Training Schedule
Arranged by course
(January – December 2020)

* Denotes a new course offered for calendar year

4 Disciplines of Execution (1-day course)
Cost: $0 for Virtual Training
- May 27 – Virtual
- July 8 – Virtual
- October 13 – Virtual

To learn more about these sessions or to enroll, click here.

5 Choices of Extraordinary People (3-day course) *
Cost: $0 for Virtual Training
- August 4, August 6, and August 11 – Virtual

To learn more about these sessions or to enroll, click here.

Clifton Strengths Finder (Part 1) (3-hour course)
Cost: $15 for assessment
- March 12 – CU Anschutz Medical Campus
- May 28 – Virtual

To learn more about these sessions or to enroll, click here.

Clifton Strengths Finder (Part 2) – “Maximizing Your Strengths” (2-hour course) *
There is no cost to attend this course.
- June 16 – Virtual
- August 13 – Virtual
- December 9 – Virtual

To learn more about these sessions or to enroll, click here.

Communicating as a Leader – Professional Development Seminar (2-hour seminar) *
There is no cost to attend this course.
- April 2 – Virtual
- April 7 – Virtual
- April 22 – Virtual
- April 29 – Virtual
- June 20 - Virtual
- July 15 – Virtual
- August 13 – Virtual
- October 28 – Virtual

To learn more about these sessions or to enroll, click here.
Crucial Accountability (2-day course)
Cost: $290 – Includes materials and lunch
- September – Dates Pending
- December – TBD
To learn more about these sessions or to enroll, click here.

Crucial Conversations (2-day course)
Cost: $290 – Includes materials and lunch
- February 13 and February 20 – CU Anschutz Medical Campus
- June 11, June 15, June 18, June 22 – Virtual
- October – Dates Pending
To learn more about these sessions or to enroll, click here.

Discrimination and Sexual Misconduct (2-hour course)
There is no cost to attend this course.
- January 8 – CU Anschutz Medical Campus
- January 9 – CU Denver
- March 4 – CU Anschutz Medical Campus
- March 5 – CU Denver
- October – Virtual
To learn more about these sessions or to enroll, click here.

Employee Leave – Informational Session (1-hour course) *
There is no cost to attend this course.
- January 15 – CU Anschutz Medical Campus
- April 2 – Virtual
- May 7 – Virtual
- June 4 – Virtual
- August 6 – Virtual
- September 3 – Virtual
To learn more about these sessions or to enroll, click here.

Establishing Self-Trust (Part 1) (2-hour course) *
There is no cost to attend this course.
- February 27 – CU Anschutz Medical Campus
- February 28 – CU Anschutz Medical Campus
- March 27 – Virtual
- April 8 – Virtual
- April 14 – Virtual
To learn more about these sessions or to enroll, click here.
Establishing Relationship Trust (Part 2) (2-hour course) *
There is no cost to attend this course.
  • March 31 – Virtual
  • April 7 – Virtual
  • April 23 – Virtual
  • May 28 – Virtual
To learn more about these sessions or to enroll, click here.

Extended DISC (Part 1) (3.5-hour course)
There is no cost to attend this course.
  • January 23 – CU Anschutz Medical Campus
  • April 3 – Virtual
  • April 8 – Virtual
  • April 30 – Virtual
  • July 29 – Virtual
  • December 9 – Virtual
To learn more about these sessions or to enroll, click here.

Extended DISC (Part 2) – Successful Interactions (2-hour course) *
There is no cost to attend this course.
  • March 12 – CU Anschutz Medical Campus
  • April 17 – Virtual
  • July 29 – Virtual
To learn more about these sessions or to enroll, click here.

Facilitation Skills (two, 4-hour sessions) *
There is no cost to attend this course.
  • November – Dates Pending
To learn more about these sessions or to enroll, click here.

Leaders at Change (1-day course) *
There is no cost to attend this course. In order to keep this a free course, lunch will not be provided.
  • May 12 and May 14 – Virtual
  • June 23 and June 25 - Virtual
  • July 23 – Virtual
To learn more about these sessions or to enroll, click here.

Leading at the Speed of Trust (1-day course)
Cost: $170 – Includes materials and lunch
To learn more about these sessions or to enroll, click here.
**Meeting Advantage** (two, 3.5-hour sessions) *
There is no cost to attend this course.
- November 17 and November 19 – Virtual
*To learn more about these sessions or to enroll, [click here](#).*

**Performance Management** (3.5-hour course)
There is no cost to attend this course.
- January 29 – CU Anschutz Medical Campus
- January 30 – CU Anschutz Medical Campus
- February 26 – CU Denver
- November 12 – Virtual
*To learn more about these sessions or to enroll, [click here](#).*

**Presentation Advantage** (two, 3-hour sessions) *
There is no cost to attend this course.
*To learn more about these sessions or to enroll, [click here](#).*

**Project Management Essentials For The Unofficial Project Manager** (1-day course) *
Cost: $0 for virtual training
- February 19 – CU Anschutz Medical Campus
- May 19 – Virtual
- June 9 – Virtual
- August 26 – Virtual
*To learn more about these sessions or to enroll, [click here](#).*

**Working with Employees with Health Conditions** (2-hour course)
There is no cost to attend this course.
- June 24 – Virtual
- November 11 – Virtual
*To learn more about these sessions or to enroll, [click here](#).*

**Writing Advantage** (two, 3.5-hour sessions) *
There is no cost to attend this course.
- December 1 and December 3 – Virtual
*To learn more about these sessions or to enroll, [click here](#).*

**Writing SMART Performance Goals** (3-hour course)
There is no cost to attend this course.  *To learn more about these sessions or to enroll, [click here](#).*
- January 29 – CU Anschutz Medical Campus
- January 30 – CU Anschutz Medical Campus
- February 26 – CU Denver
- November 12 – Virtual
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.

Cancellation Policy

What happens if I cancel or withdraw from a training for any reason prior to the registration close date?

By withdrawing from a session on Skillsoft prior to the close date, there are no penalties. This also allows someone from the waitlist to be enrolled in the session. Close dates are 14 days prior to the session.

What happens if I cancel or withdraw from a training for any reason after the registration close date but before the first day of training?

If you cancel your registration from a training that costs money, your speedtype will be charged for that training. However, we will issue you 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 with the same speedtype. This credit will remain active for a year. In order to apply the credit, you must immediately notify HR.TrainingRegistration@ucdenver.edu once you or your colleague have enrolled in the future session.

If you withdraw from a training that has no associated cost, there is no financial implications. Please be aware that some sessions have waitlists. If you are able to tell us that you are not able to attend in a timely manner, we will do our best to notify someone on the waitlist that a spot has opened.

What happens if I don't show up for a training and did not notify Learning & Development?

This constitutes a "no show". The Learning and Development team will email you and your supervisor if you are a no show and if we have not heard from you. If it is a paid training, your speedtype will be charged for that training and will not receive a credit for the course.