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.

Join us for two fun-filled virtual half-days of learning!

Join us for the first Administrative Professionals Conference (APC) on April 14 & 15, 2021. Let’s celebrate YOU!

We created this event to provide administrative professionals with the opportunity for professional development specifically for them. These topics will provide tools for administrative professionals to use in their everyday tasks. And best yet - the cost is FREE!

The day will include training on leadership, emotional intelligence, and the multi-generational workplace.

- Learn how to increase your productivity
- Increase leadership capability
- Gain a wealth of new strategies, skills, and solutions to use right away
- Recharge your batteries and reward yourself
- Prizes!

Administrative Professionals Conference 2021
April 14, 2021 - 9:00 AM to 11:45 AM
April 15, 2021 - 1:00 PM to 4:00 PM

The conference will be held via the Zoom Webinar platform.
Please note: you can register for both days or just one, depending on your scheduling needs.

Administrative Professionals Conference Agenda

Click Here to Register for Day 1

Day 1 Schedule
9:00 – 9:10 AM - Introduction of the Chancellor
Dr. R Mark Miles - Senior Director of Organizational Development & Engagement

9:10 – 9:30 AM - Welcome
Chancellor Lesa Roe

9:30 – 10:30 AM - My Professional Journey
Dr. Donna Asher - Associate Vice Chancellor/Deputy Chief Human Capital Officer - UNT System

10:30 – 10:45 AM - Break

10:45 – 11:45 AM - Emotional Intelligence
Dr. David Farmer - Director Interprofessional Education and Practice, Assistant Professor of Medical Education, Clinical Executive SaferCare Texas - UNT HSC

Dr. Susan Franks - Associate Professor Family Medicine - UNT HSC

Click Here to Register for Day 2

Day 2 Schedule
1:00 – 2:00 PM - Leading From Where You Are
Dr. Jamaica Chapple - Assistant Vice Chancellor of Academic and Student Success Initiatives - UNT System

2:00 – 2:15 PM - Break

2:15 – 3:15 PM - Multi-generational Workplace
Damian Torres - Director, Multicultural Center- UNT

3:15 – 3:30 PM - Break

3:30 – 4:00 PM – Learning Reflection, Final Words, Prize Information
Dr. R. Mark Miles - Senior Director of Organizational Development & Engagement

For more information, email 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:

**Deconstructing the Difficult Conversation (Supervisor Session)**  
**When:** Thursday, April 1, 2021 • 10:30 AM – 12:00 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

**How to Handle Change**  
**When:** Tuesday, April 20, 2021 • 3:00 PM – 4:30 PM

**Managing Stress & Anxiety**  
**When:** Wednesday, April 28, 2021 • 10:00 AM – 11:00 AM

Featured Webinar of the Week

**Developing Positive Relationships**

Relationships are an essential part of life. Our interactions with those around us help us satisfy our need for social connections. It's these connections that help make our work more enjoyable and create a positive environment.

Positive relationships are not only critical to your success, but also to the success of your team and the organization. Research conducted by the Gallup Organization has found that people who have a best friend at work are seven times more likely to be satisfied in their jobs. Best friend is not defined as the classic “best friend” definition from our school days, but rather a team member or peer with whom they have a trusted, positive relationship.

This session will help you identify skills and strategies that will prepare you to model the positive relationship behaviors you seek in others, and manage – not manipulate – your relationships.

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

1. Generate understanding that every working relationship is based on a common purpose.
2. Demonstrate actions that build trust.
3. Implement strategies to improve relationships.
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