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 Excellence Success Stories – UNT International Affairs

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’s success, ODE is running a 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 International Affairs**

**Engagement Mean Score:** Direct Reports - **4.68**, Department Roll Up - **4.39**

**Interview:** Vice Provost and Dean, Dr. Pia Wood and Directors: Gordon Clark, Tracie Frey, Lauren Jacobsen- Bridges, Amy Shenberger and Pieter Vermeulen

**Interesting Fact:** International Affairs has a program of nine full time teachers at Kansai Gaidai University in Osaka Japan.

UNT International Affairs is comprised of five different units, The Intensive English Language Institute, International Student & Scholar Services, International Student Recruitment, Study Abroad, and Global Partnerships & Engagement.

How often has your team talked about engagement?

**International Affairs:** We often talk about engagement specifically at our all-staff meetings.

What do you feel has been the one thing you or your team has implemented to improve team engagement levels?
International Affairs: Sharing announcements. Even though we are different units we feel very connected to each other. Our leadership group meets virtually once a week, each of our units have weekly meetings, and our all-staff Meetings are per semester where we try to do something fun. Frequent meetings where we share freely may be part of the reason people feel informed and that nothing is hidden. The really important thing that means a lot to our staff is communication. To give Pia credit, she has listened to all of us directors when we’ve said that what our staff wants to hear is from you and what’s going on around the University. We know things because Pia shares things and they are important because they impact the way we are doing things in our unit. The all-staff Meeting social aspect is wonderful, but it’s also that open lines of communication like hearing, “what’s the direction of our University”, is important.

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

International Affairs: We just started our own diversity, equity, and inclusion council. We have six very engaged people on the council and while we focus on issues that are on the forefront we also focus on international issues as well. We make a big effort to give staff as many professional development opportunities as possible and particularly outside of UNT. We all take this holistic approach to encouraging development of our staff beyond their specific job duties, for example, supporting them in their interests of staff senate, diversity, or if they want to take a class and study something at the university, we try to accommodate that as much as possible.

Many of our offices also make a deliberate effort to treat our student workers like our staff and try to give them the same development opportunities like staff. Something unique to our department is that we try to do the compliance trainings all together on the same morning, and then celebrate afterwards with a pizza party at lunch, and talk about why the training is important.

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

International Affairs:

- Don’t leave anything until later, when issues come up, immediately chat about things so everyone can share their concerns and ask questions.
- In time of physical distancing, still plan overlapping days, try to see each other and stand in the hall and talk with each other that can be very healing
- Talk about culture- During our leadership meetings, we often talk about culture and that we have a culture of open communication and collaboration
- It’s not about hanging out for happy hour- but we talk about our pets and kids and things going on in our personal lives in an open and caring way. It is more about those personal relationships that we have done a good job building with each other
- Communicate, we are more than our jobs, whatever heavy stuff we’ve talked about at our touch base meetings we end with a funny bad joke.

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

Featured Webinar of the Week

The Art of Successful Coaching

Coaching is a powerful tool and an important part of supporting your team’s growth and development. But what is coaching and what can it do? And, more to the point, how do you make coaching work for you and your team? The claims for what coaching can do—such as increasing
productivity, improving quality, strengthening organizations, and retaining the best employees— are numerous and may strike anyone inexperienced with coaching with some skepticism.

Can coaching really produce such exceptional results? The answer is yes!

Our goals during this session are to:

1. Define and distinguish the differences between coaching and other development strategies
2. Articulate the key elements of successful coaching
3. Identify common challenges to successful coaching
4. Explain how to establish and maintain successful coaching relationships
5. Identify a Framework for Successful Coaching

Featured 5 Minute Wisdom

Leadership with Paula Bearden

Paula Bearden, ODE Organizational Development Consultant, Human Resources, UNT System, talks about what she has learned as a leader 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.

Paula Bearden
Organizational Development Consultant, 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.

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

Live Training
Please see our upcoming live trainings via Zoom below:

**Introduction to ePAR**

**When:**
- Tuesday, June 29, 2021 • 10:00 AM – 11:30 AM
- Thursday, July 29, 2021 • 2:00 PM – 3:30 PM

**Online Training**

Please access the on-demand trainings now available via UNT World Learning for an introduction to the ePAR process and several of the most commonly-used tasks:

- Introduction to ePAR
- Salaried Hire
- Task Hire
- Hourly Hire
- Employee Change in Department
- Termination
- Vacant Position Change

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**FLUID Training**

Employees will have tile-based access to personal information, payroll, benefits, employee resources, etc. In addition, the new Fluid platform will give you the ability to personalize tile location, and is easier to navigate on mobile devices.

These courses will provide an overview of the Employee Self-Service home page, Manager Self-Service home page, and time and labor functions in the new PeopleSoft Fluid environment. At the conclusion of these courses, users will know:

- What is Fluid
- Important terminology
- How to access and navigate the platform
- How to use Time and Labor functions
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, July 13, 2021 • 2:00 PM – 3:00 PM