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**BENEFITS:**

**Don't Miss Out on Summer Enrollment**

Summer enrollment is in full swing at each of our campuses, and our benefits team is ready to help you! Don't miss out on your chance to review and update your benefits, or just simply change your address.

We have info sessions available on each campus for you to ask questions, or need step-by-step instructions. You also may call us directly at 855-878-7650 (option 2), or email us at HRBenefits@untsystem.edu.

**Benefits Summer Enrollment:**

- **UNT**: July 1-13, 2019
- **UNT HSC**: July 8-20, 2019
- **UNT Dallas**: July 8-20, 2019
- **UNT System Administration**: July 8-20, 2019
Summer Enrollment Info Sessions:

- July 11 – **UNT Discovery Park** Room B190 11:30-1:30
- July 12 – **UNT Health Science Center** Lib Room 225 1:00-3:00
- July 15 – **UNT Dallas** 201D Building 111-12:30 and 1:00-2:00
- July 17 – **UNT Health Science Center** Lib Room 225 1:00-3:00

*A detailed breakdown of FY 20 rates and coverage is available on the [ERS site](#).*

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**TRAINING**

**Cube Etiquette & Decision Making Skills**

*Cube Etiquette – July 11, 12:00-1:00 PM, CE19*

Cubicles are a mark of efficiency in the use of office space, but often lead us to some inefficient interactions with our work neighbors. This class presents ways we can contribute to a more respectful work area.

Topics include:

- Demonstrating your professional presence in your cubicle
- The do's and don'ts of an open office
- Professional phone etiquette
- Respecting your neighbors and shared space

**REGISTER TODAY!**

*Decision Making Skills – July 23, 12:00-1:00 PM, DMS19*

Skills of compromise and collaboration are essential to workplace problem-solving and conflict resolution. Prevent ambiguity, and redirect teams toward
the positive results that come from making direct decisions. This workshop is designed to assist an established work group strengthen their team dynamic.

Topics include:

- Your personal commitment to goals and goal setting
- Respectful strategizing
- Characteristics of a strong team
- Possible barriers to communication

REGISTER TODAY!

Questions? Email the Organizational Development & Engagement team at ODE@untsystem.edu.

Miss an issue of HR Highlights? Find the archived issues here.

Questions?

Do you have a question for the UNT System HR team that you would like to see answered in an upcoming issue of HR Highlights? Submit your questions to AskHR@untsystem.edu.