Engagement Encouragement

Engaging Your Team When Working Remote

"I am supervising and leading many of my team members remotely. I never thought that would happen and now I am thinking it might be the norm for some time. Help!"

You are not alone! In a recent webinar, “Stoke the Fires of Productivity, No Matter Where Your Workers Are”, Gallup workforce experts discussed how to effectively engage teams during this unprecedented time. In the webinar it was shared that employees are constantly looking for, “trust, compassion, stability, and hope” from their leaders. These needs have stood the test of time…they were there before COVID and have remained during it. Remote workers want clear plans, to feel well prepared, and to have regular updates. Individuals want to know that you care about them and not just their productivity. You should evaluate yourself: do the hesitations you have with remote work happen because of concerns regarding actual productivity, or do they speak more to issues you have with trust? One thing is clear, you will NOT be able to do the same thing as you always did.

Remote work changes two things, how work gets DONE and how work gets MANAGED. Currently, “only 26% of employees strongly agree that their managers continually help them to clarify priorities”. In remote work, clarifying priorities means communicating. In order to hold people accountable, it's important that you establish expectations that are clear, collaborative (meaning that there is a shared agreement on the definition of excellence and how the expectations will be measured), and are aligned with all levels of a person’s work (team, individually, & organizationally). These should all be outcomes based.

So what should be your next step? Start with setting expectations right. When someone on your team transitions to remote work, or a new person comes on-board, immediately prioritize conversations about these expectations and then show support of these behaviors with your actions. This might be something as simple as modeling collaboration by sharing your screen as you make notes in a team meeting to get feedback. You could help encourage accountability by making the topic a part of how you assign projects or tasks. You could also show goal alignment by giving examples of HOW an individual goal contributes to the team overall, or how it meets the organizational mission.

Remember you are not alone. Gallup has provided a great resource in their “Remote Work – Engaging Your Team” pdf from the webinar cited above (on-demand enrollment required). In their document, there are many great insights to help build engagement with those that you lead. ODE also provides a webinar on Managing Remote Workers to help supervisors to navigate these unchartered waters. And finally, there are also many resources available on LinkedIn Learning. A curated list of offerings can be found here: Working Remote Support.

We are here for you! Contact us by sending an email to Organizational Development and Engagement at 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:

**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

**Productive Work Habits**
*When:* Wednesday, April 7, 2021 • 10:00 AM – 11:30 AM

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**Featured Webinar of the Week**

**Multi-Generational Workplace**

Today's economy is changing, people are working longer than they ever have before and it is the first time in history that we have all five generations in the workplace.

This webinar explores how each generation is shaped by its unique experiences and its members' diverse ideas about what they want in their work and personal lives. Viewers will discover the benefits each generation presents in the workplace, as well as perceived threats and potential conflicts.

**Our goals during this session are to:**
1. Identify and define the four generations and their characteristics
2. Identify potential challenges when interacting with different generations
3. Demonstrate techniques that foster respectful communication with different generations

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**Featured 5 Minute Wisdom**
Leadership with Paulina Romero

Paulina Romero, Director of Learning Commons, UNT Dallas, talks about the concept of leading 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.

Paulina Romero
Director of Learning Commons
UNT Dallas

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

Time is running out to register for the virtual 2021 Equity & Diversity Conference presented by Hilti on March 23rd! Expand your diversity and inclusion knowledge with a keynote presentation by Jeff Chang, both corporate and academic workshop session tracks, and an all-day virtual room where you can network with changemakers across the country. Register now at edc.unt.edu/registration!

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: Tuesday, March 23, 2021 • 1:00 PM – 2:30 PM
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, April 13, 2021 • 2:00 PM – 3:00 PM