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

Commitment to Engagement Starts with Collaboration

If you want team members to be committed to making engagement a part of the culture, then collaborate with team members on finding ways to make that happen. Collaborate, is one of the steps in engagement action planning that calls for involving everyone in identifying what the engagement priority areas are for the team and developing action steps for each area.

As you collaborate there are several questions for teams to consider together:

**What are we already doing now that will help increase engagement?**

The team’s action steps do not have to result in a brand-new project that adds ten more things to your “TO DO” List. Figure out what action steps can be linked to pre-existing performance goals or strategic plans already set in place for the team.

If the team action steps do not already fit with current goals your team has in place, discuss what will be attainable for the team now. For example, if your action step to increase engagement is based on Q9: My associates are committed to doing quality work, and your team is brainstorming ways to create a job shadowing program that requires 2 hours of additional training for each new team member a week, is that attainable for the team to complete this year? Is there another way to get the same outcome that you would from job shadowing that requires less resources? The benefit of collaborating with everyone is that you can leverage different points of view to identify the action steps that are the most suitable for your team.

How will we know when we are making progress on our action steps?

Have a conversation about what success looks like for each action step selected. Ensure the action steps the team created are measurable and time-bound so that the team can gauge progress and celebrate success in reaching the goals identified.

Who is going to own what?

During the engagement conversation talk about what each individual is going to do within their power to improve engagement? Discuss how the action steps your team identifies relates to each person and how they will contribute to the action plan. Assign or allow team members to volunteer for reviewing progress on the action plan during team meetings.

The commitment to engagement comes when each individual understands the role they play in creating a culture of engagement and is involved in the process of developing the action steps it will take to achieve the teams goals.
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: Thursday, March 4, 2021 • 2:00 PM – 3:30 PM
      Tuesday, March 16, 2021 • 2:00 PM – 3:30 PM

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

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:

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

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

Managing Up: Building an Effective Relationship With Your Manager
When: Thursday, March 18, 2021 • 1:00 PM – 2:30 PM

Building Resilience in Uncertain Times
When: Wednesday, March 24, 2021 • 2:00 PM – 3:30 PM

Leading a Difficult Conversation as a Non-Supervisor
When: Thursday, April 1, 2021 • 2:00 PM – 3:30 PM

Communication Skills: Part 2

Body language, vocal tone, and the words we choose to communicate with all contribute to the communication process. All three parts work in tandem to convey an effective message. Our emotions and feelings are mainly interpreted through our non-verbal signals (body language and vocal tone) but our choice of words can often “make or break” a successful exchange.

The overall goal of today’s session is to better understand the impact of each part. We will learn how to improve your ability to connect with others, effectively express what you mean, deal with challenging communication situations and become a more effective communicator at work and at home.
Our goals during this session are to:
1. Review the basics of verbal and non-verbal communication and how to use each effectively
2. Identify mistakes made when interpreting body language, vocal tone, and word choice
3. Gain an understanding of the principles behind cooperative communication

Navigating Difficult Conversations with Dena Silva

Dena Silva, Director of INCEDO, UNT Health Science Center, talks about navigating difficult conversations 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.

Dena Silva
Director of INCEDO
UNT Health Science Center

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.

Diversity & Inclusion Featured Training

2021 Equity & Diversity Conference Rescheduled

We are happy to announce the 2021 Equity & Diversity Conference Presented by Hilti is rescheduled for March 23, 2021! If you missed the previous registration deadline, you can now register until March 16, 2021. If you have already registered, you do not need to re-register. Join us for a full day of workshop sessions, a virtual networking room, and keynote presentation by Jeff Chang. Register now at edc.unt.edu/registration.

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:* Tuesday, March 23, 2021 • 1:00 PM – 2:30 PM

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**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, March 9, 2021 • 2:00 PM – 3:00 PM
Tuesday, April 13, 2021 • 2:00 PM – 3:00 PM