The Organizational Development & Engagement (ODE) area of Human Resources provides learning and development opportunities to promote employee engagement. ODE staff aim to help create a productive and successful organization that uses best practices to attract, develop and retain employees.

Foundational Leadership Academy Participants Announced

Organizational Development & Engagement (ODE) is proud to announce participants in the inaugural UNT World Foundational Leadership Academy (FLA). A total of 134 individuals applied for a total of 35 spots in this new leadership program. Individuals applied to the program and then each campus selected a preset number of employees to participate. The program is designed to enhance participant’s leadership skills and help them gain new tools for their leadership toolbox. We welcome and congratulate our first cohort to the FLA program.

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<th>Name</th>
<th>Department</th>
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<td>Boydston, Robin</td>
<td>Advancement - Gen</td>
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<td>Brown, Randall (Scott)</td>
<td>Univ Brand Strategy &amp; Comm-Gen</td>
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<td>Butler Carroll, Traci</td>
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<td>Crosdale, Kareem</td>
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<td>Dillard, Ievgenii</td>
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<td>Donovan II, William (Bill)</td>
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<td>Du, Fangyu (Brody)</td>
<td>Strategic Analysis &amp; Reporting</td>
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<td>Ellis, LaToya</td>
<td>Registrar</td>
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<td>Gray, Marijke</td>
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<td>Harris, Candi</td>
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<td>Johnson, Asa</td>
<td>University Compliance &amp; Ethics</td>
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<td>Lim, Aprille</td>
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<td>Mazariego, Marcial</td>
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<td>Moore, Gwendolyn</td>
<td>Outreach &amp; Recruit U/G Opp.</td>
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Engagement is more than just a survey...

There has been a lot of communication regarding the Gallup survey coming this October, but you do not have to wait until your team takes the survey to start talking about engagement. Engagement is a daily experience, factors such as one’s own well-being and if I have what I need to do my job are things that we assess every day.

The engagement survey facts and figures are helpful, it gives us a visual snapshot in time of the overall level of engagement for your team; however, a simple discussion about “Where do you experience stress at work?” or “Do you like what you do every day?”, can render a much faster response and can lead to an in-depth conversation about an individual’s commitment level and if their basic needs are being met.

This concept comes warranted, the common, “How are you doing?” at the beginning of a meeting, even if it’s a one on one meeting, is not enough to elicit an engagement conversation. Conversations that discuss specific factors linked to performance will yield the biggest benefit.

Here are three things teams can do start talking about engagement now:

1. Put a team engagement meeting on the calendar
2. Discuss what actions can the team do to improve engagement
3. Each team member determines what behaviors they will commit to, to improve their own engagement level.

You do not have to do the above three steps alone, ODE is committed to helping teams with their engagement action plans. Contact ODE today at ode@untsystem.edu to schedule a
session where we will help guide you through having an engagement conversation with your team and identify what actions are needed to accomplish team goals.

There is no time like the present to participate in professional development! ODE offers a variety of virtual professional development options such as the Live Training Via Zoom. Our live Zoom training gives you an opportunity to interact with the presenter and participants in real time. Please see our upcoming Live Trainings Via Zoom below:

**Managing Up: Building an Effective Relationship With Your Manager**  
*When:* Wednesday, October 14, 2020 • 10:30 AM – 12:00 PM

**Deconstructing the Difficult Conversation**  
*When:* Tuesday, October 20, 2020 • 10:30 AM – 12:00 PM

**Communication Styles**  
*When:* Thursday, October 29, 2020 • 10:00 AM – 11:30 AM

**The Employee Lifecycle**  
*When:* Thursday, November 5, 2020 • 1:30 PM – 3:00 PM
Productive Work Habits

Productivity isn’t about quantity. It’s about doing the right task, at the right time. In other words, it’s about recognizing what to do and when to do it. But sometimes that’s easier said than done. In this session, you will develop positive habits needed to gain focus and effectively make use of your time.

Our goals during this session are to:

1. Understand what it means to be productive and identify our workplace distractions
2. Explore competing priorities to effectively manage personal and work life
3. Discuss time-saving tips and tools that can be used in the workplace
4. Explore ideas for getting motivated

Performance with Dr. Harlan Jones

Dr. Harlan Jones, Associate Professor of Biomedical Science and Director of Diversity Center and International Programs, UNTHSC, talks about leaders on performance in the "Leaders on Leading" audio clip series. This series features quick, entertaining, and motivating Q&As with organizational leaders on having an impact and developing people. Listeners will get real-world advice, learn practical tips, and hear inspirational stories to help improve their own leadership skills.

Dr. Harlan Jones
Associate Professor of Biomedical Science and Director of Diversity Center and International Programs, UNTHSC

The ODE 5 Minute Wisdom Podcast is available on Spreaker, Spotify, and Apple podcast platforms.

CLICK HERE to view all of our podcasts on the ODE website.
HOW FULL IS YOUR BUCKET?

ODE recommends the #1 New York Times and #1 Businessweek bestseller, How Full is Your Bucket. The book by authors Tom Rath and Donald O. Clifton is produced from Gallup and focuses on positive psychology. The metaphor for filling someone’s bucket is used to illustrate how we can “fill your bucket” by making you more positive or “dipping from your bucket” by leaving you more negative than before.

The book shows you how to increase positive moments in your personal or professional life. Employees and Supervisors can both benefit from this book. Employees can reflect on how they can bring positivity to their team or department by “filling other’s buckets.” Supervisors can increase engagement through “filling the buckets” of their employees. Supervisors can benefit from this book by learning how to focus more on encouraging and motivating their employees. Reading the book as a team can create awareness of bringing positivity and motivation to workplace.

If you would like to contribute a professional development book review, please send an email to ODE@untsystem.edu.

Communicating about Culturally Sensitive Issues

Discussions about cultural differences can be uncomfortable. They take courage. In this course, business communication professor Daisy Lovelace shares principles and strategies that can help you have more productive, meaningful conversations on topics related to diversity. Daisy helps you understand that everyone has a unique lens based on their experiences, and that understanding and appreciating that difference is the first step in being able to discuss sensitive topics. She also outlines a number of techniques to help you navigate these difficult conversations.
Do you need to know how to submit an ePAR (electronic payroll action request)? Not sure when an ePAR is required, or where to go access the ePAR system? ePAR is the method to enter and/or update employee and position details in the HR/Payroll system.

This training will cover:

- What is an ePAR?
- When is an ePAR used?
- Demonstrate how to create: Salaried hire, hourly hire, employee change within, termination, vacant position change

Please see our upcoming Live Trainings Via Zoom below:

**Introduction to ePAR**

When: Tuesday, October 13, 2020 • 10:30 AM – 12:00 PM
Thursday, October 29, 2020 • 2:30 PM – 4:00 PM
Wednesday, November 11, 2020 • 2:30 PM – 4:00 PM
Monday, November 30, 2020 • 10:30 AM – 12:00 PM