



A program designed to align with our values and address the challenges that all supervisors face, while building connections within the UNT supervisor community.

A vital contributor to UNT's success lies in the teamwork and the relationships between supervisors and employees. This dynamic can have a substantial impact on job engagement, individual and team performance, satisfaction, and retention. This program will provide crucial learning and networking to all levels of supervisors as it pertains to people-first leading within the culture and context of UNT. The intended outcome of this program is to continually develop supervisory skills that have a positive impact on our employees, students, the university, and the greater community. Those who commit to this program and its requirements enjoy the honor of calling themselves a UNT "AccoUNTable Supervisor".

Program Objectives:

- ▶ Provide supervisors with focused and critical skills applicable to any level, expertise, or tenure.
- ▶ Encourage the ongoing learning and development of UNT's supervisor population.
- ▶ Create a community of supervisors for networking, connection, and shared learning.



Courageous Integrity



Be Curious



We Care



Better Together



Show Your Fire

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FYI: New Supervisor Orientation

The “AccoUNTable Supervisor” program will complement the New Supervisor Orientation (NSO) program already in place at UNT. Participation in NSO is not required in order to participate in the AccoUNTable Supervisor Program, although it would be preferable that newly hired supervisors complete NSO first. You can learn more information about the NSO program, including how to enroll, by e-mailing ODE@untsystem.edu. Courses within NSO are listed below:

- ▶ *Art of Successful Coaching*
- ▶ *Compensation and Benefits*
- ▶ *Effective Documentation*
- ▶ *Employee Engagement*
- ▶ *Facilitating Effective Performance Evaluations*
- ▶ *Foundations of Supervision*
- ▶ *Higher Ed Finance*
- ▶ *Multi-Generational Workplace*
- ▶ *Performance Management*
- ▶ *Positive Approaches to Resolving Performance and Conduct Problems*
- ▶ *Progressive Discipline*
- ▶ *Supervisor Communication Skills*
- ▶ *The Hiring Experience*

If you require special accommodation requirements as outlined in the Americans with Disabilities Act, please provide your request to ODE@untsystem.edu and a representative from Human Resources will contact you.



AccoUNTable Supervisor Program Overview

Purpose & Objectives

A vital contributor to UNT's success lies in the teamwork and the relationships between supervisors and employees. This dynamic can have a substantial impact on job engagement, individual and team performance, satisfaction, and retention. This program will provide crucial learning and networking to all levels of supervisors as it pertains to people-first leading within the culture and context of UNT. The intended outcome of this program is to continually develop supervisory skills that have a positive impact on our employees, students, the university, and the greater community. Those who commit to this program and its requirements enjoy the honor of calling themselves a UNT "Accountable Supervisor".

Program Objectives:

- Provide supervisors with focused and critical skills applicable to any level, expertise, or tenure.
- Encourage the ongoing learning and development of UNT's supervisor population.
- Create a community of supervisors for networking, connection, and shared learning.

Intended Audience & Program Eligibility

All supervisors at UNT regardless of the length of service (although it would be preferable that newly hired supervisors complete the New Supervisor Orientation, NSO program prior).

Attendance & Commitments

- Core 5 cycles will occur once a semester. Sessions will be in-person and two (2) hours each, the exception is the law/compliance session, which is two (2) hours in-person, but requires attending a pre-recorded webinar as pre-work. If a participant arrives late or leaves early from a session, make-up requirements will be reviewed on a case-by-case basis. These requirements will include a review of the circumstances. Every effort must be made to let the program administrator know about these issues in advance of the session.
- Participants must have supervisor approval to participate. The participants' supervisor will champion their employee's participation, which includes their commitment to coaching their participants and granting them time for the required hours of initial training (eleven hours via the Core 5) and the on-going quarterly development (two hours each quarter) requirement after the designation is obtained.
- The initial requirement for designation is only five (5) sessions. Therefore, missing more than one Core 5 session will make the participant ineligible for the AccoUNTable Supervisor designation. They will need to wait to complete the missing Core 5 session(s) within the next Core 5 Program cycle (once each semester).
- Attendance is an important part of the program's success. One objective for the program is to, "create a community of supervisors for networking, connection, and shared learning". The President and the Cabinet are committed to allowing our community of supervisors the time and support necessary to complete this program. **Therefore, sessions should not be missed for other work commitments and should be reserved for emergencies only.** If a session is missed, participants will be required to complete a comparable learning session within LinkedIn (or a related platform). They will also need to meet with three peers who attended the missed session and complete a writing assignment or oral recording (via Zoom/Teams) to verify learning. Specific requirements will be via consultation with the program administrator.

Initial Program Requirements (*The Core 5*)

Admission begins with submission to be considered for enrollment via a webform (link provided via UNT mass communications). Potential participants must be approved by their immediate supervisor on this form to complete application. Supervisor approval is required to participate fully in this program since both the participant (and their supervisor) will have requirements that they will agree to for participation*. Forty (40) will be admitted into the next cohort. We will also keep a waitlist in case we have any one drop out last minute. Supervisor approved applicants will be contacted directly if they are selected to participate in the cohort.

*The enrollee's supervisor commits to the time involved for their employee to participate in the program (eleven hours initially, plus eight hours annually). The enrollee's supervisor will also provide coaching to their employee (our participant) over what they are learning in the program. As such, the enrollee's supervisor will receive a coaching tip sheet that will provide a list of all the sessions and helpful coaching questions to ask their employee. This will help build dialogue between the participant and their direct supervisor.

Note that enrollment in the program comes with a statement of commitment (completed within the webform) where each participant pledges to commit to the Core 5 sessions in the program, as well as a minimum of one supervisory development session/learning each quarter after the Core 5 is complete (*Note: depending on program timing, new participants may only have two or three on-going quarters to report on for their year prior since the Core 5 will take care of their first quarter*).

Core 5 sessions will be offered each long semester, creating an informal cohort of forty (40) max to allow for good dialogue and because of space limitations. For each informal cohort of 40, the Core 5 sessions will be offered once a week (about every three weeks) to allow for completion of all five (5) within an approximate three (3) month period. Core 5 session dates will be announced in advance of each cohort. Facilitators for the Core 5 will utilize the following personnel (non-exhaustive): HR, Subject Matter Experts (SME's), Campus Partners, UNT Leadership, System Partners, and Other/Past "AccoUNTable Supervisors".

Recognition

Completers of all 5 Core sessions are allowed to indicate themselves as an "AccoUNTable Supervisor" in their e-mail signature line with the program logo and are given a token of recognition to signify Core 5 completion.

We will attempt to deliver these items. Pick-ups can also be made within the Support & Services Building (HR Office) and employees are asked to bring their certificate of Core 5 program completion with them to verify (or they may show completion on their UNT Bridge phone app).

AccoUNTable Supervisor Program Overview

Requirements for Ongoing Designation

Ongoing development, after the Core 5 is completed, comes in the form of quarterly learning via various options and mediums. As AccoUNTable Supervisors, the tracking of ongoing development is based on annual self-reporting of individual participants. As mentioned in the initial requirements, each member will sign a commitment statement when they enroll in the program that they agree to complete continued learning quarterly in order to continue to be designated an “AccoUNTable Supervisor”.

To help fulfill this requirement, the program will offer a topic each quarter. This topic will first be opened up to AccoUNTable Supervisors alumni and then to the entire UNT supervisor population. Participants can also take self-guided programming via their own conferences, LinkedIn sessions, Coursera, or any venue/platform that works best for them. The only requirement is that the learning be based on a skill/growth area for that supervisor and will increase their related skills. Quarterly offerings scheduled by the AccoUNTable Supervisor Program might include: roundtables, Linked In sessions, meet and greets with leadership, panels, short speaker presentations, traditional training, Q&As, discussion boards, article reviews, interviews, book reviews, mixers, etc. Topics will cover multiple areas and divisional information and change each quarter. We require that participants take at least one of the Program led offerings each year to help with networking, cross-learning, and connection between UNT supervisors.

Annually, at the start of the calendar year, members will be assigned a course in UNT Bridge that serves as confirmation for the previous year’s commitment. This “course” will include the continuing commitment statement for the upcoming year, agreement for the continued development and, any annual announcements that need to be made to the participant members. This course will also include a “short answer” question that requires participants to manually list their four learning choices they made for the year (and dates of completion). They will use this annual course to report on any personal learning as well as the learning they took from the AccoUNTable Supervisor Program’s quarterly offerings. Exception auditing will be done if there are concerns for any individual participant.

If a participant lapses their annual requirement, they can identify such on their annual completion and commitment statement course. They should no longer use the program logo in any of their e-mail signatures, present their token of recognition, or indicate themselves as an AccoUNTable Supervisor in any shape or form. If the participant would like to rejoin in the future, they can contact the program administrator. Reinstatement will be granted on a case-by-case basis and may require completion of the Core 5 sessions again and/or make-up plans for the quarters previously missed. Reinstatement requirements will include a review of items such as tenure in the program and the lapsing circumstances.

Protected leave will act as a “pause” button on requirements and the clock starts again when the person returns. The person may indicate the protected leave lapse in their annual commitment and completion statement course. Please do not include any protected and specific medical information. Just the dates of the protected leave and leave type. For example, if I was out Jan-March I would not report learning for that quarter, but instead would indicate the quarter affected by its dates and make a note of the protected leave (ex: “FMLA”).

Providing Feedback, Program Evaluation

A Core 5 overall completion evaluation will be sent out after initial Core 5 program completion to assess the impact of those sessions. It will cover how well the learning objectives matched the program goals, the correlation between the supervisors' experience and the participant's professional and personal growth, and participant satisfaction.

It will also ask for future topics of interest to continue the flow of future topics for the quarterly events going forward.

Contacts & Communications

For more information about the AccoUNTable Supervisor please contact Human Resources at HRAdministration@untsystem.edu (attention: AccoUNTable Supervisor Program Administrator).

An "AccoUNTable Supervisor" Teams groups will be created to allow for a highly interactive space for things like postings, chats, networking, meet-up planning, etc. Members of the program will automatically be added to the Core 5 Teams group and upon Core 5 completion will be moved to the AccoUNTable Supervisor "Active Members" Group. Communications for quarterly offerings will be made in Teams and, depending on the nature of offerings each quarter, recordings may be housed in the dedicated Teams Group for program members. However, recording in this space is not a guarantee. Participants should turn on all Teams notifications in all channels so they do not miss any of the program announcements.

Key Program Dates



All will be held in the Support & Services Building, Room 102.	
February 2024	
Session 1 Supervising Strategically	February 13th 2 – 4 pm
Session 2 Caring & Creative Supervisors	February 29th 2 – 4 pm
March 2024	
Session 3 Employee Relations & Compliance Considerations[†] <i>(in-person component)</i>	March 21st 2 – 4 pm
April 2024	
Session 4 Communication & Conflict Competence	April 10th 2 – 4 pm
Session 5 Better Together: From Value to Action	April 30th 2 – 4 pm

[†]Please Note: This live session requires 1 hour of pre-work via a pre-recorded webinar (sent in advance of the in-person session).



Acco**UN**Table Supervisor Course Descriptions

Each session supports supervisors in learning/applying all of our values. However, there is also a targeted focus, within each Core 5 session, to a particular value (as listed below).

Better Together: From Value to Action

In this session, supervisors will convene to reflect on the "Better Together" value, exploring its role in fostering engagement, individual belonging, and team connectivity. Through dynamic discussions, we will explore pathways for integrating collaboration into teams, while strategizing to amplify employee engagement and create an environment where all thrive.

This session also offers supervisors a unique chance to cultivate valuable connections through dedicated networking time, aligning with our program's objective to, "create a community of supervisors for networking, connection, and shared learning." Supervisors will exchange experiences, best practices, and insights, further enriching their supervisory skills.



LEARNING OUTCOMES

Better Together

Participants will:

- Be able to communicate the importance and application of the value, "Better Together" and its significance in fostering a culture of collaboration.
- Learn at least two new strategies and/or practical approaches to support belonging, relationship building, and connection on your teams.
- Increase your personal network by engaging in meaningful interactions and brainstorming with other supervisors.



Caring & Creative Supervisors

In keeping with UNT being a caring and creative university, we will explore techniques for fostering motivation and engagement for your employees and on your teams.

This will include a look at flexible work options, recognition, career development, and other interventions or conversations that can enhance productivity and job satisfaction.

This session will help supervisors identify tools for development at the individual, team, and organizational levels.



LEARNING OUTCOMES

Show Your Fire

- Review best practices for effective feedback, recognition, and ongoing motivation.
- Discuss the benefits of creative and flexible work options.
- Identify tools to enhance continued individual and team engagement through empathy and strong emotional intelligence.
- Explore development strategies for your employees' career, team, and organizational growth.

Communication & Conflict Competence

This session will provide supervisors an opportunity to develop their abilities in navigating difficult topics and resolving conflict in a professional and effective manner.



Supervisors will learn and practice key skills for effective communication that will encourage confidence, minimize miscommunication, and build strong collaboration amongst their teams.

Similarly, supervisors will develop skills for navigating difficult conversations that will better create an environment of increased trust, improved relationships, and respectful civility.

LEARNING OUTCOMES

We Care

- Discover how to effectively work with difficult employee behaviors and through difficult conversations.
- Identify techniques to encourage communication and collaboration within your team and across departments.
- Explore strategies for coping with change and conflict as they arise in the future.
- Recognize the impact of perspective and attitude upon team dynamics and workplace relationships.

Employee Relations & Compliance Considerations

This two-part comprehensive session will provide a high-level overview on a variety of employee relations and compliance matters as it relates to UNT.

Supervisors will review leave options, such as Family and Medical Leave (FMLA), and attendance concerns and will explore management of employee leave and attendance.



Supervisors will also receive an overview of accommodations, FLSA, compensatory time, and progressive discipline. These topics are necessary for supervisors to understand in their role and to avoid potential liability.

Lastly, supervisors will receive an overview of other compliance essentials such as free speech, discrimination, and privacy. As a supervisor, it is important to understand any obligations you have.

LEARNING OUTCOMES

Courageous Integrity

- Understand the responsibilities within general leave, FMLA, and attendance.
- Review and understand accommodations, FLSA, compensatory time and progressive discipline.
- Understand general compliance essentials and obligations.

NOTE: This live session requires 1 hour of pre-work via a pre-recorded webinar (sent in advance).

Supervising Strategically

Supervisors will learn skills that will help them to convey direction and purpose to their teams and communicate alignment with UNT's mission and vision. This session will provide the opportunity to review positive coping strategies for any future changes, assistance on providing goal clarity, and discuss methods for strategic planning. Participants will also review ways to establish accountability with their employees.



LEARNING OUTCOMES

Be Curious

- Explore strategies for conveying direction and purpose and communicating alignment with UNT's mission and vision.
- Review ways to establish and communicate accountability, standards, and goals.
- Discuss a framework for directing future change and thinking/planning strategically.





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**Courageous
Integrity**



Be Curious



We Care



Better Together



**Show Your
Fire**