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July 16, 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

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.

HUB ~ 15-minute-long presentation

Presenter: Jaime Vykukal

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

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-

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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

Questions should be directed to <mailto:agrilifehr@ag.tamu.edu>.

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