

SkillBridge Program Training Plan Essential Elements

Week 1: System & Program Orientation

- Texas A&M University System New Employee Orientation
- SkillBridge Orientation
- Introduction to:
 - The Texas A&M University System mission, values, and culture
 - System Offices structure and functions
 - Department mission, role, and responsibilities
- Overview of:
 - Policies and procedures
 - Professional expectations and workplace norms
- Technology onboarding:
 - Single Sign-On (SSO) applications
 - Shared drives and collaboration tools
 - Laserfiche (document management)
 - TrainTraq (required and optional training)

Week 2: Department Overview & Role Familiarization

- Overview of department operations and staff roles
- Understanding how the department supports:
 - System leadership
 - Member universities and agencies
- Familiarization with:
 - Core workflows and processes
 - Common systems and tools used by the department
- Introduction to higher education administration at the system level
- Shadowing staff members in key functional areas

Weeks 3–4: Skill Development & Applied Training

- Hands-on training with department staff
- Exposure to:
 - Data, documents, or materials relevant to department work
 - Project workflows and timelines
- Begin supporting:
 - Routine operational tasks
 - Data collection or analysis (as applicable)
 - Meeting preparation, notes, or follow-up
- Continued job shadowing and guided practice

Weeks 5–12: Applied Work & Professional Experience

- Participate in department projects such as:
 - Research, analysis, or reporting
 - Process documentation or improvement
 - Coordination with System Offices or member institutions
- Use department systems and tools to:
 - Research activity
 - Track progress
 - Support decision-making
- Attend department and cross-functional meetings
- Gain exposure to:
 - System-level planning and coordination
 - Communication with internal and external stakeholders
- Increased independence with ongoing supervision and feedback

Learning Objectives

By the end of the SkillBridge experience, the intern will be able to:

- Demonstrate understanding of higher education system-level operations
- Apply professional skills in an administrative or analytical environment
- Navigate policies, procedures, and organizational structures
- Communicate effectively in a professional workplace
- Adapt to new challenges and problem-solve in unfamiliar contexts
- Translate military skills and experience into a civilian professional setting

Instructional Model

- Job shadowing with experienced System Office professionals
- Hands-on learning through assigned tasks and projects
- Online and in-person training modules
- Regular check-ins, feedback, and mentorship

Instructor / Supervisor Qualifications

Training and supervision will be provided by experienced Texas A&M University System staff. All intern work will be reviewed by designated supervisors, with constructive feedback provided throughout the training period.

Assessment & Evaluation

- Ongoing review of assigned tasks and projects
- Supervisor feedback on performance and skill development
- Completion of required employee training modules
- Successful participation demonstrates readiness for civilian professional roles

Training Outcomes

- Completion of required System training modules (certifications as applicable)
- Practical experience in higher education system administration
- Documented SkillBridge participation aligned with Department of Defense requirements