Course Catalog 2017

Talent Management

Supporting Leadership Development at all Levels

The Talent Management unit provides leadership and support to the colleges and universities of Minnesota State in attracting, retaining, and developing employees to meet current and future educational needs.
Talent Management Overview

Are you a new or experienced leader within Minnesota State? Talent Management provides interactive and engaging sessions to help you succeed in your current role and prepare for future roles.

Our programs are based on the Minnesota State Leadership Competencies. Learn more about the competencies and meet our staff members by visiting the HigherEDge blog at http://www.higheredgeblog.com

Current dates, locations, and complete program descriptions can be found on the Talent Management website:  http://www.minnstate.edu/system/hr/talent_management/index.html

Learn more and explore online resources by visiting the Talent Management page in HR Connect. https://mnsceu.sharepoint.com/sites/training_and_development/SitePages/Home.aspx

Regional Training Options

The following labs, seminars, and programs are offered at regional locations across the state. Please work with your Chief Human Resource Officer, leadership cabinet, or divisional leadership team to identify potential development interests.

**Pricing:** All half day (4 hour) lab sessions and seminars will be offered for a flat $500 fee for up to 40 participants. Full day events will be offered for $750.

**Scheduling:** To schedule regional events, contact Todd Thorsgaard, Director of Leadership Development, todd.thorsgaard@so.mnsceu.edu.
Leader of Self / Leader as Relationship Builder

Discover Your Strengths
Understanding and valuing each other’s strengths can help teams work more productively, manage conflict more effectively, and communicate more clearly. This highly interactive session is based on the StrengthsFinder assessment, a useful tool to identify the unique skills and abilities that we all bring to leadership and teamwork.

Strengths-Based Leadership*
This session will provide insights and practical tools to help leaders make the most of their own strengths, and to encourage each team member to demonstrate leadership in their work roles.
*PREREQUISITE: Prior to taking this course, participants need a basic understanding of the StrengthsFinder framework and a knowledge of their top five strengths themes. This information is available through the Art of Supervision course, professional development activities on many campuses, or independent learning.

Strengthen Your Leadership with DiSC
This seminar uses the DiSC assessment to provide a framework for understanding the individual work behavior differences among leaders and team members. You will gain new insights to help resolve conflict, foster collaboration, improve communication, and work effectively in diverse teams.

Leader as Innovator

Changing Lives, Changing Minds: Leading Change
This full-day seminar focuses on the strategies and skills required to successfully lead and implement change efforts in our colleges and universities. Drawing from new research in neuroleadership, you will learn how people normally respond to change and build strategies to increase their buy-in and engagement.

Facilitating Team Meetings and Decision Making
If you’re like most leaders in higher education, you spend many hours each week in meetings. This session will provide tools to help hold well-facilitated meetings make the most of the time to support project goals, promote team effectiveness, make effective decisions, and move changes forward.

Leadership as a Balancing Act: Managing Polarities
Do you feel like you are spinning your wheels because some problems never get solved, issues keep recurring, and questions have no single right answer? You may be dealing with a polarity. This seminar will increase your effectiveness by helping you manage these issues to facilitate collaboration and partnership, leverage divergent opinions, and reduce resistance to change.

Leading Your Team Through Change
Learn how to successfully lead yourself and your team during times of constant or dramatic change. Focus on the deeply personal reactions to change and identify how you, as a leader, can help people productively move through the changes they are facing in our system, at their school or in their lives.
Leading Organizational Change: Insights from NeuroLeadership
This session draws on recent findings in brain research to help you understand and anticipate how people normally respond to change. You will gain useful insights to improve your capacity for facilitating change, fostering engagement and collaboration, and managing conflict.

Sharpening Your Critical Thinking Skills
Leaders at all levels in Minnesota State are being asked to make increasingly complex decisions and to solve unique problems. This course provides tools and hands-on activities to help you understand your preferred approaches to problem solving and use structured decision-making processes that can help you meet these challenges more effectively.

Leader as Manager

Conducting Effective Performance Reviews
This hands-on lab session provides an opportunity for supervisors to practice preparing and delivering performance reviews that provide clear feedback and encourage development. It is designed to work within multiple campus performance review processes and bargaining unit guidelines.

Effective Coaching
Supervisors are responsible for delivering results through the work of their teams. Effective coaching is one of the best tools to ensure that people know what to do and hold themselves accountable. In this session, you will learn how to use coaching to reinforce good performance, promote ongoing development, and correct performance problems.

Leading a Project Team
Leading a project team means motivating and equipping team members to do their best work, even if you are not their formal supervisor. Priorities and objectives need to be defined and measured. Stakeholders may have differing goals. Multiple methods of communication need to be engaged and managed. This workshop will give project team leaders the tools to accomplish this challenging role.

Additional Training Resources

Finance for the Non-Financial Administrator
D2L e-learning | No fee
To be an effective in our system, leaders need a fundamental grasp of finance and budgets. This course introduces revenue calculations, expense estimates, operating budgets and financial reports.

Academic Dean Orientation
D2L e-learning | No fee
This course supports the overall orientation of new academic deans to the system and their new role. It provides helpful insights and leadership tips from experienced academic deans.
Leadership Development Programs

Talent Management offers several intensive leadership development programs for those who wish to enhance their leadership skills in their current positions or who aspire to future leadership positions within the Minnesota State system.

To learn more about these programs, visit the Leadership Development page at http://www.minnstate.edu/system/hr/training_and_development/leadership_developme.html

Orientation for New Administrators
A 1.5 day orientation is offered each fall to help new and interim administrators transition successfully in their roles. During the orientation, participants will meet the Chancellor and:
• Meet and learn from system leaders
• Network with colleagues and new administrators from throughout the system
• Learn about the resources available to help you succeed in your new role
• Explore and use a proven transition strategy for success in higher education administration

This program is free to all new and interim administrators (covered by the Personnel Plan for Minnesota State Colleges and Universities Administrators).

Coaching Program for New Administrators
In conjunction with the New Administrator Orientation, professional coaching is available to those participants who request it. The focus of the coaching is to help new administrators transition successfully into their roles.

Up to three one-hour sessions are provided at no cost to participants during their first academic year in a new position. Coaching is completely voluntary and confidential. Coaching conversations and outcomes are strictly held between an external coach and the new administrator.

Luoma Leadership Academy
The Luoma Leadership Academy is an 18-month development program designed to nurture leadership talent for the Minnesota State Colleges and Universities. This cohort-based program offers an in-depth, applied learning experience for participants. Features include:
• Two week-long residential leadership development sessions, one at the start of the program and one at the end.
• A year-long practicum experience with support and guidance provided by participant-selected college mentors
• An action learning project in which teams of 5-8 participants work on real-life issues that stretch their leadership skills and benefit a college, university, or the entire system

Executive Leader Development Program
A year-long program designed to strengthen our executive leadership pipeline by identifying high performing, high-potential leaders from our system and accelerating their development. The program includes both group seminars and individual development plans. Activities include:
• Self-assessment and feedback from executive coaches
• Working with a mentor
• Attending four 1.5 day seminars on topics related to leadership in higher education
Required Training for New Supervisors

All leaders, including interim appointments, who directly supervise faculty or staff are required by state statute and Minnesota State policy to complete these Frontline Leadership programs during their first six months of hire or promotion.

Current dates, locations, registration, and complete program descriptions can be found here: http://www.minnstate.edu/system/hr/training_and_development/frontline_leadership.html

To register for programs please go to the Employee Learning Management (ELM) registration site by signing in to the State of Minnesota self-service, clicking on the “learning” tab, and searching the catalog for the course you are interested in.

Science of Supervision e-learning course
12 e-learning units | 8 hours | no fee
Supervisors have many policies and procedures to learn, labor contracts to understand, and people to manage. This online program focuses on effectively leading employees in our unionized and regulated public work environment. The content remains available after you have completed the program.

Experienced supervisors are also encouraged to review the online course as a refresher and to obtain the most up-to-date information on key supervisory topics.

Science of Supervision classroom course
8 hours | $169 | New Supervisors only
This program provides new supervisors the opportunity to practice and apply what you learned from the e-learning course and work directly with system experts. You will also meet and build a network with new supervisors from across our system.

Art of Supervision classroom program
3 days | $249 | New Supervisors only
Supervisors are only as successful as their teams. You need a wide range of knowledge and skills to effectively lead a team of people. In the Art of Supervision, you will identify your own leadership style, learn how to leverage your strengths as a supervisor, and how to flex your style when needed. You will have a chance to share ideas, ask questions and learn from other leaders in our system.

The program focuses on skill building in the key areas that will lead to success as a supervisor in our system:
- Building relationships
- Managing performance
- Leading change and innovation

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