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

Creating Visibility and Focus around Engagement

How do we keep this engagement journey going? We are now five months out from when we last took the Gallup Engagement survey and got our results. A lot has happened since November 2020, and it is easy to forget conversations your team has had about engagement since then. In order for teams to reap the benefit of having engagement conversations and creating an action plan, teams have to follow through on their goals they set to increase engagement.

The best way to encourage follow through is by creating visibility and focus. This step in Engagement Action Planning refers to the importance of establishing guidelines that will create a daily awareness around engagement. Creating visibility and focus does not have to be something added to an already busy workload, think about how engagement can be infused with those daily interactions that already exist amongst the team. For example, the team can create an Engagement channel in Microsoft Teams that everyone contributes to by posting pictures, articles, or quotes that speak to engagement.

Another way to stay focused on engagement is by adding a Q12 question as a standing agenda item for your departments weekly meeting. Regardless of what method your team decides to implement, make sure that it is something that every team member can see and or interact with. Creating visibility and focus is a strategic measure that will help sustain your team’s efforts in making engagement apart of the team’s culture.

Need help brainstorming ideas? Go over to our Gallup Engagement Website where our Action Planning handout on Visibility and Focus can walk you through some questions to devise a plan.

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

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

Managing Remote Workers
When: Wednesday, May 5, 2021 • 1:30 PM – 3:30 PM

Leading Change for Supervisors
When: Wednesday, May 12, 2021 • 2:30 PM – 4:00 PM

Resume Tips
When: Wednesday, May 26, 2021 • 11:00 AM – 12:00 PM

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.

Click Here to Register for Day 1
Click Here to Register for Day 2

Featured Webinar of the Week

Engaging with Empathy

This course is based on Empathy. In order for employees to connect and communicate with each other successfully, they must be able to recognize each other’s emotions and respond appropriately.
The Engaging with Empathy course introduces three types of empathy and identifies how empathy can be displayed inside of the workplace. Participants will learn to give empathetic responses during emotional conversations.

**Our goals during this session are to:**
1. Understand what empathy is and why we need it in the workplace
2. Discover the way our brains are wired for connecting with others
3. Learn the different ways to show empathy
4. Discover how to show empathy when communicating with others

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**Featured 5 Minute Wisdom**

**Authenticity with Jason Hartley**

Jason Hartley, Vice President for Operations, UNT HSC, talks about leading teams 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.

**Jason Hartley**

Vice President for Operations

UNT HSC

*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.

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**Diversity & Inclusion Featured Training**

**What We Talk About When We Talk About Race**

*What We Talk About When We Talk About Race* is the culmination of a year-long discussion and production process that took place between African-American and White students and professors in the Department of Communication Studies. What began as a set of informal dinners, in which they slowly, haltingly, and gradually told stories about themselves, their families, and their histories with race, has resulted in a devised production that includes personal narrative and adaptations of literature that reveal what they learned on their journey from conversations to a performance that has been collaboratively conceived, written, and directed. Among their performances, the play served as the finale for the 2018 Equity and Diversity Conference. The conference cut of this performance also features Shawn Brewer [He] of Peterbilt, the conference's production sponsor.
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:** Thursday, April 22, 2021 • 1:00 PM – 2:30 PM  
Tuesday, May 25, 2021 • 10:00 AM – 11:30 AM

**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, May 11, 2021 • 2:00 PM – 3:00 PM