

# Employee & Organizational Development



Services and Resources

### About Employee & Organizational Development

Employee & Organizational Development offers a variety of workshops, programs and consulting services designed to enhance the professional growth and effectiveness of Texas A&M University's employees and workgroups.

### About Texas A&M University

From humble beginnings in 1876 as Texas' first public institution of higher learning, to a bustling 5,200-acre campus with a nationally recognized faculty, Texas A&M University is one of a select few universities with land-grant, sea-grant and space-grant designations. With an enrollment of about half men and half women, 25 percent of the freshman class are the first in their family to attend college. Here, 39,000-plus undergraduates and more than 9,400 graduate students have access to world-class research programs and award-winning faculty. Texas A&M has two branch campuses, one in Galveston, Texas, and one in the Middle Eastern country of Qatar.

This research-intensive flagship university with 10 colleges was recently ranked first in the nation by *Smart Money* magazine for "pay-back ratio" (what graduates earn compared to the cost of their education). The 2011 *U.S. News and World Report* ranked Texas A&M second nationally in their "Great Schools, Great Prices" category among public universities and 22nd overall. Many degree programs are ranked among the top 10 in the country.

## Table of Contents

Professional Development .....	1
Technology Training .....	1
Organizational Development.....	1
Coaching .....	1
Organizational Assessment.....	2
Facilitation .....	2
Team Building .....	2
Custom Services .....	2
Required Training .....	2
New Employees .....	3
Existing Employees .....	3
Student Employees .....	3
Start Training .....	3
Other University Training .....	4
Environmental Health and Safety Department .....	4
Financial Management Operations .....	4
Scholarships & Financial Aid .....	4
Payroll Service .....	4
LeaveTraQ .....	4
SSO Training .....	4
Location and Parking .....	5
Parking and Transportation .....	5
Accessibility .....	5
Questions? .....	5

# Professional Development

Employees need to continually develop their skills in order to support their organization's success. Employee and Organizational Development (EOD) offers workshops in over fifty topics as well as programs and services designed to enhance professional growth. We can present workshops upon request, and most of our offerings carry Continuing Education Units (CEU's) and Continuing Professional Education (CPE) credits.

- [Workshops](#)
- [Schedule](#)
- [Custom Services](#)

# Technology Training

Making computers work for you in the office and classroom is essential in today's workplace. Employee and Organizational Development (EOD) offers courses and consultations in a variety of software programs, ranging from Microsoft Office to website design. In addition to our regularly scheduled classes, we provide custom training solutions to meet your needs so that you get the training you need when you need it.

- [Courses](#)
- [Schedule](#)
- [My Training](#)
- [Free Faculty Training](#)
- [Customized Services](#)
- [Computer Tip of the Week](#)

# Organizational Development

A high-performing work team requires more than just skilled employees. It requires capable leadership, clear goals and sense of purpose, effective work processes, clear communication, employee commitment, and positive work relations. If any of these are out of balance, productivity suffers. Employee and Organizational Development (EOD) can work directly with department and university leaders to assess the needs of a work group and make recommendations for individual and group development. Our organizational development services include:

## Coaching

We offer tailored one-on-one coaching to help managers examine their work behavior and style and consider alternatives that may be more effective.

## Employee & Organizational Development

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### Organizational Assessment

We work with managers to conduct an organizational assessment of overall needs of the department as well context-specific situations. As a result of the assessment, we will provide recommendations for employee education and development, leadership development and other appropriate activities that can help organizations improve performance and work climate.

### Facilitation

We facilitate department and work team retreats to promote effective group dynamics and provide structure to help each group make quality decisions and stay focused on its goals. We also facilitate specially scheduled and/or customized versions of our regularly offered workshops to meet the specific needs and context of your organization.

### Team Building

We provide guidance for the development of new workgroups and project teams and also offer strategies and activities to improve the effectiveness of existing workgroups.

Requests for Organizational Development Services can be made through the Custom Service Request Form.

## Custom Services

Almost any EOD workshop or course can be specifically scheduled or tailored for members of a department or work group.

If you would like to arrange for a workshop or course to be provided exclusively for your work group or organization's staff, please fill out the [Customized Service Request Form](#).

- Please note that special scheduling of workshops and courses is contingent upon availability of the instructor.
- EOD can also provide facilitations, coaching, surveys and assessments, and teambuilding services, which are described under [Organizational Development](#).

## Required Training

In accordance with Texas A&M System Regulation [33.05.02](#), all Texas A&M employees are required to take the courses listed below. Employees may also be required by their department heads and supervisors to complete training based on their job duties.

### New Employees

The following courses must be taken within 30 days of hire:

- Orientation to the A&M System
- Creating a Discrimination Free Workplace/EEO
- Ethics
- Reporting Fraud, Waste and Abuse
- Information Security Awareness

### Existing Employees

The following courses must be taken at the designated time intervals:

- Every year:
  - Information Security Awareness
- Every two years:
  - Creating a Discrimination Free Workplace/EEO
  - Ethics
- Every four years:
  - Reporting Fraud, Waste and Abuse

### Student Employees

The following courses must be taken within 30 days of hire and repeated as indicated:

- Within 30 days of hire:
  - Orientation to the A&M System
  - Creating a Discrimination Free Workplace/EEO (repeated every two years)
  - Ethics (repeated every two years)
  - Reporting Fraud, Waste and Abuse (repeated every four years)

In addition, the Student Employment Office requires new student employees to take the online New Student Employee Orientation found at <https://jobsforaggies.tamu.edu>.

**Note:** Since all A&M enrolled students are required to take the student version of Information Security Awareness, A&M student employees are not required to complete a second time as an employee. Non-affiliated student employees must take the staff version of the ISA course.

### Start Training

Required courses can be taken online using TrainTraq, which is accessed through the Single Sign On system.

- [Logon Instructions for System Required Training](#)
- [FAQs](#)

# Other University Training

There are many sources of specialized training and professional development available to Texas A&M University and System Employees.

## Environmental Health and Safety Department

The [Environmental Health and Safety Department](#) regularly offers training on a variety of topics that include Fire Extinguisher, Hazard Communication, Laboratory Safety, and Radiation Safety.

## Financial Management Operations

FMO conducts training on a variety of financial management topics such as FAMIS, Canopy, Disbursement, Cash Handling and Payment cards.

## Scholarships & Financial Aid

In order to provide students, student employees and employment supervisors with skills for improving effectiveness, efficiency and quality of life, [Scholarships & Financial Aid](#) currently offers many workshops.

## Payroll Service

[Payroll Services](#) offers training on a variety of topics that include payroll training, payroll reports online, I-9 processing, PAR training and more.

## LeaveTraq

LeaveTraq is the Texas A&M University System's online leave program that allows you to check your leave balances. Refer to our [LeaveTraq](#) page for training resources.

## SSO Training

[Employee](#) and [Administrator](#) training and information regarding Single Sign On.

## Location and Parking

Unless instructed otherwise on the class confirmation email, EOD workshops are held at the General Services Complex (GSC), 750 Agronomy Rd. in College Station.

### Parking and Transportation

Employees with any valid University parking permit (except for night only permits) may park, at no charge, in Lot 88.

Visitors without a placard can request a temporary parking permit from Transportation Services or they can use the Pay and Display Machine.

The GSC is also accessible from the Campus Shuttle System.

### Accessibility

- Handicapped parking is available in Lot 88.
- Elevators and accessible restrooms are available.
  - The elevators are located inside the buildings main entrance.

### Questions?

If you have any accessibility concerns, please call our office at 979-845-4153 or email EODinfo@tamu.edu.