



2021 Texas A&M AgriLife
Administrative Services

Employee Development
Workshop Series

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Topic, Presenter(s), Description, and Registration Link	Date & Time
<p data-bbox="327 266 1381 305" style="text-align: center;">Addressing Employee Performance Issues in a Supportive Way</p> <p data-bbox="407 323 1304 354" style="text-align: center;">Registration Link: Addressing Performance Issues in a Supportive Way</p> <p data-bbox="117 363 529 391">Presenters: GuidanceResources</p> <p data-bbox="117 440 884 467">Target Audience: Management and supervisory employees</p> <p data-bbox="117 516 268 544">Description</p> <p data-bbox="117 592 1560 699">When addressing performance issues, it can be hard to show employees that you care about and support them, while still being clear about problems and expectations. This session offers tools for having supportive conversations in these challenging situations.</p> <p data-bbox="117 748 739 776">By the end of this workshop, you will be able to:</p> <ul data-bbox="117 792 1560 1052" style="list-style-type: none">• Describe ways to foster positive relationships so that employees are open to your feedback, even when it is difficult to hear• Distinguish employee behavior that is a “normal” bad day from behavior that is more seriously problematic• Identify planning considerations to use before you begin a conversation about performance issues• Use words and phrasing that give you the best chance for a productive conversation instead of one that becomes defensive or unproductive• Be ready to offer resources to support employees who may react in concerning ways upon receiving feedback	<p data-bbox="1682 272 1923 380" style="text-align: center;">Tuesday, April 27, 2021 11:00 – 11:45 a.m.</p>

Budget Process, FAMIS, Workday & FAMIS

Each presentation will last for about 30 minutes; your single registration covers the entire 90 minute workshop

[Registration Link: Budget Process, FAMIS, Workday & FAMIS](#)

Budget Process

Presenters: Kari Curtis and Kay Schubert

Description

Research and Extension Account Structure and Budget Overview:

An outline of current account structure by part, budgeting process, and revenue/expenditure overview; year-end processing. A discussion on salary savings, budget pools, and support accounts. Federal and match SL and SA structures. Overview of DBR process.

FAMIS

Presenters: Kari Curtis and Kay Schubert

Description

FAMIS/Canopy Updates: Discuss commonly used FAMIS screens and Canopy tabs, including new Canopy payroll features. Overview of Payroll correction module in Canopy (PCT's) including guidelines and deadlines for payroll correction processing. Agency payroll default account and Project Zero accounts by part. Maestro- how to view account information. Brief update on FAMIS re-platforming.

Workday and FAMIS

Presenters: Kari Curtis and Kay Schubert

Resource Assistance: Karisa Cherry

Description

Workday and FAMIS Integration: Best practices for costing allocation process. Overview of encumbrances process from Workday to FAMIS.

**Monday,
May 10, 2021
1:30 - 3:00 p.m.**

Giving Effective Feedback in Personal or Work Situations

[Registration Link: Giving Effective Feedback in Personal or Work Situations](#)

Presenters: GuidanceResources

Target Audience: This workshop is for anyone who wishes to improve their delivery of feedback.

Description

Giving effective feedback is difficult. Most people avoid opportunities to give constructive feedback and give infrequent and often unhelpful positive feedback. This session addresses strategies on how to deliver effective feedback at work or at home. The training will offer multiple examples and provide participants with ample practice to learn how to give feedback that helps individuals improve performance.

At the end of this workshop, you will be able to:

- Identify when it is best to give positive feedback vs. when to give critical feedback
- Identify when it is best to praise effort vs. talent
- Discuss uses of “positive intent” when giving critical feedback
- Employ image-centered compliments
- Use judgment-free language to reduce defensiveness and creative freeze
- Identify and practice simple strategies to initiate feedback delivery

**Wednesday,
May 12, 2021
1:30 - 2:15 pm**

Workday - Hiring Process

[Registration Link: Workday - Hiring Process](#)

Presenter: Jeanette Phillips

Description

Hiring Process – A step by step review of the hiring process in Workday. Presentation will include an overview of a direct hire and utilizing Workday Recruiting. Learn how to get through the process as quickly and efficiently as possible.

**Wednesday,
May 19, 2021
10:30 – 11:30 am**

Being Adaptive in Order to Thrive in Our Everchanging World

[Registration Link: Being Adaptive in Order to Thrive in Our Everchanging World](#)

Presenters: GuidanceResources

Target Audience: Anyone who wants to build skills to be more adaptive inside and outside of work.

Description

“Because we’ve always done it like that,” may not be the best answer to, “Why do we do the things we do?” In our ever-changing world, we are seeing shifts in our markets and economies, our cultural norms, our behaviors, and ourselves. Now is the time to thrive by learning how to be adaptive and to be consistently able to change yourself to accommodate and maximize the benefits of change.

By the end of this workshop, you will be able to:

- Differentiate between being adaptive and similar concepts
- Recognize the importance of being adaptive in work and life
- Examine traits of highly adaptive people
- Outline action steps to take to improve adaptive skills

**Monday,
June 7, 2021
8:30 - 9:15 am**

Health & Wellness: An Overview of MyEvide

[Registration Link: Health & Wellness: An Overview of My Evide](#)

Presenter: Judy Kurtz

Description

An overview of MyEvide, our one-stop-shop for benefit resources with a focus on the Two-Step Wellness Program – what it is, the benefits and how to access it?

**Wednesday,
June 16, 2021
11:00 - 11:30am**

Aggie Buy and HUB

[Registration Link: Aggie Buy and HUB](#)

Aggie Buy ~ 30-minute-long presentation

Presenter: Lindsay Weber

Description

Purchasing: This session will include some general purchasing and Aggie Buy highlights. Opportunity for Q&A.

HUB ~ 15-minute-long presentation

Presenter: Jaime Vykukal

Description

Session includes FY21 HUB Goals and how to search for HUB vendors (Comptroller/DIR).

Tuesday,
July 20, 2021
2:00 - 2:45 pm

Civility in the Workplace

[Registration Link: Civility in the Workplace](#)

Presenters: GuidanceResources

Target Audience: All employees of an organization

Description

The prevalence and costs of incivility are on the rise in organizations. When employees are exposed to incivility in the workplace, they experience diminished self-control, which in turn creates increased incivility toward co-workers. Incivility does not involve openly hostile behavior, threats or sabotage and therefore doesn't warrant the same legal attention or sanctions as other forms of mistreatment, such as harassment. Incivility could be as simple as a sarcastic reply to a co-worker's comment or a perceived rude sentence in an email. This session will help you understand why we act less civil today and give some suggestions for making sure you don't exhibit behaviors that are uncivil.

At the end of this workshop, you will be able to:

- Recognize behaviors considered uncivil
- Understand the impact of workplace incivility
- Understand what may cause us to act in uncivil ways
- Learn suggestions for making the workplace civil

**Thursday,
August 12, 2021
11:00 – 11:45 a.m.**

Making Connections in Work and Life

[Registration Link: Making Connections in Work and Life](#)

Presenters: GuidanceResources

Target Audience: Anyone who wants to be intentional about building meaningful relationships both inside and outside of work.

Description

Maybe you're looking to create new friendships. Maybe you're looking to deepen connections with colleagues. Maybe you're looking for a mentor in someone you admire. All of these require a degree of intentionality and truly knowing what you are looking for. This training will give practical tips on how to deepen relationships you already have as well as ways to step out of your routine to meet new people who can bring you a satisfying connection.

By the end of this workshop, you will be able to:

- Define what truly makes connections meaningful to you
- Recognize barriers that get in the way of having ideal connections
- Examine practical tips for meeting new people in familiar and unfamiliar places
- Outline ways to take relationships from acquaintance to connection

**Tuesday,
September 7, 2021
1:30 - 2:15 p.m.**

Ethics & Compliance

[Registration Link: Ethics & Compliance](#)

Presenters: Debi Fincher, Jaime Ausley, Alex Cleghorn, Jenny Green, Iana Greive, Kevin Helmer, and Michael Dubose

Description

The Office of Ethics & Compliance will present information related to changes for various business processes. Debi Fincher, Director, will cover material and questions related to Foreign Influence, and new disclosure requirements for External Employment and Conflicts of Commitment. Jamie Ausley, Manager of Export Controls, and Alex Cleghorn, Ethics & Compliance Coordinator, will address questions and provide updates related to Hemp Research, Export Controls, and International Travel Restrictions. Changes related to Programs for Minors will be addressed by Kevin Helmer, Ethics & Compliance Coordinator, Jenny Green, Senior Ethics & Compliance Coordinator, will discuss records retention, and Iana Greive, Senior Ethics and Compliance Coordinator, will discuss the new AgriLife UAS Supervising Authority Committee, and what to expect in a Management Review.

**Wednesday,
September 22, 2021
2:00 – 3:00 p.m.**

Laserfiche

[Registration Link: Laserfiche](#)

Presenters: Kim Redmon and Loree Lewis

Description

An overview of AgriLife's use of Laserfiche Forms internally to improve business processes. Walk through a Laserfiche Form currently being used by AgriLife agency wide. Discuss business process mapping as a key element in the pre-development of effective Laserfiche Forms. Laserfiche Forms Creator training available remotely for those interested in creating Laserfiche Forms for internal use within their dept only.

**Wednesday,
October 6, 2021
9:00 - 9:30am**

Managing Staff Through Stressful Situations

[Registration Link: Managing Staff Through Stressful Situations](#)

Presenters: GuidanceResources

Target Audience: All levels of management

Description

When facing heightened stress, employees react in diverse ways. For some, stress leads to a drop off in performance, lowered morale, or emotional outbursts. For others, high-pressure, stressful situations become an opportunity to shine. As a manager, it's difficult to anticipate the multitude of reactions you're likely to observe during times of stress, and even harder to be equipped with the tools to handle them all. This workshop helps you plan for the expected and the unexpected and provides practical tools for dealing with both positive and negative employee behaviors during stressful times.

By the end of this workshop, you will be able to:

- Anticipate the physical, emotional, cognitive and behavioral reactions you observe among employees
- Describe how personal accountability helps people cope with stressful times
- Handle problematic employee behavior effectively and empathetically
- Practice self-care techniques to manage your own stress during challenging times

**Monday,
October 11, 2021
3:30 - 4:15 p.m.**

Contracts/SRS

[Registration Link: Contracts/SRS](#)

Contract

Presenters: Loree Lewis, Paula Mathers, and Sabrina Allan

Description

AgriLife Contracts Topics of Discussion: When is a written contract required? AgriLife Contracts Pertinent Information Form, Co-mingling of funds, Usage of materials (not provided by Sponsor) in sponsored projects. Purchases over \$10K that have an associated contract, Gifts vs. Sponsored, Cost Reimbursable vs. Fixed Price in Sponsored Agreements, Available Resources, and other important contract topics.

SRS

Presenter: Julie Bishop

Description

Meet with SRS group to find out what is happening at SRS including new federal regulations, recent audit findings, etc.

**Monday,
October 18, 2021
8:30 – 9:30 a.m.**

Autonomy: Strengthening Your Ability to Work Independently

[Registration Link: Autonomy: Strengthening Your Ability to Work Independently](#)

Presenters: GuidanceResources

Target Audience: This workshop is for anyone wanting to learn how autonomy impacts success at work.

Description

If organizations are to continue to be flexible and innovative to meet the challenges of the future, employees will need to not only be responsible for their own actions and decisions but will also need to have the ability to work independently. This session looks at the skills necessary to develop autonomy and the characteristics of individuals who demonstrate autonomy.

By the end of this workshop, you will be able to:

- Understand the difference between accountability and autonomy
- Know the characteristics of people who demonstrate autonomy
- Recognize the impact autonomy has on work satisfaction
- Have reflected and evaluated how you make decisions

**Wednesday,
November 3, 2021
8:30 - 9:15 a.m.**

Best Practices in Banking & Receivables (formerly iPayments/Deposits)

[Registration Link: Best Practices in Banking & Receivables](#)

Presenter: Kristin Baggett

Description

This session will focus on Best Practices in Banking & Receivables including but not limited to; wires, receipts, iPayments, invoicing, PCI compliance and marketplace.

Length: ~ 1 hour

**Tuesday
November 9, 2021
10:00 – 11:00 a.m.**