Engagement Encouragement

Engagement Excellence Success Stories – UNT Dallas Division of Advancement

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 spotlight UNT World success, ODE will run 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.

This week ODE would like to spotlight the UNT Dallas Division of Advancement.

Dr. Monica Williams is the Vice President for University Advancement and President of the UNT Dallas Foundation. July of this year will mark 5 years in which Dr. Monica Williams has led the division.

Number of People: 14 staff members

Engagement Mean Score: Direct Reports – 4.72, Department Roll Up – 4.31

Interview: Vice President, Monica Williams

How often have you talked about engagement with your team?

Engagement is a keyword in advancement, it starts with how you treat people. Being a part of something successful and working alongside each other. When I was a younger executive I probably did not do that very effectively, but you know, if we’re going to be expected to treat our donors well and engage our donors, then we have to be engaged as a team.

I tell my team, “We are all in this together, there are no Big “I’s”, little “U’s”. There is nothing that I wouldn’t ask you that I would not do myself. We’re all fundraisers, we’re all recruiters…you’re an ambassador for our brand.” I meet with every single one of my team members every week. I’m not going to be successful if they’re not and if they don’t have time with me to air out their concerns, frustrations and celebrate their victories, then we’re not really doing our job as a team.

What do you feel has been the one thing you or your team has implemented to improve team engagement levels?
I’m a very private person but I welcome my team into my home. We all reciprocate that with one another. We all know each other’s family members. I care about them outside of work. I know kids’ names. When a new team member walks in the door we allocate time for every person in the division to have one-on-one time with that person.

**Is there an element of engagement you or your team is focusing on improving now?**

I talk a lot about professional development. I’m preparing folks around me for people to compete for a job internally or externally. I expect them to identify opportunities that will enhance them personally and professionally to advance to the next level or have a better understanding about working with your internal-external constituents and or colleagues.

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

You have to get to know people. We are in the people business. Encourage people to take their time off…and go to the doctor. Sometimes when we get elevated in our work in terms of promotion and rank, the control mechanism can cloud team performance. Your team is your family and you should treat them in the same way and you will get optimal results.

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:

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

**Mental Health Awareness Month**
To recognize Mental Health Awareness Month, ODE recommends the following pre-recorded webinars:

**Strategies for Flourishing in the New Normal: Is it even possible?**
For many of us, the past year has been a turbulent year where we have faced extensive challenges and shifts in how we respond and relate personally and professionally. This pre-recorded webinar will acknowledge these challenges as well as provide practical strategies and resources as we return to what some are calling the “new normal”.

**Engaging with Empathy**
This session 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 pre-recorded webinar introduces three types of empathy and identifies how empathy can be displayed inside of the workplace.

**How to Manage Your Emotions**
Emotions guide our behavior (sometimes productively and sometimes not). Emotions, even positive ones, can cause us to make impulsive and sometimes irrational decisions.

Emotions are often a signal, however, they don't solve problems. If not expressed constructively, emotions can drain energy and damage relationships.

It is important to learn how to handle emotions effectively, controlling one’s thoughts about a situation, and creating healthy work relationships.

Click here for a full Schedule of Events being offered by UNT World Human Resources.

Featured 5 Minute Wisdom

Service with Joanna Hussey

Joanna Hussey, Executive Assistant to Provost and Vice President for Academic Affairs, UNT, talks about leadership perspectives on diversity, equity, and inclusion 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.

Joanna Hussey
Executive Assistant to Provost and Vice President for Academic Affairs
University of North Texas

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.

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, May 25, 2021 • 10:00 AM – 11:30 AM (Current platform)
      Tuesday, June 29, 2021 • 10:00 AM – 11:30 AM (Fluid platform)
      Thursday, July 29, 2021 • 2:00 PM – 3:30 PM (Fluid platform)

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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, June 8, 2021 • 2:00 PM – 3:00 PM