

## Registration

All courses are open for registration online at [purchases.csurec.colostate.edu](http://purchases.csurec.colostate.edu). Available courses and dates will be posted on the SSDC board in the employee hallway at the start of each semester.

Sessions have limited space, so sign-up early!

## Certificates

Elective classes are not required, but are strongly recommended for all employees, especially those looking to apply for manager positions or take on additional responsibilities. If you complete the given courses listed under a certificate program, you'll be rewarded a certificate and be recognized at the Rec'ies in May (they also make great resume boosters)!

### Student Leadership Certificate

Complete all core classes, plus:

- Inclusion 201
- Emotional Intelligence
- Strengths Quest
- Receiving & Giving Feedback
- Notice & Respond

### Inclusive Excellence Certificate

Complete all core classes, plus:

- Inclusion 201
- Inclusion 301
- Inclusivity Campus Elective
- Rec Cares Service Event

### Campus Rec Values Certificate

Complete all core classes, plus one elective from each category (inclusivity, community, development, integrity) and Careers in Recreation to receive this certificate.



## Rec Development Program

*A new approach to student development at Campus Recreation.*

As a core value of Campus Recreation, **development** is integral to who we are and what we do each day. More than just a word on a piece of paper, we are dedicated to providing growth opportunities to each of our staff members in order to develop into well-rounded people and professionals.

In order to provide enhanced flexibility and additional opportunities to our staff, as well as a framework for how development happens in our department, the Student Staff Development Committee has launched the **Rec Development Program**.

Staff will use this program as a guide to follow throughout their employment with Campus Recreation. There are five required courses which must be completed within the first year of employment. Additional opportunities for development, as listed in this program, are optional and offer more specific and topical trainings on a variety of interest areas.

Interested in a manager position? Check out the leadership certificate detailed in this program. Want to know more about inclusivity? There's a certificate for that too!

Your progress through the Rec Development Program will be tracked throughout your employment and students who engage beyond the required courses will be recognized at the annual Rec'ies in May.

Information on how to sign up for courses is on the next panel. We hope you enjoy engaging with us!

## Student Development Assistants

There are two dedicated student staff who manage the Rec Development Program year-round, including tracking individual's progress, posting sessions, conducting evaluations, and more.

To contact the current Student Development Assistants with a question about your progress or for more information about the available courses, see their contact information listed in the employee hallway on the Student Staff Development Committee board, or email \_\_\_\_\_.

## Transferable Courses

For those of you who have worked for our department for more than a year, you might be wondering if the classes and trainings you've attended in the past will satisfy some of the required core classes. Well, you're in luck because they do!

For a full list of the previous trainings and which core classes they satisfy, see the Student Development Assistants or a Student Staff Development Committee member (the list of names is on the board in the employee hallway). You'll work together with your supervisor to sign-off on transferable courses and add them to your tracking list.

*Do you have a topic or suggestion for the Rec Development Program? We'd love to hear it! Please contact a SSDC committee member (list of current members is located on the employee hallway committee board).*

# REC DEVELOPMENT PROGRAM

2018 – 2019 PROGRAM

*A framework for student development at Campus Recreation.*

This program belongs to: \_\_\_\_\_

Employment Area(s): \_\_\_\_\_



## Foundation Courses

These classes are required for all new employees and must be completed within one year of your hire date. They are offered at least once each fall and spring semester, including during All Staff Development in January. These courses are paid (one hour of pay per course).

### Rec Ramp Up (August All Staff Development)

Held each fall on the Wednesday before classes, this required gathering is our time to come together, build community, live our values, and set the tone for the year.

Date Completed: \_\_\_\_\_

### Inclusion 101

Creating an environment that affirms, celebrates, and encourages our differences starts with each individual person on our team. Learn about the basics to equity, diversity, and inclusion and how it relates to your work.

Date Completed: \_\_\_\_\_

### Risk Management: Safety First!

As Campus Recreation employees, working and thriving in a high-impact environment is what we do. In order to keep our patrons (and ourselves) safe, we need to understand the basics of risk management.

Date Completed: \_\_\_\_\_

### Customer Service: The Best Experience on Campus

Whether your position is highly involved with patrons or you're more of a behind-the-scenes team member, quality customer service is critical to achieving our goal of being the best place on campus for every single Ram.

Date Completed: \_\_\_\_\_

### Conflict Management: 5 Different Styles

Conflict happens. It is a natural part of being human and working and interacting with others. How we approach conflict and move through it is what matters most.

Date Completed: \_\_\_\_\_

## Elective Courses

While these classes are not required, they are strongly encouraged for all employees. Pursuit of these courses and the various certificate tracks will enable you to strengthen your application for manager positions, future job searches, and more.

Certificate programs are indicated by an icon and the full list of each requirement is listed on the inner panel of this brochure. We offer certificates in inclusivity, leadership, and departmental values.

These courses are volunteer-based and are not paid.

### Inclusivity Electives

#### Inclusion 201

You've heightened your awareness of inclusion in 101 and now you want more. Let's move to the next step... knowledge building! Prereqs: Inclusion 101

Date Completed: \_\_\_\_\_



#### Inclusion 301

Awareness? Check! Knowledge? Check! In Inclusion 301, we move to the final stage of the process... action. How do we approach equity, diversity and inclusion with intention? Prereqs: Inclusion 101, Inclusion 201

Date Completed: \_\_\_\_\_



#### Inclusivity Campus Electives

Attend a workshop or session during the annual Diversity Symposium (held in the fall at the LSC) or attend an SDPS event (held year-round) for your final inclusivity elective.

Name of Workshop: \_\_\_\_\_ Date: \_\_\_\_\_



### Community Electives

#### Rec Cares Service Event

Community is one of our core values and we live that value through the dedicated work in, and on behalf of, our community. Volunteer for any of the Rec Cares committee events such as Adopt-a-Street or Cans Around the Oval.

Date Completed: \_\_\_\_\_



### Emotional Intelligence: Better Leaders, Better People

Emotional intelligence is the ability to understand and manage your own emotions and those of the people around you. How can we use emotional intelligence to be stronger leaders and what role does empathy play?

Date Completed: \_\_\_\_\_

### Receiving and Giving Constructive Feedback

Listening to feedback, especially when it is constructive, can be challenging. What tools can we use to be more open to feedback and how to we deliver it in a way that allows maximum growth and development?

Date Completed: \_\_\_\_\_

### The Happiness Advantage

Discover practical ways to increase happiness by changing the formula for success. Using principles of positive psychology, as suggested by Shawn Achor in his book, The Happiness Advantage, we can become more motivated.

Date Completed: \_\_\_\_\_

### Development Electives

#### Strengths Quest

Based on the Clifton Strengths Finder, Strengths Quest identifies your 5 top strengths and how they can positively impact your life. \*Assessment must be taken prior to the session and will be sent to registered attendees via email.

Date Completed: \_\_\_\_\_

#### Tackling the Job Search: Transferable Skills

What are transferable skills and why are they important? Know the skills that are unique to your experiences and learn how they can be tailored to the career goals you have in mind!

Date Completed: \_\_\_\_\_

#### Life Outside Your Comfort Zone

Magic can happen in your life just by stepping outside of your comfort zone. Discover ways that you can enhance your life (and work) by making the uncomfortable feel comfortable.

Date Completed: \_\_\_\_\_

### Careers in Recreation

There are a variety of career opportunities in recreation, fitness, the outdoors, and beyond, and a ton of associations ready to support students who are exploring their options in this realm. Which path might you choose?

Date Completed: \_\_\_\_\_

### Integrity Electives

#### Notice & Respond: Assisting People in Distress

Understand the role you play in maintaining campus mental health and how to support those around you who may be dealing with mental health situations. Prereqs: Risk Management: Safety First!

Date Completed: \_\_\_\_\_

#### Move From Blame to Accountability

When we make mistakes - or witness others making mistakes - how do we react in a way that doesn't shame or blame, but moves to action and constructive growth for all involved? There is a way, and it is all about accountability.

Date Completed: \_\_\_\_\_

#### Customer Experiences: Through the Customer Lens

A customer's experience, whether good or bad, is heavily influenced by the interactions they have with staff at every level. See the customer journey through their eyes. Prereqs: Customer Service: The Best Place Experience on Campus

Date Completed: \_\_\_\_\_

#### TEDTalk: Lollipop Moments

Drew Dudley's impactful TEDTalk, Everyday Leadership, uses the lighthearted "lollipop" moment metaphor to refer to the times when you've made someone else's life better. How can leadership be more about "lollipop moments"?

Date Completed: \_\_\_\_\_

### On-Campus Opportunities

#### Campus Elective

Attend a workshop or session hosted by the Career Center, your academic college, or other campus entity that ties to one of our values and receive credit for an elective.

Name of Workshop: \_\_\_\_\_ Date: \_\_\_\_\_

