

**SUPERVISORY NEWSLETTER** November 2023 | Issue 21

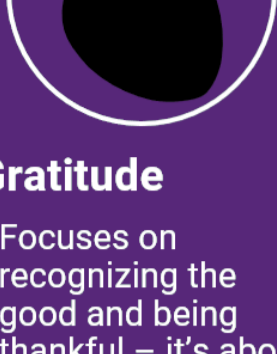



As we head into a busy and stressful season, we'd like to take a moment to communicate our **APPRECIATION** for who you are and everything you do. The impact of your actions is profound and everything you do matters. We know being in a leadership position is not always easy, and that's why you should never hesitate to reach out for support.

We see you, we hear you, and we are here for you. Now, about appreciation...

Until next month!

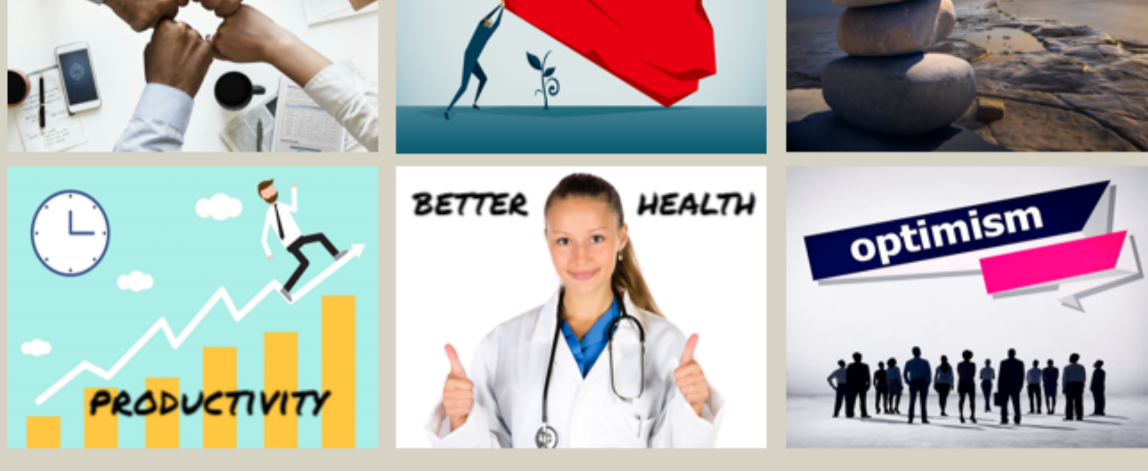
[HRS Employee Relations](#)

**KNOW THE DIFFERENCE**

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| <br><b>Gratitude</b><br>• Focuses on recognizing the good and being thankful – it's about impact. | <br><b>Recognition</b><br>• Focuses on performance and specific actions – it's about what people do. | <br><b>Appreciation</b><br>• Focuses on a person's inherent value and worth – it's about who people are. |
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**BENEFITS OF APPRECIATION**

Read [The Psychological Effects of Workplace Appreciation and Gratitude](#) to learn more about the benefits of appreciation in the workplace.


**WARNING SIGNS**



## 7 Warning Signs Your Team is Feeling Underappreciated at Work

- Lack of enthusiasm:** Team members who feel underappreciated may lack enthusiasm because they may feel that their contributions are not being recognized or valued. They may feel like they are not making a meaningful impact or that their efforts are going unnoticed.
- Decreased productivity:** If team members feel like their work is not being recognized, they may become less productive or lose motivation to do their best. They may also feel there is no point in putting in extra effort if it won't be appreciated or recognized.
- Absenteeism:** Feeling underappreciated can lead to **increased absenteeism**, as team members may feel disengaged or disconnected from their work. They may also begin to feel like their time is not valued or that they are not making a meaningful contribution.
- Negative attitudes:** Team members who are feeling underappreciated at work may develop negative attitudes towards their work or colleagues. They may become critical, cynical, or sarcastic and may start to express their dissatisfaction openly. This can create a hostile work environment that can be difficult to overcome.
- Low morale:** When team members feel underappreciated, it can lead to low morale and negative team culture. This can have a ripple effect, impacting the overall performance and success of the team. Low morale can also lead to increased turnover, as team members may start to look for other opportunities where they feel more valued.
- Lack of initiative:** Team members who feel underappreciated may become less likely to take the initiative or to go above and beyond their job duties. They may feel their efforts will not be recognized or rewarded for their contributions.
- Reduced communication:** When team members are feeling underappreciated at work, they may become less likely to communicate openly and honestly with their colleagues or supervisor. They may start withholding information or becoming less likely to share their ideas or concerns.

Read the full article by Aastha Bensla by clicking on the graphic above.

**EXPRESSING APPRECIATION**

Watch this 4.5-minute video by Kate MacAleavey to learn more about the importance of gratitude and appreciation in living a happy and productive life.


**UNDERSTANDING PREFERENCES**

**Did you know** that not everyone likes to be appreciated in the same way? According to Gary Chapman and Paul White, authors of *The 5 Languages of Appreciation in the Workplace*, everyone has a preferred and a least valued language of appreciation. Our tendency is to show appreciation towards others in our preferred appreciation language; however, our efforts may fall short if the receiver's appreciation language is different than our own.



**Did you also know** that HRS has a [Recognition and Appreciation Toolkit](#) available to you?! This invaluable resource will help you tailor your recognition and appreciation habits, as well as provide you with actions and ideas you can implement today to help you appreciate others the way they want to be appreciated.

**BUILDING A CULTURE OF APPRECIATION**

- Understand your strengths.
- Identify and cultivate those strengths.
- Intentionally use your strengths.
- See the strengths in people around you.
- Acknowledge what you see.
- Leverage the strengths of others.



Watch this 4.5-minute video by Ruth Pearce

To access this video, click on the blue button above and enter your UNI email address when prompted. If your personal email address populates, please ensure you click on the "change" link first to update your email address. Once entered, click on "Continue to the University of Northern Iowa LinkedIn Learning account" to access content.

**APPRECIATE YOURSELF**

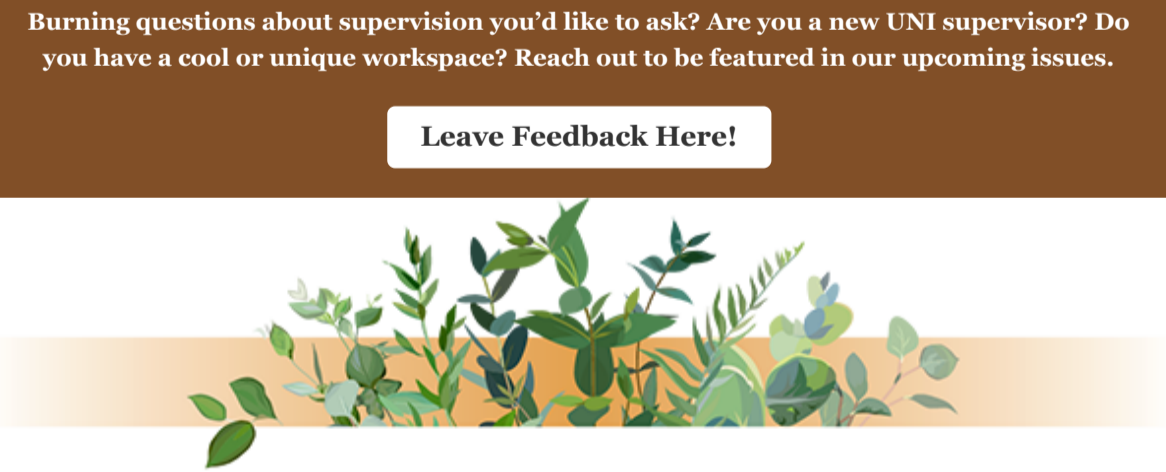
It can be difficult to appreciate others when you don't appreciate yourself. When filling other people's cups, make sure yours also stays full!


**Hello, New UNI Supervisors!**

**Becca Hildebrand, College of Humanities, Arts & Sciences**  
**Brandon Uhlenhopp, Operations & Maintenance**

We want to feature YOU! Do you have any supervisory tips/tricks you'd like to share? Burning questions about supervision you'd like to ask? Are you a new UNI supervisor? Do you have a cool or unique workspace? Reach out to be featured in our upcoming issues.

[Leave Feedback Here!](#)



**We Appreciate You and All That You Do**

**LEARNING & DEVELOPMENT**

- [Supervisor Development Series: FMLA and ADA Supervisor Responsibilities](#)

This training is available on-demand via Blackboard. Please click on the linked course name above to access this session.

This session provides supervisors with high-level information about how to identify a potential leave or accommodation request from an employee, and clarifies a supervisor's role in complying with the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA). This training takes approximately 45-minutes and will save your progress if you are unable to finish in one sitting.

- [Supervisor Development Series: FLSA/Time-Reporting](#)

While no sessions are currently being scheduled, we highly encourage you to visit our FLSA resources webpage and review the information at <https://hrs.uni.edu/supervisors/flsa>. Additionally, you may review OBOs time reporting resources at <https://obo.uni.edu/payroll/time-reporting>.

**COMING SOON**

- [Supervisor Development Series: Fundamentals of Supervision](#)
- [Supervisor Development Series: Addressing Performance Deviations](#)
- [Supervisor Development Series: Managing Conflict Effectively](#)
- [Supervisor Development Series: The Power of Gratitude and Recognition](#)

HRS is excited to announce we will be partnering with our Employee Assistance Program to host three virtual workshops for supervisors this upcoming academic year. All sessions will take place via Zoom from 1 p.m. to 2 p.m. Registration for each of these events will be shared one month prior to each session date.

**Save the Dates!**

**January 30, 2024**  
 Communicating in Challenging Situations | **Registration opens in December**

**April 25, 2024**  
 Leading With Your Best Self

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**Our Vision**

All employees will be positively engaged in their greatest potential while contributing to the success of the university.

**Our Mission**

Human Resource Services fosters an environment of integrity and collaboration through innovative solutions and communications contributing to the successful recruitment, development, and retention of university employees.