



Training Presentations

Listed below are available classes that can be presented in one hour sessions.

PROFESSIONAL SKILLS

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

My Superhero is Better than Yours – common characteristics and values of the four generations in today's workplace

Successfully Transitioning Through Change: It Starts with You – strategies for leaders and teams experiencing workplace transition

Hi, Can I Borrow Some Time? – specific tools and strategies for managing time

Setting SMART Goals – tools for setting and achieving SMART goals

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

Listening: It Takes More... – qualities, skills and behaviors of effective listening

Evaluations are here! Best Practices for Employees – overview of the performance management process

Evaluations are here! Best Practices for Supervisors – overview of the supervisory role in managing employee performance using the PCER (Plan, Coach, Evaluate and Reward) model of performance management

TECHNOLOGY

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: 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 employees.tamu.edu/pd/pdcustomizedservicerequestform/.

A PD representative will contact you to discuss your work group's professional development needs.

HROE Professional Development

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