Training

The System Human Resources Office has developed several web-based training programs for A&M System employees. To access these programs, click any of the links below to advance to the Single Sign On (SSO) page. Log in using your Universal Identification Number (UIN) and password. After logging in, choose HRConnect from the SSO menu. After HRConnect opens, choose the Training tab.

- **Conducting Effective Interviews** is designed to teach A&M System hiring supervisors how to conduct interviews effectively and fairly.
- **Creating a Discrimination-Free Workplace** provides an overview of A&M System policy on discrimination, including prevention of sexual harassment. We also offer a Spanish version of this course.
- **Ethics** provides an overview of A&M System ethics policy for A&M System employees. We also offer a Spanish version of this course.
- **Management Overview for New Supervisors** provides a brief introduction to management within the A&M System, including what management means, what to expect when you become a manager, and resources available to help you manage more effectively.
- **Managing Employee Performance** is designed to teach A&M System supervisors about performance management throughout the year and explain how to prepare for and conduct annual performance appraisals.
- **Position Descriptions** provides an overview of what a position description (PD) is, how PDs are used, the PD review process, and how to complete a PD form.
- **Positive Management of Performance Problems** is designed to help A&M System managers to address employee performance problems and to administer discipline when needed.
- **Problem-Solving for Supervisors** is a scenario-based course that allows learners to play the role of a new manager encountering some typical supervisory challenges.
- **Sexual Harassment: What Supervisors Need to Know** is designed to help A&M System supervisors learn how to recognize sexual harassment and how to handle sexual harassment issues that may arise in the workplace.
- **System Aircraft Basics** provides an overview of A&M System Aircraft operations and procedures for employees who use or reserve System aircraft.
- **Time Off Issues for Employees** provides an overview of leave and comp time policies for A&M System employees.
- **Time Off Issues for Supervisors** provides in-depth information about leave and comp time policies. This course is designed for supervisors, but is also appropriate for leave coordinators at the departmental level.