



April 14, 2020

TO: Texas A&M AgriLife

SUBJECT: AgriLife Human Resources – Working Remotely, Together!

For the majority of us, this is our first time working remotely in our jobs. Don't let social distancing let you feel disconnected at work. Get creative with how you stay in touch.

Whether it's a virtual meeting, a morning coffee break/afternoon water cooler chat, create the opportunity to get together – virtually - with your colleagues and work friends. Large work groups might consider dividing into smaller numbers and then mix and match each time you connect to ensure that everyone is included.

If you'd like to share some of the innovative ways you and your colleagues are connecting, while working remotely, email to aghr@ag.tamu.edu. We'll share in our next email!

Here are some learning resources you might find helpful:

Supervisor Corner

COVID-19 Pandemic: Supervisor Tips & Tools for Motivating Remote Staff to Stay Engaged and Productive
<https://www.hr.pitt.edu/news/covid-19-pandemic-supervisor-tips-tools-motivating-remote-staff-stay-engaged-and-productive>

TrainTraq

TrainTraq has an option for employees to record non-TrainTraq learning activities such as conferences, classes or certifications from professional organizations and job-related activities on their transcripts. If professional development is one of the activities you are engaged in during this time, you can record those events in TrainTraq. Records entered can also be viewed by supervisors. <http://it.tamus.edu/traintraq/employee-topics/recording-completions-of-training-not-listed-in-traintraqs-course-catalog-tasks/>

TED Talks

How to Speak So That People Want to Listen, Julian Treasure – 10 Minutes

https://www.ted.com/talks/julian_treasure_how_to_speak_so_that_people_want_to_listen?utm_campaign=tedsbread&utm_medium=referral&utm_source=tedcomshare

The Happy Secret to Better Work, Shawn Achor - 12.2 minutes

https://www.ted.com/talks/shawn_achor_the_happy_secret_to_better_work?utm_campaign=tedsbread&utm_medium=referral&utm_source=tedcomshare

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LinkedIn Learning

Free online access to the LinkedIn Learning course catalogue:

- [Office 365 for Educators](#)
- [Microsoft Teams for Education](#)
- [Google Hangouts Essential Training](#)
- [Camtasia 2019 Essential Training 2019: The Basics](#)
- [Camtasia Quick Tips](#)
- [Learning OneNote Online \(Office 365\)](#)
- [WordPress Essential Training](#)

Just for Fun

Free Things That Weren't Free Before Coronavirus <https://www.npr.org/2020/03/20/818670715/getting-bored-heres-a-list-of-free-things-that-werent-free-before-coronavirus>

If you have questions or wish to discuss these or other professional development resources, please contact Beverley Rose, at 979-458-3279 or barose@ag.tamu.edu