Creating Visibility and Focus around Engagement

The last step in the Engagement Action Planning Journey is to Spotlight success. To keep momentum, teams should celebrate small wins towards reaching team goals. To spotlighting UNT World success, ODE will start a new series called Engagement Excellence Success Stories. This series spotlights departments across UNT World that are actively doing things to improve their team’s engagement levels. Each success story will show different avenues in which teams can focus on engagement outside of taking the annual Gallup Survey. To start off this series we want to spotlight the UNT Dallas World Languages and Linguistics Department whom credits consistent effective meetings, faculty involvement in supporting and promoting each other’s work, and collaborating on events as their key to engagement.

**Number of People:** 8 Full-Time Faculty

**Engagement Mean Score:** 4.40

**Interview with Program Coordinators:** Dr. Robert Tinajero & Dr. Mara Vaughn

**Interesting Fact:** The team recently went through a reorganization 1 year prior to the 2020 Gallup engagement survey.

**How often has your team talked about engagement?**

**Dr. Robert Tinajero:** We don’t specifically use the term engagement but we connect and communicate often. We try to make sure everyone knows what we are doing.

**Dr. Mara Vaughn:** I don’t feel like I am competing with my colleagues. We have transparency of what we are working on [with the] idea of supporting each other and promoting each other. If I was to give any feedback on my department I would say it’s the best. I don’t have any fear about asking a question, we are open with each other.

**What do you feel has been the one thing you or your team has implemented to improve team engagement levels?**

**Dr. Robert Tinajero:** At team meetings…everyone contributes to developing the agenda items to make sure that everyone feels included. There is a lot of positivity. I’m assuming everyone feels like I do, when we have to meet we are not dreading that we have to meet. We are meeting with people we like and that we know we are going to get things done with. I’ve been teaching for a while now and been in a lot of different schools and committees and departments, and that is sometimes not talked about but it’s extremely important.
Dr. Mara Vaughn: It is very unique because we are so different… but we are very respectful of everyone’s work, even on issues that we differ we always find a common point to agree. We have an organic respect, we all know about how hard everyone is working, we don’t focus on what we don’t have but what we need to do to make things better.

What advice do you have for other teams across UNT World about improving the level of engagement on the team?

Dr. Robert Tinajero: Work on creating things together with a lot of input from others. It can be huge like a minor or certificate or it could be an event for students, but actually, use the input.

Dr. Mara Vaughn: We all have fears of being rejected, force yourself to take initiative. Put in the effort. Make sure other people know how much you appreciate them when you do that you will get that back.

We are here for you! Contact us by sending an email to Organizational Development and Engagement at ode@untsystem.edu.

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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:

- **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

- **Perception Checking**  
  **When:** Wednesday, May 19, 2021 • 10:00 AM – 11:30 AM

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

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Administrative Professionals Conference

The first annual ODE Administrative Professionals Conference was held on April 14th and 15th. There were a total of 307 participants on conference zoom on the 14th and a total of 277 on the 15th. Prizes were randomly selected from those who participated in the event. Here is a list of prize winners:

- **Grand Prize – Keurig**  
  Jessica Ruiz - HSC

- **UNT System Blanket**  
  Courtney Medvedev - UNT

- **Leadership Books**  
  UNTS Ceramic Mug
Stress Awareness Month

To recognize Stress Awareness month, ODE recommends the following courses:

**Managing Stress & Anxiety**

*When:* Wednesday, April 28, 2021 • 10:00 AM – 11:00 AM

This workshop about stress will take part mostly in your head. During the workshop, we will discuss how our brains respond to the many stressors the world delivers. We will explore practical, simple, and effective strategies for reducing stress. The presenter will also share a library of helpful resources anyone could use to practice stress reduction individually.

**Feeling Anxious About 2021: Pre-recorded Webinar**

Anxious About 2021? Watch this webinar to learn and begin to practice five anti-anxiety techniques that can help you feel calmer and train your brain to manage stress more effectively.

**Managing Stress**

Take this LinkedIn Learning course (approximately 21 minutes) to learn management techniques to reduce the amount of stress in your life. Learn how to identify and assess your stress triggers, manage your responses more effectively, and make positive personal choices.
Featured 5 Minute Wisdom

Leaders on Leading with Dr. Donna Asher

Donna Asher, Deputy Chief Human Capital Officer, Human Resources, UNT System, talks about how to navigate a difficult conversation 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.

Dr. Donna Asher
Deputy Chief Human Capital Officer, Human Resources
UNT System

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.

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, 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