



LEARNING AND DEVELOPMENT

Percipio

ILT ACCESS GUIDE

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Learning & Development Instructor-Led Training Website:

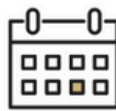
The Learning & Development Instructor-Led Training (ILT) schedule runs from January to December. The upcoming year's schedule is generally released at least two months prior to the start of the new year. All CU Anschutz staff and faculty will be emailed when the next year's trainings are open for registration. View the [Learning & Development Instructor-Led Training webpage](#) for the most up-to-date training calendars, course registration links, and additional resources related to ILT courses.

Instructor-Led Training

2025 Training Calendar Open for Registration

The instructor-led training schedule for January to December 2024 is now open for enrollments. There are over 25 different courses available for staff and faculty. We offer many of the courses for no cost; a couple courses do have costs for materials set by outside vendors.

Space is limited, so sign up as soon as you can.



[2025 Training Schedule](#)

View the most up-to-date training schedules



[2025 Training Course Catalog \(PDF\)](#)

Course Descriptions & Registration

Read course descriptions and register for courses

+	+
Communicating as a Leader - Professional Development Seminar	+
Conflict Resolution Styles - Using the TKI	+
Crucial Accountability	+
Crucial Conversations	+
Lead with Trust: Inspiring Greatness in Teams	+
Lead with Your Strengths	+
Overcoming Imposter Syndrome	+
Performance Management	+
Project Management Essentials For the Unofficial Project Manager	+

Resources

[Instructor-Led Training Access Guide \(PDF\)](#)

Find resources and important information about courses

Cancellation Policy

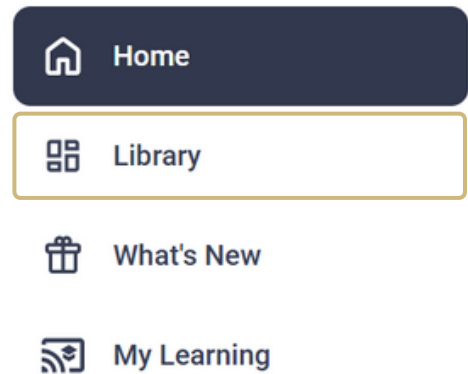
Cancellation Policy for Courses with No Cost	+
Cancellation Policy for Courses with a Cost	+
Activating the Credit	+



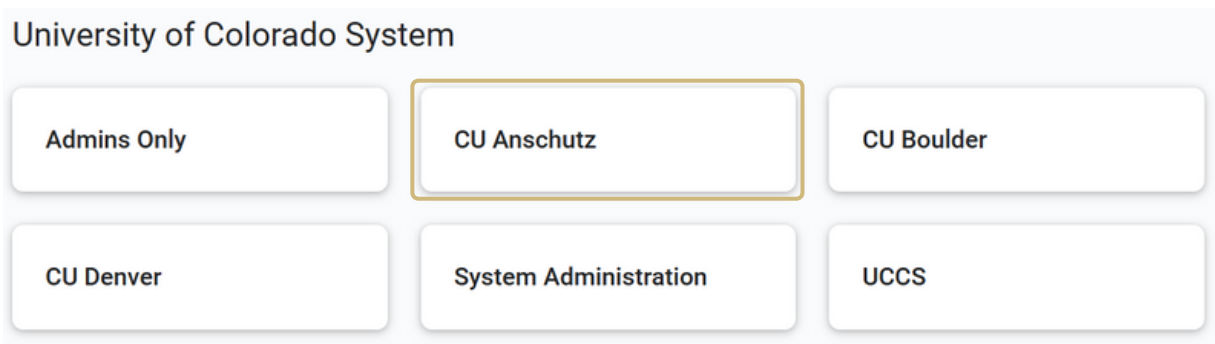
Registering for Courses in Percipio:

Step 1: Access Percipio via the [University Portal](#).

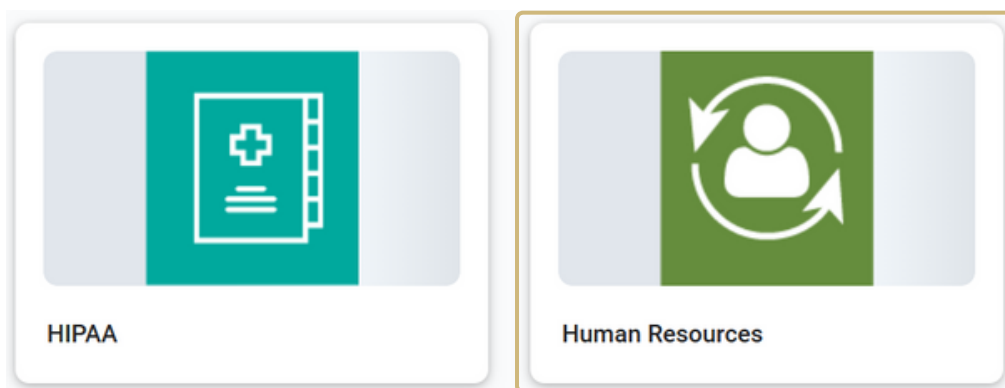
Step 2: From the menu, select Library.




Step 3: For CU Anschutz courses, select CU Anschutz.



Step 4: Choose the subject area for the courses you would like to enroll in.



Step 5: Select the course you would like to enroll in.



LIVE COURSE

UCD|AMC: DISC - Leadership Style

The DISC Leadership Assessment identifies your natural leadership strengths and development are...

3h CU Everyone Last updated: Nov 7, 2024

From Channel: [CU Anschutz: Human Resources](#)

From Aspire Journey:
[Self-Paced Manager Certification Program](#) [School of Medicine Manager Certification Program](#) [Campus-wide Manager Certification Program](#)

Step 6: Register for any available sessions or sign up to be notified when new sessions are available.

Upcoming classes 🔔 Get notified when new classes are available

Start time: End time: Show unavailable

Sign up for notifications when new sessions are added

<p>START DATE Apr 17, 2025</p> <p>DATES AND TIMES April 17, 2025, 9:00 AM - 12:00 PM</p>	<p>UCD AMC: DISC - Leadership Style : Class 2</p> <p>📍 Online</p> <p>An email will be sent with information on how to complete your assessment approximately 1 month before the date of the course.</p> <p>🕒 Registration closes on April 7 at 9:00 AM ✓ Available Register</p>
<p>START DATE Oct 29, 2025</p> <p>DATES AND TIMES October 29, 2025, 1:00 PM - 4:00 PM</p>	<p>UCD AMC: DISC - Leadership Style : Class 3</p> <p>📍 Online</p> <p>An email will be sent with information on how to complete your assessment approximately 1 month before the date of the course.</p> <p>🕒 Registration closes on October 19 at 1:00 PM ✓ Available Register</p>

Register for this session



Once registered, you will be notified of your successful registration both in

Step 7: Percipio and via email. In the confirmation email, select “Yes” to add the course and all details to your Outlook calendar.

Percipio Confirmation:

Cancel up until April 7 at 9:00 AM

Add to Calendar

Registered

Cancel registration

View live course

You have successfully registered!

View your registration status in Percipio

View All Live Courses

Outlook Email Confirmation:

UCD|AMC: DISC - Leadership Style : Class 2 – Session 1 of 1

Thu 4/17/2025 9:00 AM - 12:00 PM

2 conflicts

Select “Yes” to add all course details to your Outlook calendar

Yes

No

Join



University of Colorado System invited you

Messages

Meeting Details



[External Email - Use Caution]



Organizer



University of Colorado Syst...
Sent on Thursday, 2/20/2025 at 8:04 AM

Attendees



Hamburg, Katie
Required

Your registration is confirmed



Human Resources

UNIVERSITY OF COLORADO
ANSCHUTZ MEDICAL CAMPUS

When Sessions are Full:

If a session is full, select “Join Waitlist” to have your name added to a waitlist. If a spot opens in the class, you will be automatically enrolled in the course. Once enrolled, you will receive an email confirming your enrollment (see step 7).

START DATE Apr 22, 2025	UCD AMC: The Path to Exceptional Productivity : Class 1
DATES AND TIMES April 22, 2025, 9:00 AM - 11:30 AM April 29, 2025, 9:00 AM - 11:30 AM	Online
	⊗ Full Join Waitlist

Percipio Waitlist Confirmation:

START DATE Apr 22, 2025	UCD AMC: The Path to Exceptional Productivity : Class 1
DATES AND TIMES April 22, 2025, 9:00 AM - 11:30 AM April 29, 2025, 9:00 AM - 11:30 AM	Online
	⚠ Waitlist Remove from Waitlist
✓ You have successfully joined the waitlist!	View All Live Courses

View your registration status in Percipio

Outlook Email Waitlist Confirmation:

 **University of Colorado System**
To:  Hamburg, Katie

Thu 2/20/2025 8:22 AM

[External Email - Use Caution]

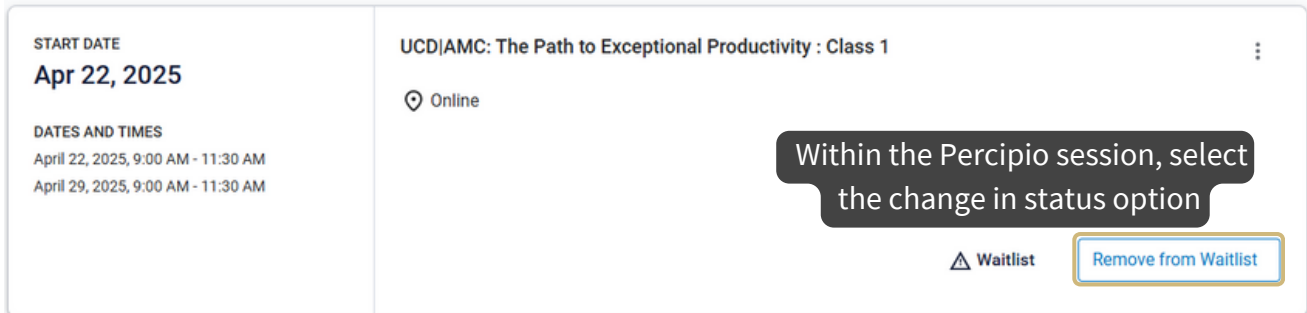


You have been waitlisted



Changing Your Registration Status:

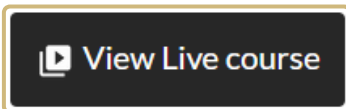
To change your registration status (i.e. unregister or remove your name from the waitlist), either navigate to the session in Percipio or select View Live course from your confirmation email/calendar invitation. Once in the session, select the change of status option that you wish to complete.



The screenshot shows a Percipio session card for 'UCD|AMC: The Path to Exceptional Productivity : Class 1'. The start date is 'Apr 22, 2025' and the dates and times are 'April 22, 2025, 9:00 AM - 11:30 AM' and 'April 29, 2025, 9:00 AM - 11:30 AM'. The session is 'Online'. A callout box points to the 'Remove from Waitlist' button, stating: 'Within the Percipio session, select the change in status option'. Other buttons include 'Waitlist' and 'View Live course'.

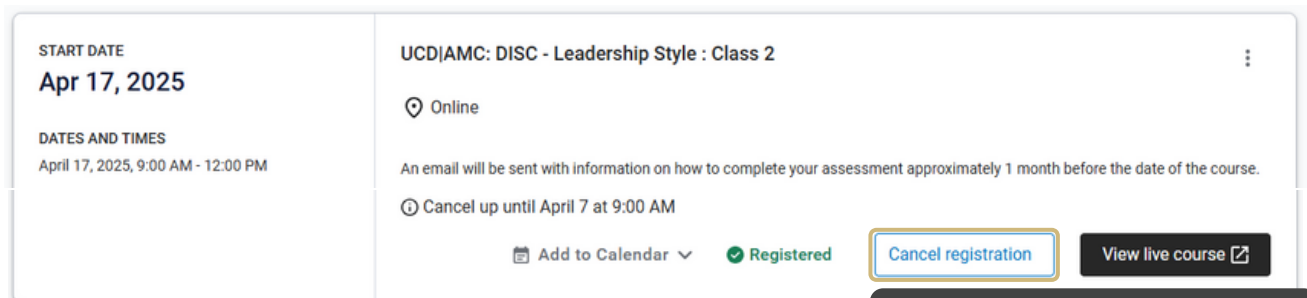
Navigating to Percipio Session from Email or Outlook Calendar:

If you are unable to attend this class, please [click here](#) to view available options.



From your confirmation email and/or calendar hold, select View Live course (or [click here](#)) to navigate directly to the Percipio session.

Unregistering in Percipio:



The screenshot shows a Percipio session card for 'UCD|AMC: DISC - Leadership Style : Class 2'. The start date is 'Apr 17, 2025' and the date and time are 'April 17, 2025, 9:00 AM - 12:00 PM'. The session is 'Online'. A note states: 'An email will be sent with information on how to complete your assessment approximately 1 month before the date of the course.' Below this, it says 'Cancel up until April 7 at 9:00 AM'. Buttons include 'Add to Calendar', 'Registered', 'Cancel registration', and 'View live course'. A callout box points to the 'Cancel registration' button, stating: 'Once in Percipio, select "Cancel registration" to unregister from the course.'



Joining Sessions and Accessing Materials:

All session materials and information for joining the session (building and room number/Zoom link) can be found in the confirmation email/calendar hold.



Your registration is confirmed

Hi Katie,

Thank you for registering for **UCD|AMC: DISC - Leadership Style : Class 2 – Session 1 of 1**. Your registration is confirmed.

Please accept this invitation to save space on your calendar. If your class is more than 5 days, download the attachment to add this class to your calendar.

UCD|AMC: DISC - Leadership Style : Class 2 – Session 1 of 1

Date Apr 17, 2025 9:00 AM - 12:00 PM Mountain Time (America/Denver)

Status Registered

Class URL <https://ucdenver.zoom.us/j/95385984496>

Pre-Work Materials:

- Please review your DISC results. We will send them to you on the Monday the week of the session. If you did not complete your assessment and did not request to use results on file, we will withdraw you from the course. An email will be sent with information on how to complete your assessment approximately 1 month before the date of the course.

Participant Materials:

- Fillable Participant Guide

Link to Materials:

https://olucdenver.sharepoint.com/sites/LDFacilitatorResourcesCUDenverAnschutz/DISC_LeadershipStyles

If you require ADA accommodations, please email us at HR.TrainingRegistration@cuanschutz.edu at least 3 business days prior to the session date to request accommodations.

Visit our [Learning and Development website](#) for information on additional classes, user guides, FAQs, and more.

Information for joining the session is listed in the confirmation email/calendar hold

All materials can be found by selecting the listed link

