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.

Engagement Encouragement

What’s the Benefit to having an Engagement Action Planning Session?

One of the benefits to having an engagement action planning session is in the conversational step, called “Share and Learn”. In this step teams are asked to have a conversation about how they perceived each of the Q12 questions.

Why is having a conversation important? At first glance of your team’s engagement results you can only assume why team members may have rated a Q12 question a certain way. Having the conversation with your team will give you a clearer picture of what’s behind the results. A one-on-one meeting with every team member or a team conversation about the survey results, allows supervisors to hear what each team member needs to feel valued and what factors matter in creating a productive rewarding work environment. An engagement action planning meeting is also beneficial for employees who are not supervisors as well. During the engagement conversation all team members can hear multiple perspectives on what is meaningful to their peers and be involved in discovering what direction their team needs to go in to improve engagement, this creates buy in to the action plan the team will create.

What if my team does not have a report?

Teams that had less than 4 people take the survey, can still do an action plan, instead of using a Q12 report to steer the conversation, use the list of the Q12 questions and talk through what each of the questions mean to each team member. The benefit of an engagement action plan is not in the scores, it’s in having the dialogue. To hear more about the benefits of having an Action Planning Session, sign up for the Engagement Action Planning Training today.

Engagement Action Planning Session Schedule:

When: 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:

**Engagement Action Planning**  
When: Tuesday, February 16, 2021 • 2:00 PM – 3:30 PM  
Thursday, March 4, 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

**Communicating with Confidence**  
When: Wednesday, March 3, 2021 • 10:30 AM – 12:00 PM

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**Featured Webinar of the Week**

**Communication Skills: Part 1**

We send and receive hundreds of messages each day, but is the simple exchange of a message all there is to effective communication?

Communication is more than just hearing or reading a message. To effectively communicate, we must first, “seek to understand”. In this session, we will lay the foundation for cultivating effective communication including learning the importance of active listening and understanding the “why” behind our messages.

**Our goals during this session are to:**
1. Gain a clear understanding of the Communication Cycle & effective communication
2. Identify and recognize barriers to communicating
3. Explore behaviors of active listening & understand various listening dimensions
4. Develop your own communication skills

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**Featured 5 Minute Wisdom**
Diversity, Equity, and Inclusion with Angela Downes, J.D.

Angela Downes, J.D., Assistant Director of Experiential Education and Professor of Practice Law, UNT Dallas College of Law, talks about diversity, equity and inclusion 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.

Angela Downes
Assistant Director of Experiential Education
Professor of Practice Law, UNT Dallas

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:
**Family Medical Leave / Sick Leave Pool Parental Leave Training**

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of unpaid, job-protected leave per year. Sick Leave Pool provides up to 720 hours of paid leave for catastrophic injuries or illness. Parental Leave provides up to 12 weeks of unpaid leave for birth and adoption for those who do not qualify for FMLA.

Join us to learn more about these leave types and what you as a supervisor/manager need to know and do.

**In this session you will cover:**

- What is Family Medical Leave, Sick Leave Pool, Parental Leave?
- Who is FMLASource?
- What is My Role as a Supervisor?
- What is Human Resources Role?
- What Responsibilities do my Employees Have?

Please see our upcoming Live Trainings Via Zoom below:

**Manager Overview of Family and Medical Leave, Sick Leave Pool and Parental Leave**

**When:**
- Tuesday, February 16, 2021 • 2:00 PM – 3:00 PM
- Tuesday, March 9, 2021 • 2:00 PM – 3:00 PM