Human Resources
UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

LEARNING AND DEVELOPMENT

Instructor-Led Training (ILT) Access Guide

Please obtain supervisor approval prior to registering for training. Training is open to all staff and faculty of University of Colorado Denver | Anschutz Medical Campus.

Contents

Instructor-Led Training Offerings and Schedule

Our training schedule runs from January to December.

NOV

We launch our schedule the November prior to the start of the year.

We will email all CU Denver | Anschutz staff and faculty that the next year trainings are open for registration. Throughout the year, we will email the same list if we add trainings based on demand, launch a new course, have open space in upcoming trainings, or other exciting news/updates.

In addition to our launch email, you can see when and what trainings we provide the following ways:

View the master calendar on our **L&D main page** by viewing each month.

CALENDAR & EVENTS

Extended DISC | 3.5 Contact Hours | Virtual

Mar 31, 2022 | 08:30 AM - 12:00 PM
Cost/fee: $0

DISC participants learn four primary behavior types, become aware of differing communication styles, and how to influence better communication outcomes by accommodating the style of a co-worker(s).

Add event to:
Outlook   ICal   Google Calendar

Register for this course

Leaders at Change | 7 Contact Hours | Virtual

(Recurring Event - Every week on Tuesday)
Apr 5, 2022 | 08:30 AM - 12:00 PM
Cost/fee: $0

This interactive training course is about how to lead the individuals on your team through change. In this workshop, you will learn key ideas that help you prepare for changes and diagnose when things go wrong.

Add event to:
Outlook   ICal   Google Calendar

Today ◄ ► 📅 March, 2022

Day   Work Week   Week   Month   Agenda   Timeline

Sunday	Mond...	Tuesday	Wedn...	Thurs...	Friday	Satur...
27	28	01 Fundame.	02 Establishi.	03	04	05
06	07	08 ↻ Project	09	10 ↻ Crucial ↻ Project	11	12
13	14	15 ↻ Crucial Introducti	16 ↻ 6 Critica	17 ↻ Crucial	18	19
20	21	22 ↻ Crucial	23 ↻ 6 Critica	24	25	26
27	28	29	30	31 Extended	01	02

Reference our Annual Training Schedule on our ILT webpage and view the Course Catalog for course descriptions. Both resources have links to enroll in sessions.

View our course descriptions and registrations on our ILT webpage and view dates for individual courses with the provided hyperlinks.

COURSE DESCRIPTIONS AND REGISTRATION

4 Disciplines of Execution	—

4 Disciplines of Execution
(4 contact hours)

COURSE DESCRIPTION / CONTENT

This interactive course guides you in removing the distractions of the day-to-day tasks in your day job and being able to focus on 'Wildly Important Goals' and execute these excellently. This course helps managers move from strategy to execution.

The objective of the 4DX process is to teach leaders how to help their teams execute on their highest priorities in the midst of the whirlwind of the day-to-day

Facilitation Skills	+
Fundamentals of Continuous Improvement Methodology and Culture	+
Introduction to Continuous Improvement Tools for Application	+
Lead with Your Strengths	+

Instructions for Using Provided Links

When you click a link to one of our courses, you will be directed to a Skillsoft log in screen. To access our CU Denver | Anschutz Medical Campus courses, select Denver IDP.

University of Colorado
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

You are logging into: **SkillSoft**

Select your campus for authentication:

Denver IDP

Help enrolling in Skillsoft

Step 1:

Click "Details" next to each session to see capacity and how many current enrollments there are.

UCD|AMC: Crucial Conversations

SAVE

Enrollment Status: Withdrawn
Duration: 15 Hours, 0 minutes

Status: ⟳

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About	**Sessions**	Related Items

Available Sessions - 2

Start ▲	End	City/State	Instructor	Session Status	Actions		
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora,Colorado	N/A	New			Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver,CO	N/A	New	Waitlist		Details

Step 2:

Under the Actions column you should have the option to "Enroll" or "Waitlist" for the session you want to attend.

UCD|AMC: Crucial Conversations

SAVE

Enrollment Status: Not Enrolled
Duration: 15 Hours, 0 minutes

Status: ⟳

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About	**Sessions**	Related Items

Available Sessions - 3

Start ▲	End	City/State	Instructor	Session Status	Actions	
Feb 13, 2020 9:00 AM MST	Feb 20, 2020 4:30 PM MST	Aurora,Colorado	Shimamoto, Brian	Confirmed	Waitlist	Details
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora,Colorado	N/A	New	Waitlist	Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver,CO	N/A	New	Enroll	Details

Step 3:

Add to your Learning Plan for easy enrollment management later.

Feb 13, 2020 9:00 AM MST	Feb 20, 2020 4:30 PM MST	Aurora,Colorado	Shimamoto, Brian	Confirmed		Details
Jun 11, 2020 9:00 AM MDT	Jun 18, 2020 4:30 PM MDT	Aurora,Colorado	N/A	New		Details
Oct 15, 2020 9:00 AM MDT	Oct 22, 2020 4:30 PM MDT	Denver,CO	N/A	New	Withdraw	Details

You are now enrolled in the above session. Would you like to add this to your Learning Plan? Yes   No

Skillsoft Nuances

- **Please note:** If the **session status is "Confirmed"**, that **does not mean you are confirmed** in the course. That just means the session is confirmed in the system.
- If **you see "Withdraw"** under the action, that means you are already enrolled or on the waitlist. Please check your email from Skillsoft to determine your status.
- If the **"Enroll" or "Waitlist" or "Withdraw" option isn't available**, it could mean the date has passed for self-enrollment. Self-enrollment typically closes the day of the session for trainings. If the training has a cost or a required pre-work assessment, sessions can close 10 days to 4 weeks prior.
- After the self-enrollment date closes, you can no longer see if you are enrolled in a session. If you are enrolled, you should have received an email from our office.

Updating your enrollment in a training

In Skillsoft, does the session still have an "actions" available?

No → **Email HR.Trainingregistration @ucdenver.edu so we can update your enrollment**

Yes → **Please self-withdraw from the session**

- Look for the session in your Skillsoft learning plan
- Or use this guide to find the course
- Once you find the course, click "Withdraw" under the Actions column

Watchlist Information

Skillsoft sends automated messages to people on the watchlist if a session is added for that course.
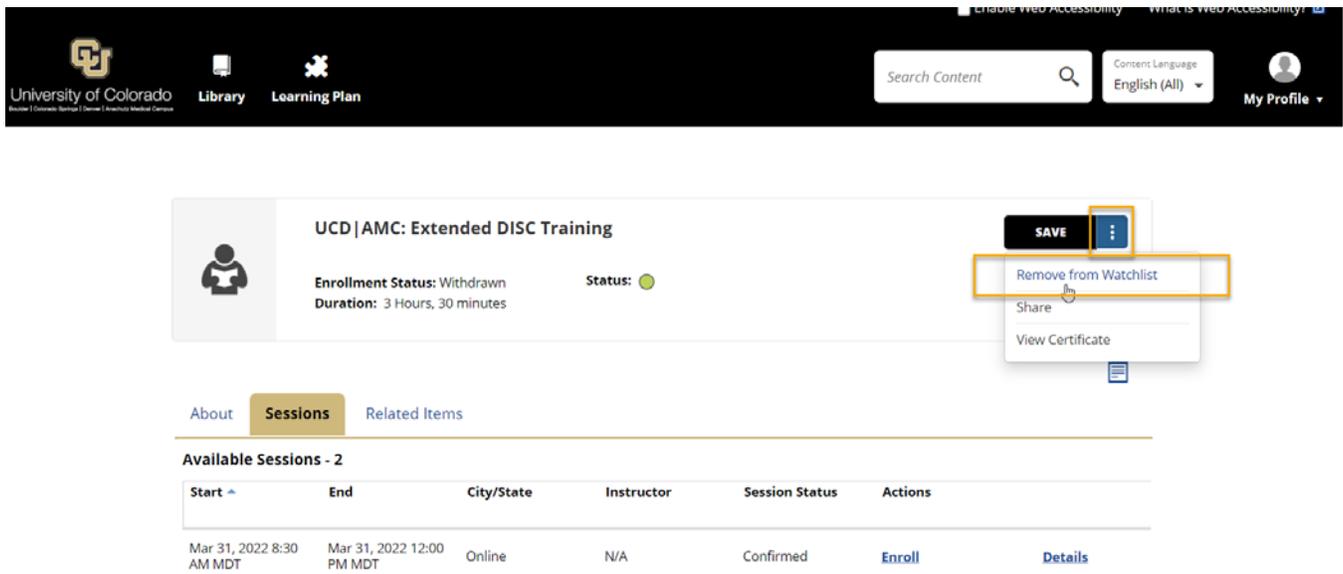
Being added to the watchlist:

You can manually add yourself to the watchlist.

Or if you were on the waitlist for a session that closed for enrollments, you automatically get added to the watchlist for that course.

Remove yourself from the watchlist:

Find the link to the course you want to remove yourself from the watchlist of. Navigate the menu of that course to "Remove from Watchlist".

ILT Communication Schedule

- Skillsoft will automatically email you when you enroll, waitlist, or withdraw
- If moved from the waitlist into the session, Skillsoft will automatically email you
- If there is a cost associated with the course, we will email you 3 – 4 weeks prior to the session to confirm enrollment
- For all sessions you are enrolled in (not waitlisted), HR.TrainingRegistration@cuanschutz.edu will send a calendar invite the Monday the week prior to the session with training details
- We will email you after the session with a survey, course materials, post-session work directions

Downloading a Skillsoft Certificate of Completion

The System Office has instructions to download a certificate as one of their Skillsoft Help FAQs.

FAQs, Cancellation Policy, and Contact Information

Please see our Instructor-Led Training website for additional Frequently Asked Questions, our Cancellation Policy, and Department Contact Information.