



August 25, 2021

TO: Texas A&M AgriLife On & Off Campus HR Contacts

SUBJECT: 2021 Texas A&M AgriLife Administrative Services Employee Development Workshop Series – Course Recordings & Registration Links

Texas A&M AgriLife Administrative Services is pleased to announce our 2021 Employee Development Workshop Series. **The catalogue of course descriptions and registration links is attached.** All topics will be delivered virtually and targeted to employees and managers. **Please share with employees in your unit, as appropriate, including faculty.**

Course providers are

- Texas A&M AgriLife Administrative Services
- Texas A&M AgriLife's EAP Provider, Guidance Resources

Check out other employee development resources from [LinkedIn Learning](#) and [GuidanceResources here](#).

[Recordings or Handouts](#) of some of our earlier workshops are available under *Learning Development*. Scroll down the page to see resources for **Supervisors and Managers**.

Upcoming Courses

Tuesday, September 7, 1:30 – 2:15 p.m.

Making Connections in Work and Life

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

45-60 -minute-long presentation

Presenter: Guidance Resources

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; deepen connections with colleagues; and/or looking for a mentor in someone you admire. All 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.

At 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 trips for meeting new people in familiar and unfamiliar places
- Outline ways to take relationships from acquaintance to connection



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

Ethics & Compliance

[Registration Link: Ethics & Compliance](#)

60 minute-long presentation

Presenters: Debi Fincher, Jaime Ausley, Alex Cleghorn, Jenny Green, Iana Grieve, 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.

Iana Grieve, Senior Ethics and Compliance Coordinator will discuss the new AgriLife UAS Supervising Authority Committee, and what to expect in a Management Review.

Michael DuBose, Senior Ethics and Compliance Coordinator will discuss Management Reviews, Business Continuity Plans and Security Assessments.

Questions should be directed to agrilifehr@ag.tamu.edu .

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