

*Employee Development and Compliance Services Department*

*Professional Development Courses*

The 4 Roles of Leadership®	Developing Direct Reports	Leading Through Change
The 7 Habits of Highly Effective People Signature®	Developing Your Employees	Leading Today's Workforce
Adapting Style	Dirty Little Secrets	Making Team Decisions by Consensus
Adult Learning Principles	DISC Profile®	Making Team Meetings Work
Art Influencing Others	Dynamic Decision Making	Management of Meetings
Art of Effective Communication	Effective Listening Skills	Managing Managers
Art of Influencing Others	Effective Negotiation Skills	Managing Remote Teams
Art of Successful Coaching	Emotional Intelligence	Managing Stress
Art Science Communication	Employee Initiative	Managing Teams
Assertiveness Skills	Ethics Workplace	Managing Technical Professionals
Behavioral Interviewing	Evaluating Team Performance	Motivating Employees to do their Best
Budgeting Basics	Exploring Personal Styles	Multi-Generations in the Workplace
Building Interpersonal Influence	Finance Nonfinancial Professional	Neurolinguistic Communication Profile: Second Edition
Building Organizational Trust	First Time Manager	Now Discover Your Strengths
Business Etiquette	Fish®	Office Politics
Business Writing	The Five Dysfunctions of a Team®	The One Minute Manager®
Career Planning Development	Five Levels of Leadership®	Performance Management: Through 5 Key Conversations
Challenging Negative Attitudes	Fundamentals Effective Facilitation	Performance Skills
Civility in the Workplace	Fundamentals Strategic Planning	Planning for Team Results
Coaching Conversations	Getting Things Done	Positive Approaches to Resolving Performance Problems
Committing to the Team Approach	Getting to Yes	Preparing the Future Leader
Communicating Effectively in Teams	Giving Receiving Feedback	Preventing Workplace Harassment
Communication Mystery	Goal Setting Success	Problem Solving Tools & Techniques
Communication Skills for Emerging Leaders	Grand Canyon Adventures	Productive Work Habits
Communication Skills for Technical Professionals	Great Balancing Act	Professional Skills
Complete Mentoring Program	How to Conduct Internal Investigations	Project Management
Compliance Decision Making using the "WAVE" Model	How to Develop Deliver Dynamic Presentations	Real World Project Management
Conflict Management	How to Handle Change Upheaval	Resolving Conflict Work
Creating a Shared Team Purpose	How to Manage Generation X Employees	Resolving Team Conflict Retention
Creative Problem Solving	How to Manage Your Emotions	Sales Over the Phone
Critical Thinking Skills	Human Performance Improvement	Sales Presentations Skills
Cross Functional Teams	Ideas into Action	Sandwich Generation
Customer Service Over the Phone	Increasing Emotional Intelligence	Secrets of Management Success
Dealing with Change	Interviewing Hiring	Sexual Harassment Prevention
Dealing with Conflict	Introduction to Situational Leadership II®	Situational Leadership
Dealing with Difficult Conversations	Intuitive Decision-Making Profile	Society for Human Resource Management (SHRM) Essentials of Human Resources
Decision Making and Planning Tools	Juggling Multiple Priorities	Society for Human Resource Management (SHRM) Pre- Certification Training
Defining Team Roles Responsibilities	Leadership 101	
Delegating for Growth	Leadership, Excellence and Developmental (LEAD) Professional Development	



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Solving Team Problems  
Strategic Leadership  
Strength Finder 2.0  
Successful Sales Strategies  
Succession Planning  
Supervising in an Automated  
Environment  
Supervisor Communication Skills  
Supervisory Skills Questionnaire:  
Third Edition  
Surviving Workplace Change

Team Building  
Team Building Blocks  
Team Charter  
Team Effectiveness Profile: 4th  
Edition  
Team Foundation  
The Outstanding Receptionist  
Time Management  
Title IX Training  
Thomas-Kilmann Conflict Mode  
Instrument (TKI)

Toughest Supervisor Challenges  
Transforming Workplace Conflict  
Utilizing Team Members Abilities  
Violence in the Workplace  
What Customers Really Want  
What's My Communication Style?  
Who Moved My Cheese?

*Please contact our office for more information, or to register contact (361) 825-5826 or <https://edcs.tamucc.edu>.*