

# Human Resources (HR) Professional Development Program

**Program Guide**



Human Resources  
UNIVERSITY OF COLORADO  
ANSCHUTZ MEDICAL CAMPUS

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## Program Strategy

Our strategy is to offer professional and leadership development at all levels to directly support the University's Mission, Vision, and Values, while aligning with strategic priorities that enhance and promote development programs across all career stages.

## Program Introduction

The Learning and Development team is excited to offer a cohort-based Human Resources (HR) Professional Development Program. The courses in this program have been chosen to provide entry to mid-level HR Professionals across the CU Anschutz Medical Campus, foundational tools to help them be successful. The curriculum in the program centers around seven different competencies: University Acumen, Human Resources Expertise, Relationship Management, Communication, Leadership, Ethical Practice, and Consultation.



## Curriculum Overview

To learn more about each course including an expanded view of course competencies and learning objectives, please visit the full [Learning and Development Course Catalog](#). Curriculum is listed in the order of the program. Note: If a course does not appear in the Catalog, it was created specifically for this program and highlights of the content are included in the appendix of this document.

Name of Course	Duration	Cost	Course Competencies
HR Foundations	1.5 contact hrs.	\$0	Consultation Human Resources Expertise
The Path to Exceptional Productivity	5 contact hrs.	\$0	Leadership Ethical Practices Consultation
Keys to Hiring Success	4 contact hrs.	\$0	University Acumen Human Resources Expertise
Demystifying HR Operations	3 contact hrs.	\$0	University Acumen Human Resources Expertise
Lead with Trust: Inspiring Greatness in Teams	3 contact hrs.	\$0	Relationship Management Communication Leadership Ethical Practices Consultation



Name of Course	Duration	Cost	Course Competencies
Navigating Change	3 contact hrs.	\$0	Relationship Management Leadership Ethical Practices Consultation
HR Technology	2 contact hrs.	\$0	University Acumen Human Resources Expertise
Creativity Bootcamp	2 contact hrs.	\$0	Leadership Consultation
DISC for HR Professionals (*listed as Extended DISC in catalog with curriculum modifications)	3.5 contact hrs.	\$0	Relationship Management Communication Leadership Ethical Practices Consultation
Understanding Emotional Intelligence	3.5 contact hrs.	\$0	Relationship Management Communication Leadership Ethical Practices
Employee Relations 101	4 contact hrs.	\$0	University Acumen Human Resources Expertise
Critical Conversations	4 contact hrs	\$0	Human Resources Expertise Relationship Management Communication Leadership Ethical Practices Consultation



Name of Course	Duration	Cost	Course Competencies
The Essential Skills for the <i>Unofficial</i> Project Manager	3 contact hrs.	\$0	Relationship Management Communication Leadership Ethical Practices Consultation
Meeting Advantage	3.5 contact hrs.	\$0	Relationship Management Communication Leadership Ethical Practices Consultation
Creative Problem Solving	Varies - approx. 3 contact hrs.	\$0	Relationship Management Leadership Consultation
Presentation Advantage (*includes e-learning module and classroom instruction)	Varies - approx. 4 hours	\$0	Communication Leadership



# Competency Based Learning

In our continuous commitment to advancing high-quality professional development, each course in this program also includes a framework of competencies. The curriculum in the program centers around **seven** different competencies: University Acumen, Human Resources Expertise, Relationship Management, Communication, Leadership, Ethical Practice, and Consultation. Competency-based learning is an educational theory that prioritizes mastering skills, emphasizing dynamic and personalized learning experiences.

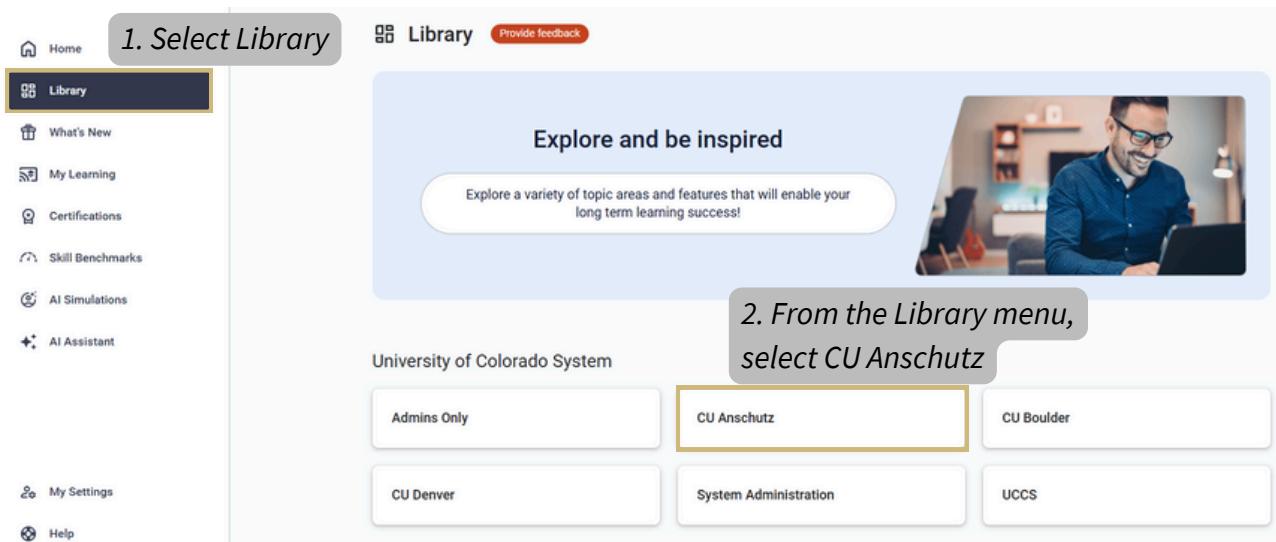
The competencies within the program span a spectrum of important skills. This strategic alignment ensures that the courses not only deliver knowledge but also provide a practical and applicable skill set that is transferable to a variety of HR roles on the CU Anschutz Medical Campus. Through the incorporation of competencies, the courses in the program are poised to serve as catalysts for individual growth and organizational success, epitomizing our dedication to delivering a learning experience that is both impactful and tailored to the unique needs of each participant.



# Accessing the Learning Journey in Percipio

Access Percipio through your campus portal. Once logged into Percipio, select:

**Library > CU Anschutz > Instructor Led Training (ILT) > HR Professional Development Program**



1. Select Library

Explore and be inspired

Explore a variety of topic areas and features that will enable your long term learning success!

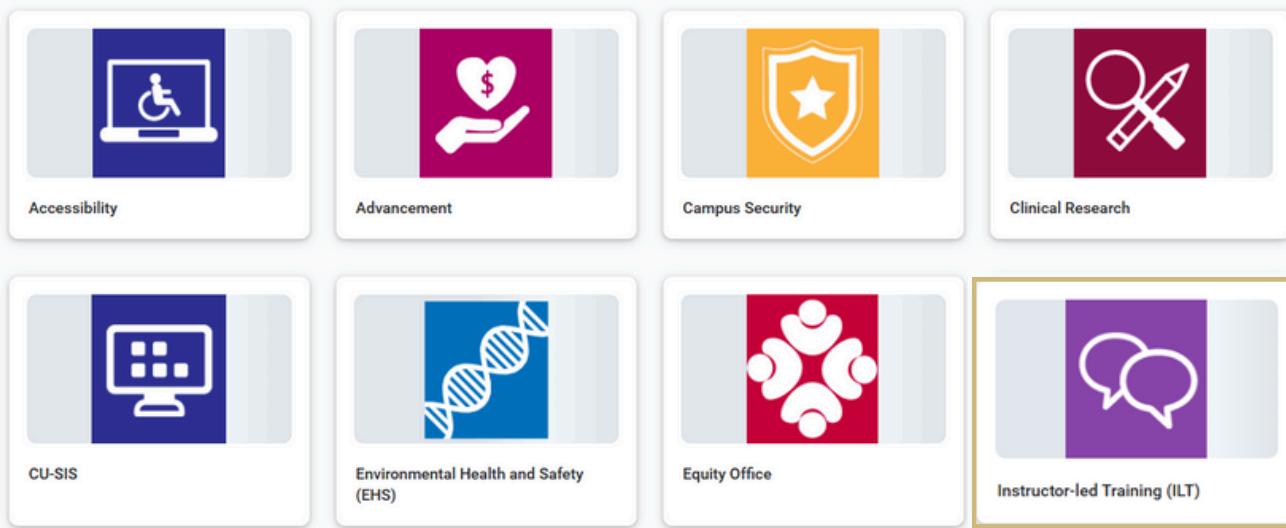
2. From the Library menu, select CU Anschutz

University of Colorado System

- Admins Only
- CU Anschutz
- CU Boulder
- CU Denver
- System Administration
- UCCS

## CU Anschutz

### Related Subjects



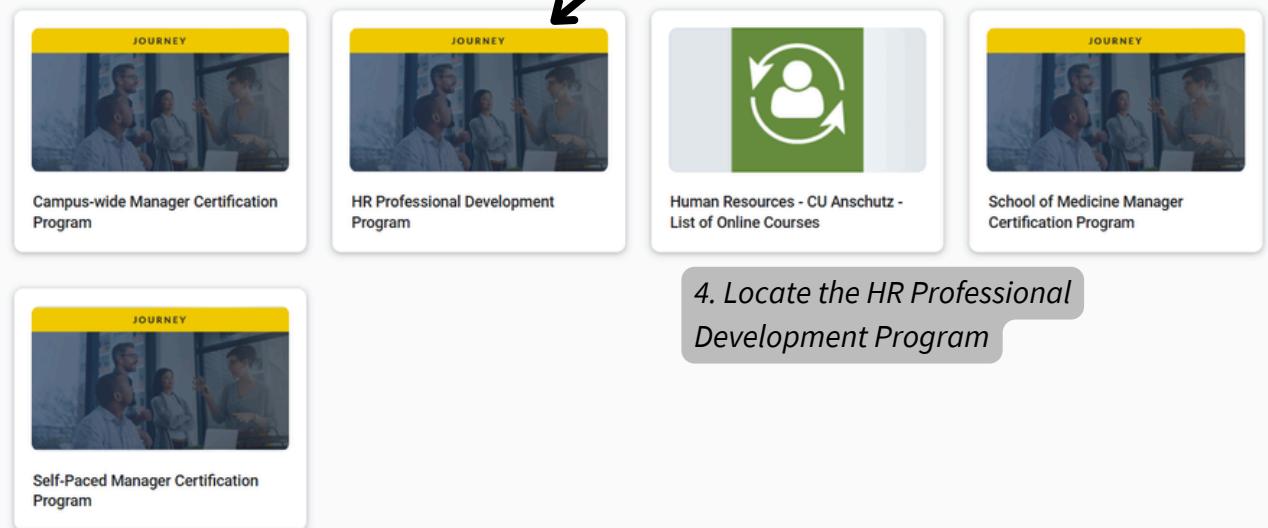
Accessibility	Advancement	Campus Security	Clinical Research
CU-SIS	Environmental Health and Safety (EHS)	Equity Office	Instructor-led Training (ILT)

3. From the CU Anschutz library, select Instructor Led Training (ILT)



## Human Resources

### Channels/Journeys



**JOURNEY**

Campus-wide Manager Certification Program

**JOURNEY**

HR Professional Development Program

**JOURNEY**

Human Resources - CU Anschutz - List of Online Courses

**JOURNEY**

School of Medicine Manager Certification Program

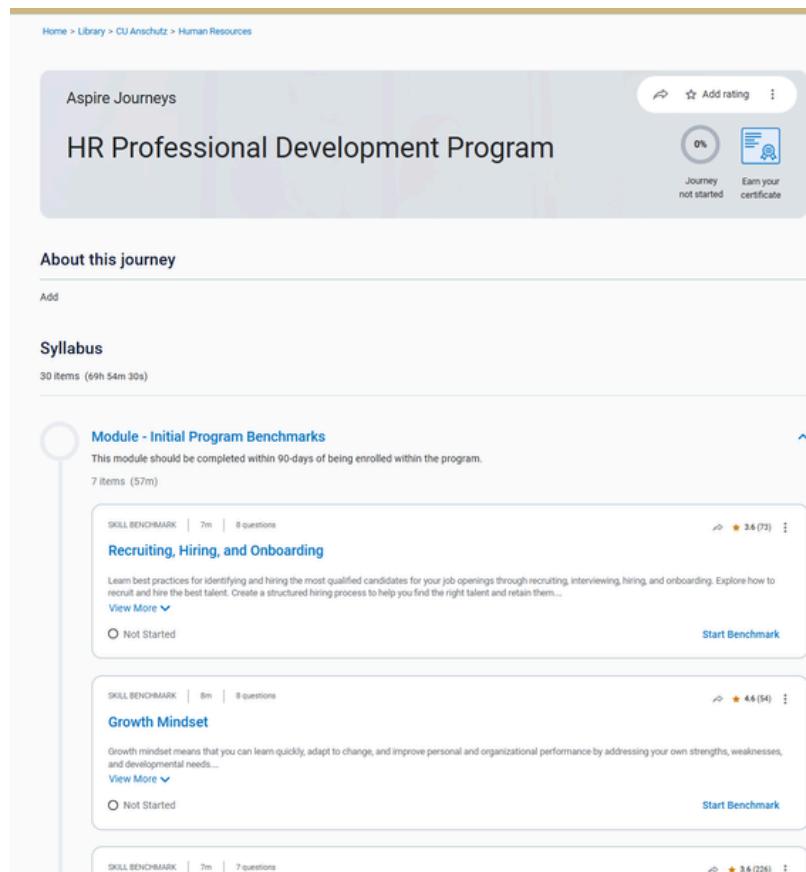
**JOURNEY**

Self-Paced Manager Certification Program

*4. Locate the HR Professional Development Program*

## Working within the Journey

Once in the Journey, you will be able to complete benchmarks and your monitor progress toward completion in the cohort program. Each section of the journey is reviewed below.



Home > Library > CU Anschutz > Human Resources

Aspire Journeys

**HR Professional Development Program**

0% Journey not started

Earn your certificate

About this journey

Add

**Syllabus**

30 items (69h 54m 30s)

**Module - Initial Program Benchmarks**

This module should be completed within 90-days of being enrolled within the program.

7 items (57m)

SKILL BENCHMARK | 7m | 8 questions

**Recruiting, Hiring, and Onboarding**

Learn best practices for identifying and hiring the most qualified candidates for your job openings through recruiting, interviewing, hiring, and onboarding. Explore how to recruit and hire the best talent. Create a structured hiring process to help you find the right talent and retain them...

[View More](#)

Not Started

[Start Benchmark](#)

SKILL BENCHMARK | 8m | 8 questions

**Growth Mindset**

Growth mindset means that you can learn quickly, adapt to change, and improve personal and organizational performance by addressing your own strengths, weaknesses, and developmental needs...

[View More](#)

Not Started

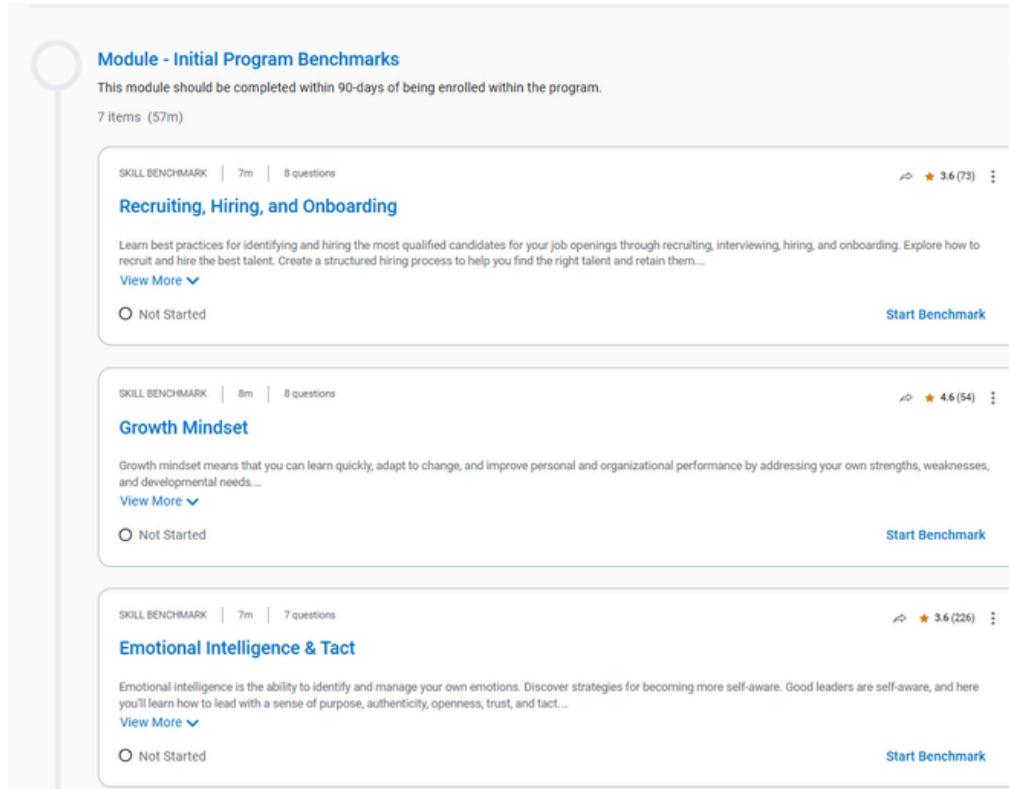
[Start Benchmark](#)

SKILL BENCHMARK | 7m | 7 questions



## Initial Program Benchmarks

These initial benchmarks should be completed within the first 90 days of beginning the program.



**Module - Initial Program Benchmarks**  
This module should be completed within 90-days of being enrolled within the program.  
7 items (57m)

**Recruiting, Hiring, and Onboarding**  
Learn best practices for identifying and hiring the most qualified candidates for your job openings through recruiting, interviewing, hiring, and onboarding. Explore how to recruit and hire the best talent. Create a structured hiring process to help you find the right talent and retain them...  
[View More](#)

Not Started [Start Benchmark](#)

**Growth Mindset**  
Growth mindset means that you can learn quickly, adapt to change, and improve personal and organizational performance by addressing your own strengths, weaknesses, and developmental needs...  
[View More](#)

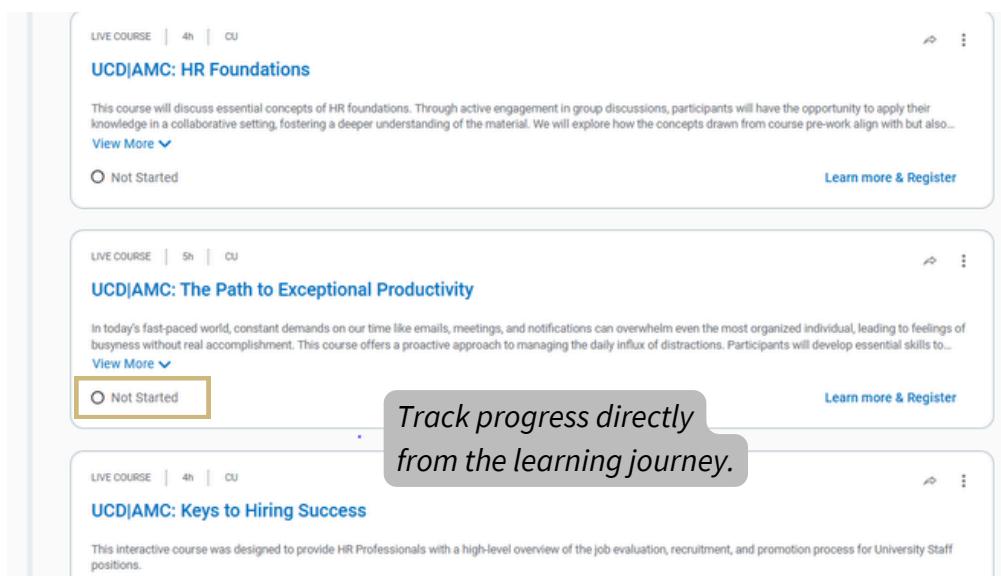
Not Started [Start Benchmark](#)

**Emotional Intelligence & Tact**  
Emotional intelligence is the ability to identify and manage your own emotions. Discover strategies for becoming more self-aware. Good leaders are self-aware, and here you'll learn how to lead with a sense of purpose, authenticity, openness, trust, and tact...  
[View More](#)

Not Started [Start Benchmark](#)

## Mandatory Courses ILTs

All courses of the cohort-based program are listed under Mandatory Courses ILTs. You can track completions directly within the learning journey. As a member of the cohort, our team has already pre-registered you in Percipio for all the courses you'll be attending in the program.



**LIVE COURSE** | 4h | CU  
**UCD|AMC: HR Foundations**

This course will discuss essential concepts of HR foundations. Through active engagement in group discussions, participants will have the opportunity to apply their knowledge in a collaborative setting, fostering a deeper understanding of the material. We will explore how the concepts drawn from course pre-work align with but also...  
[View More](#)

Not Started [Learn more & Register](#)

**LIVE COURSE** | 5h | CU  
**UCD|AMC: The Path to Exceptional Productivity**

In today's fast-paced world, constant demands on our time like emails, meetings, and notifications can overwhelm even the most organized individual, leading to feelings of busyness without real accomplishment. This course offers a proactive approach to managing the daily influx of distractions. Participants will develop essential skills to...  
[View More](#)

Not Started [Learn more & Register](#)

**LIVE COURSE** | 4h | CU  
**UCD|AMC: Keys to Hiring Success**

This interactive course was designed to provide HR Professionals with a high-level overview of the job evaluation, recruitment, and promotion process for University Staff positions.

*Track progress directly from the learning journey.*



## Post-Graduation Benchmarks

These post program benchmarks should be completed within 90 days of graduating the program.

### Module - Post Program Benchmarks

This module should be completed within 90-days of completion of the program.

7 items (57m)

SKILL BENCHMARK | 7m | 8 questions

3.6 (73)

#### Recruiting, Hiring, and Onboarding

Learn best practices for identifying and hiring the most qualified candidates for your job openings through recruiting, interviewing, hiring, and onboarding. Explore how to recruit and hire the best talent. Create a structured hiring process to help you find the right talent and retain them....

[View More ▾](#)

Not Started

[Start Benchmark](#)

SKILL BENCHMARK | 8m | 8 questions

4.6 (54)

#### Growth Mindset

Growth mindset means that you can learn quickly, adapt to change, and improve personal and organizational performance by addressing your own strengths, weaknesses, and developmental needs....

[View More ▾](#)

Not Started

[Start Benchmark](#)



# Resources

## HR Professional Development Program Teams Site (Cohort-Specific)

Individuals in the cohort-based program will be added to a private Teams site to share insights, resources, and receive updates on pre-work/upcoming sessions.

### Attendance

This is a **9-month in-person program**. Individuals participating in this program will be required to submit their attendance for each class. Participants will be provided with a schedule upon acceptance/enrollment in the program and will receive meeting invites ahead of time for all classes. We understand that schedule conflicts may arise; however, if you miss more than 2 sessions, you may not receive credit for the program. If you have any conflict with dates or know you have previous commitments, please contact [hr.ldcustomrequests@cuanschutz.edu](mailto:hr.ldcustomrequests@cuanschutz.edu) as soon as possible in order to determine possible options for making up missed materials.

### Development Plan

To assist individuals and managers in identifying an annual development plan, there is a Program Development Plan template posted on our website with this program's resources that participants and managers should jointly complete. This template guides the participant and supervisor in identifying skills/competencies to focus on for a 12-month period including no more than three development goals, and activities (coaching, on-the-job learning, or classes) associated with the goal. This is not a requirement of the program but highly recommended.

### Credly Badge

Upon completing the program, you will earn a Credly digital badge. Credly empowers organizations to officially recognize individuals for demonstrated competencies and skills, connecting people to opportunities based on their talent and capabilities. This verifiable credential highlights your leadership skills and expertise, making meaningful achievements visible while unlocking access to a more diverse and qualified professional network. You can showcase your accomplishment on your LinkedIn profile, email signature, and other platforms, contributing to the global marketplace of knowledge and skills.

Badges will be awarded within a month of date of completion of the program.



## FAQ's

**Q:** Is supervisor approval required for the program?

**A:** Yes. All individuals in the cohort must be pre-approved and nominated by a supervisor.

**Q:** After completing the program, will I be eligible for a raise or promotion to manager?

**A:** This certification program does not guarantee raises or promotion to a supervisor/manager position. It is intended to help individuals gain/enhance skills and competencies to be successful in their current role and future roles that may become available. Please talk with your supervisor/manager concerning raise and promotion opportunities.

**Q:** If I have already taken any of the courses listed prior to registering for the program, do I need to re-take them with the cohort?

**A:** Yes. Since this is a cohort-based program, all individuals in the program are expected to complete the curriculum together.

**Q:** How long is the cohort program?

**A:** This is an 9-month long program.

**Q:** Is additional work required before and/or in between sessions?

**A:** Yes, there is usually pre-work required for every session. Pre-work time could vary depending on the curriculum but is usually less than 45 minutes. Participants will have approximately 2 weeks' advanced notice of any pre-work required before each session.

**Q:** How much of a monthly time commitment is the program?

**A:** Each month will involve an entire day of curriculum (days usually start at 8:30am and finish at or before 5 pm). Frequent breaks and a lunch break are pre-scheduled for each session date. Pre-work time and optional post-work time could vary from session to session. Please note all sessions are held **in-person** at the CU Anschutz Medical Campus.

**Q:** What are the attendance requirements?

**A:** We understand that schedule conflicts may arise; however, if program participants miss more than 2 sessions, they may not receive credit for the program. Our team will work with participants to determine possible options for making-up missed materials.



**Q:** What level is this program best geared toward?

**A:** This program is most suited for those that are currently in an HR position or are looking to move into an HR position. We recommend the program for those that are in entry level to mid-level HR roles at CU Anschutz.

**Q:** How many contact hours is the program?

**A:** Because each session's length could vary, we estimate the entirety of the program to be approximately 65 contact hours with instructors.

**Q:** What is the cost of the program per participant?

**A:** This is a free program.

**Q:** I have additional questions about the program. Who can I contact?

**A:** Please reach out to the Learning and Development Team via this [email address](#).



## Additional Curriculum Created for Program

### Demystifying HR Operations

In this dynamic course, we will focus on equipping HR Professionals with a deeper knowledge and understanding of HR Operations. We will cover specific aspects of compliance and best practices related to background checks, I-9s, faculty postings, temporary appointments, retirees, and maintaining personnel records.

Course Objectives:

- Identify HR Operations services and gain understanding on how to access them
- Explain background check and employment eligibility (I-9/E-Verify) compliance and best practices that support fair and equitable hiring practices
- Summarize and apply policy and best practices to HR operations functions, including faculty postings, temporary appointments, retirees, and personnel records

### Critical Conversations

This 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 Critical 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.

Course Objectives:

- Recognize the need for a crucial conversation
- Establish a Safety Zone for the conversation to take place
- Skillfully lead a crucial conversation
- Bring a crucial conversation to a satisfying close

### Employee Relations 101

This interactive course was designed to provide HR Professionals with a high-level overview of the performance management process, how to informally address employee relations issues, provide details on most relevant policies, and leave process guidance.

Course Objectives:

- Understand the performance management process on campus and serve as their unit's internal resource for prompting the various stages of the process and the annual collection of performance management documents and ratings.
- Advise their unit on how to informally address employee relations and performance issues and understand when to involve Central HR Resources
- Understand the most relevant Regent, Administrative, Campus, and Classified Staff policies as they pertain to employee relations, separations, Americans with Disabilities Act (ADA), and leave management
- Understand leave processes on campus, such as FMLA and PPL, to serve as their unit's internal resource for prompting the various stages of leave processes and document collection, and to liaison with central HR as appropriate.

## Human Resources Foundations

In this kick-off session to the program, we will discuss essential concepts of HR foundations.

Through active engagement in group discussions, participants will have the opportunity to apply their knowledge in a collaborative setting, fostering a deeper understanding of the material. We will explore how the concepts drawn from course pre-work align with but also differ from the intricate world of HR at CU Anschutz.

### Course Objectives

- Recall key concepts from course pre-work video(s)
- Apply knowledge from the pre-work in active group discussions
- Present key concepts from course pre-work
- Learn and understand how concepts from course pre-work compare to the world of HR at CU Anschutz

## HR Technology

In this dynamic course, participants will gain the skills and knowledge necessary to access Human Capital Management (HCM), which will include a hand's on practice with HCM reporting functionality. With a focus on successful recruitment and candidate care, you will also learn how to extract essential insights from Oracle BI/Taleo, ensuring informed decision-making throughout the hiring process. Additionally, the course equips you with the know-how to streamline data processing using Smartsheet, enhancing your ability to manage and optimize HR operations efficiently. By the end of this course, you will be well-prepared to engage with HR technology tools.

### Course Objectives:

- Access the HCM and its reporting functionality
- Access and Interactive with Tableau
- For the purposes of successful recruiting and candidate care, understand how to pull reporting out of Oracle BI/Taleo
- Understand how to use Smartsheet to facilitate data processing

## Keys to Hiring Success with Talent Acquisition

This interactive course was designed to provide HR Professionals with a high-level overview of the job evaluation, recruitment, and promotion process for University Staff positions.

### Course Objectives:

- Understand and discuss current job market trends and how they impact recruitment
- Write an effective job description
- Learn and apply inclusive recruiting practices
- Practice and apply candidate care protocols
- Understand and describe the main phases in university staff hiring

## **Meeting Advantage for HR Professionals**

This dynamic and engaging course teaches HR Professionals how to run effective meetings, how to maintain productivity during the meeting, and how to follow-through successfully after the meeting.

Course Objectives:

- Set standards for high-focus meetings
- Describe the three-step process to implement the standards
- Identify ways to deal with common behavior issues during meetings
- Use tools for planning high-focus meetings

## **Navigating Change**

This interactive course is about how to best lead yourself through change. In this workshop, individuals will learn key ideas that help prepare for changes and diagnose when things go wrong. We will provide tools that can be used on your own or with teams to navigate the waters of change.

Course Objectives:

- Understand common human reactions to change and how to lead ourselves effectively through change
- Utilize tools to prepare for change, clarify upcoming changes, and navigate obstacles successfully
- Explore possibilities created by change and leverage them for growth
- Gain insights into different change models