Registration:
Email employeeservices@du.edu or sign-up through PioneerWeb (click on the employee tab and scroll down on the lower right to locate the training channel). Courses are continually added throughout the year so please visit the Human Resources website for updates.

5 Languages of Appreciation in the Workplace
What if you could say or do just the right thing guaranteed to make a colleague feel appreciated? The secret is learning the right Appreciation Language®! This concept helps supervisors and peers effectively communicate appreciation and encouragement in the workplace, resulting in higher levels of job satisfaction, healthier relationships and employees, and decreased cases of burnout. Participants will be provided with an assessment to complete prior to the workshop. Session maximum is 15 participants.

10/9 Ben Cherrington Hall - Room 218 8:30am – 10:00am

Coffee Break Series: Working Toward Personal Leadership
This 30 minute discussion is designed to help trigger meaningful discussions on the importance of personal leadership and the impact it can have within DU and beyond. Included is a short thought-provoking video, Stephen Covey on Leadership.

10/31 Mary Reed, DuPont Room 8:30am – 9:00am

Coffee Break Series: Change – Developing Resiliency
This 30 minute discussion is designed to provide an overview of three main elements to help adapt and bounce back from change.

12/5 Mary Reed, DuPont Room 8:30am – 9:00am

Developing Your Emotional Intelligence
This highly interactive workshop provides an introduction to emotional intelligence including self-awareness, self-management, social awareness and relationship management. Activities throughout the session will help provide quick and easy ways to develop your emotional intelligence for application in your career and life.

9/12 Mary Reed, Honors Room 1 11:30am – 12:30pm
10/28 Location TBD 8:30am – 9:30am

DU Employee Campus Tour
This 75 minute tour throughout central campus will highlight history, facilities and campus life. This tour will be led by Human Resources. Please meet at Mary Reed on the first floor in the middle of the building. Please arrive at least 5 minutes early as the tour will leave promptly at 8:30am. The tour will finish at Mary Reed.

9/11 Mary Reed Building, 1st Floor 8:30am – 9:45am
10/16 Mary Reed Building, 1st Floor 8:30am – 9:45am
11/18 Mary Reed Building, 1st Floor 8:30am – 9:45am
**Change: Managing Emotions and Expectations**

Change is something that we face on a daily basis. Change comes in many forms and we may not anticipate it. This session will provide an overview of why people tend to resist change, reactions to change and ways to cope with change in a positive manner.

10/21  Location TBD  11:30am – 12:30pm

**Our Past is Your Future: DU History**

Explore how it all began. This short 45 minute presentation will take you on an exciting adventure of DU's past to present day campus living. Presentation led by Steve Fisher.

9/23  Anderson Academic Commons, Room 102  11:15am – 12:00pm
12/17  Anderson Academic Commons, Room 102  11:15am – 12:00pm

**Performance Management: Year-End Review**

This session will review the process for completing the self-assessment, review by manager and the annual performance review meeting. A system demonstration of how to complete these steps in the online performance form will be provided.

9/16  Mary Reed, Honors Room 1  3:00 – 4:00pm

**Preparing for and Delivering Exceptional Staff Reviews**

Put your best foot forward. Be prepared! Learn how to prepare for and promote meaningful performance review discussions. This interactive session will provide an overview of the following:

- Preparing for the meeting and determining key messages
- Identifying ways to leverage employee strengths
- Maximizing the performance conversation
- Identifying and developing goals for the upcoming year
- Best practices for follow-up and feedback

Note: This session will not provide a technical overview of the performance management system and year-end functions.

9/17  Mary Reed, Honors Room 1  8:30am – 9:30am

**Supervisor Core Competencies– One Day Boot Camp**

This one day, highly intense and interactive workshop will provide participants with best practices and tools to manage and lead with confidence. Participants will receive a certificate upon completion of the workshop. Session maximum is 12 participants. Snacks, beverages and lunch included. Topics include:

- The Nature of Supervision and Communication
- Performance Management, Development and Engagement
- Conflict Management and Difficult Conversations
- Legal Issues, Considerations and DU Policies

10/22  Location TBD  8:30am – 4:00pm
**Time Management: You and Your Time**
This session will explore how you as an individual approach time management and discuss resources, tools and tips to increase your time management skills. Included in the discussions will be focus and energy, planning and prioritizing, effective meetings and more.

11/11    Mary Reed, Honors Room 1    8:30am – 10:00am

**What’s Your Picture of Excellence? StrengthsFinder 2.0**
Learn your top five signatures strengths, what they mean and how to leverage your strengths for professional and personal success. Prior to the course, participants will be asked to complete the online assessment and review their action planning guide. The online assessment will be provided at no cost to the participant. This session has a capacity of 12 participants.

9/16     Anderson Academic Commons, Room 102     1:00pm – 2:00pm

For additional information or inquiries about team building opportunities, please contact Human Resources.

Human Resources Front Desk: 303.871.7420  
Learning and Development Homepage