What is Engagement Action Planning?

You may be asking yourselves, “I’ve seen my engagement results so what now?” What we advise teams to do now is to have a conversation about engagement. A conversation, is essentially what an Engagement Action planning meeting is all about. ODE wants every team across UNT World to discuss what the Q12 questions mean to each individual team member and collectively decide what action steps should the team focus on to improve engagement this year. We understand that different factors such as scope, size, and how familiar your team is with engagement can impact the success of your team’s action planning process. These factors and more are why we are offering our Engagement Action Planning Training for the next several months targeted towards supervisors, admins, engagement champions and anyone else who may be charged with coordinating the team’s engagement action planning meeting. The training will cover mechanics on preparing and facilitating the conversation, how to keep engagement as a focal point in day to day operations, and what to do when team members have trouble in this area. There are many resources, such as pre-made handouts for your team’s action planning meeting, on our UNT World Engagement Website that teams can use to aid them in this process. Learn more about these resources along with strategies on how to create a more engaged culture by signing up for the Engagement Action Planning Training today.

Engagement Action Planning Session Schedule:

An Engagement Action Planning session is an important next step that every team should have following a review of their engagement survey results. This session will review what engagement means, demonstrate a few ways to conduct an engagement conversation with your team, and review how to create an action plan based on those conversations.

**When:**
- Friday, February 5, 2021 • 10:00 AM – 11:30 AM
- Tuesday, February 16, 2021 • 2:00 PM – 3:30 PM
- Thursday, March 4, 2021 • 2:00 PM – 3:30 PM

For more questions about engagement training or to utilize our engagement consulting services contact ODE@untsystem.edu.

Upcoming Live Sessions via Zoom

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:

**Communication Skills Part 1**  
**When:** Wednesday, January 27, 2021 • 2:30 PM – 4:00 PM

**Coaching for Performance**  
**When:** Thursday, February 4, 2021 • 2:00 PM – 3:30 PM

**Emotional Intelligence**  
**When:** Tuesday, February 9, 2021 • 9:30 AM – 11:00 AM

**Engagement Action Planning**  
**When:** Tuesday, February 16, 2021 • 2:00 PM – 3:30 PM  
  Friday, February 5, 2021 • 10:00 AM – 11:30 AM  
  Tuesday, February 16, 2021 • 2:00 PM – 3:30 PM

**Productive Work Habits**  
**When:** Wednesday, February 17, 2021 • 9:00 AM – 10:30 AM

**Communication Skills: Part 2**  
**When:** Wednesday, February 24, 2021 • 1:00 PM – 2:30 PM

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### Featured Webinar of the Week

**Communicating with Confidence**

Confident interpersonal skills are crucial to professional development, as well as other aspects of life. Being confident in our communications is seen in our behaviors, such as: asking for what you need, handling confrontations gracefully, and putting ideas forward with assurance.

In this session, we will focus on developing confidence through assertive communication. Assertiveness skills not only help improve teamwork, focus discussions, and build relationships, but they also help individuals become confident, constructive, and perform at their best.

You’ll have the opportunity to practice skill development, and generate an understanding of how to boost your self-confidence and improve communication with others.

**Our goals during this session are to:**

1. Learn how assertiveness builds self-confidence
2. Identify personal blocks to assertiveness which impedes confidence
3. Demonstrate assertive language and behaviors
4. Discover how to use assertive behaviors in everyday situations

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### Featured 5 Minute Wisdom
Change with Travis Hicks

Travis Hicks, HR Generalist, UNT System talks about leading through change 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.

Travis Hicks
HR Generalist, UNT System

CLICK HERE to view all of our podcasts on the ODE website.

Diversity & Inclusion Featured Training

Register for 2021 Equity & Diversity Conference

To ensure the safety of our attendees this year, the UNT Division of Institutional Equity & Diversity will partner with the North Texas Community College Consortium to deliver the 2021 Equity & Diversity Conference presented by Hilti entirely through Zoom. This year, we are excited to offer:

- Increased conference capacity · Keynote speaker Jeff Chang
- Continuation of both corporate and academic conference tracks
- Virtual all-day networking room
- Access to all workshop recordings with registration

Workshop topics range from bias awareness to self-care to workplace climate. You can see a full list of workshops, the schedule at-a-glance, and learn more about keynote speaker Jeff Chang on our brand-new conference website! Limited free seats are available for all UNT World students and employees. Register now at edc.unt.edu/registration. The deadline to register is February 16, 2021.

ePAR Electronic Payroll Action Request Training

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: Wednesday, February 10, 2021 • 10:30 AM – 12:00 PM