtuitionbenefit@colorado.edu

Denver: Facstaff.waiver@ucdenver.edu

Anschutz: Facstaff.waiver@ucdenver.edu

Colorado Springs: uccstab@uccs.edu

Employee Services does not provide individual tax advice to employees. Please contact your personal tax advisor, the IRS, Social Security Administration, the State of Colorado or local government directly for professional tax advice.

Future Toolbox Talks

Remainder of 2024:

September 25 – Safety Preparedness

October 23 – Personal Information Security Safety

November 20 – Government Affairs

Coming in 2025:

- **Understanding Tuition Assistance Benefits –**
Hosted by Employee Services Benefits Team
- **Career Paths at CU Anschutz Medical Campus –**
Hosted by Central HR



If there are other topics you would like
to see presented, please email us @:

HR.LDCustomRequests@cuanschutz.edu





Questions for Us?



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