
Training Shorts: 1-Hour Training Presentations

Employee & Organizational Development (EOD) classes and workshops can be specially scheduled upon request. In addition, many topics can be condensed and delivered as “training shorts” to accommodate the flexible scheduling needs of Texas A&M departments and organizations, such as being delivered during department staff meetings. Listed below are topics that can be presented in one to two hour sessions. *Additional topics, specific learning objectives, and customized content will be negotiated upon request.*

PROFESSIONAL DEVELOPMENT

Ouch! That Stereotype Hurts – the impact of stereotypes and biased statements in the workplace and strategies for speaking up without blame or guilt

It’s About Respect – examples and implications of disrespectful behaviors in our diverse workplace and strategies for responding effectively when encountering disrespectful behaviors

Ouch! Your Voice Makes a Difference – impact of bias and disrespectful behaviors to workplace climate, with tactics for communicating respectfully and responding effectively to disrespectful behaviors

Generations in the Workplace – common characteristics and values of the four generations in today’s workplace

Leading and Navigating through Change – strategies for leaders and teams experiencing workplace transition

Building Trust – benefits of and leadership strategies for building and maintaining trust in the work environment

Business Writing – customized topics to improve business writing (e.g., email etiquette, common errors in grammar and punctuation, active vs. passive voice, quick tips for more effective editing, inverted paragraph writing, setting the tone)

Time Management – specific tools and strategies for managing time

Goal Setting – tools for setting and achieving SMART goals

Personal Productivity – tools and strategies for working more efficiently

Customer Service – strategies for providing excellent customer service to internal and external customers

Active Listening – qualities, skills and behaviors of effective listening

Team Effectiveness Tools – characteristics of successful teams and tools for team effectiveness

The Communication Process – communication process overview, communication pitfalls, and strategies

Giving and Receiving Feedback – elements of positive and constructive feedback

PATHways for Success – overview of the performance management process

Supervisory Best Practices – overview of the supervisory role in management employee performance using the PCER (Plan, Coach, Evaluate and Reward) model of performance management

Meeting Management – tools and strategies for increasing meeting effectiveness

TECHNOLOGY TRAINING

Microsoft Office 2013 Demo – what’s new and different in Microsoft Office 2013

Microsoft Office Tips & Techniques – customized demonstrations of selected software programs to increase workplace productivity (e.g., Outlook, Word, Excel, PowerPoint)

Information Management – customized demonstrations of information management applications (e.g., One Note, SharePoint, Laserfiche)

Microsoft Outlook – tips to manage and organize email using rules and folders

Microsoft Word: Formatting – instructions and examples for creating “styles” to format consistent documents

Microsoft Office: Template Design – tips for customizing templates that adhere to the TAMU brand guide

Microsoft Excel PivotTables – use of pivot tables to organize and manage data

Microsoft PowerPoint: Presenting Your Story – tools and techniques for presenting with PowerPoint

Adobe Photoshop: Size it Right – techniques for resizing, cropping, adding canvas and saving your image files

Adobe Photoshop: Fast Fixes – easy options to improve the overall quality of your image files

Request Process To request a class, workshop or presentation, please complete and submit a Customized Services Request Form, found at <http://EODinfo.tamu.edu/customized-services/>. An EOD representative will contact you to discuss your work group’s professional development needs.

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