

## Practical Approach: Developing Employees on a Budget

In more than 20 years working in Human Resources, one thing has remained the same, regardless of whether I was in a family-owned business, a global conglomerate, or state government. It's a dreaded word, harder to build than to live within – Budget. While it has not grown at a high rate, the demand to stretch it certainly has, particularly where employee development is concerned. Here are some ways to develop your team without breaking the bank.

Learning new skills and keeping them sharp through cross-training provides a broadening of knowledge for all individuals. Having these back-ups also provides for more flexibility, not just in work assignments, but in the type of work-life balance your team desires. This strategy will also give you less to worry about when someone is out, leaves their position, or better yet, gets promoted.

Not everyone has the same talents or interests, even if they have the same job. Find ways to utilize individual strengths across multiple roles in the same position type through division of work. Someone can be an in-house expert on certain aspects of the work to whom others go for that information. Another can be assigned all of a certain type of work because they excel at it and enjoy it. It's important not give one person all the "bad stuff" because they are good at it and no one else likes doing the worst part of the job.

There is always work that can be done to make our teams more effective and efficient. The list of "if we only could" or "I wonder if" never ends. Turn these into opportunities for "I guess he can," or, "I knew she would." Messaging for this kind of development is critical. Don't make it about continuity of business, or how we just need to get more work done, even though both probably apply.

Talk about it on a more personal level for your team member. Tell them how they can use strengths they have that will allow them to shine. Talk to them about how this helps meet a goal or development area they identified in their CPC conversation. Demonstrate how the work will develop the skills needed to take the next step in their careers.

–Commissioner Darin Seeley

## Training Tuesdays

**Rock Your Engagement: Leading the Five Types of People** – In an ideal workplace, everyone would show up, get along, and do their job well. Unfortunately, there are occasionally people who negatively impact engagement, performance, and relationships. Leaders must learn the right way to encourage actions that lead to success while also halting the destructive actions of others.

This webinar will be presented by Dr. Sherene McHenry, The People IQ Expert®, a former graduate professor turned speaker and author. During this webinar you will learn:

- Differing strategies for working with high-fliers, steady gliders, slackers, and others.
- Hold individuals accountable while encouraging positive behavior.
- Halt disruptive behaviors before they destroy morale.
- Protect high performers from burning out.

**Date: Tuesday, April, 19, 2022**  
**Time: 10:00 – 11:30 a.m. CT**

**Cost: \$30**  
**Click here to register.**

## Administrative Professionals' Day 2022

Administrative professionals play a vital role in maintaining offices and the flow of work for state government. To celebrate the importance of their jobs and the value of these professionals, those achievements and offer a chance to relax, Administrative Professionals' Day will return for two events on Tuesday, April 26 in Pierre, and Wednesday, April 27, in Sioux Falls.

This year's events will be headlined by author, trainer, and motivational humorist Desi Payne. Known as "The Attitude Adjuster," Desi has over 25 years of experience as an entrepreneur, patient advocate, customer service and leadership trainer, and award-winning entertainer. The cost for this event is \$50 per participant.

To register or view additional information on this year's event, **please click here.**



## Eight Signs of Engaged Employees

Every leader wants the members of their team to be engaged. Engagement is a positive state of mind regarding one's job and organization. The eight signs of engaged employees are:

- Focused
- Supportive
- Discipline
- Open to Collaboration
- Open to Learning
- Good Communicators
- Solid Performers
- Decisive

Learning to identify and encourage engaged employees will not only encourage their long-term growth and job satisfaction but serve to uplift the rest of your team as well. Higher customer satisfaction, reduced turnover, and increased productivity are also more likely with a team of engaged employees.

# Supervisory Summary

The Supervisory Summary is designed to give you a monthly 'heads up' at some of the more weighty topics in the upcoming Benefits and Well-Being Bulletin and Training & Development Digest.

## Benefits

### Complete The Wellness Qualifications by April 1, 2022

The deadline to meet your well-being qualifications and earn your reward is April 1, 2022. We recommend you check your account by logging in at <https://webmdhealth.com/benefit/> before the April 1 deadline to see your progress under the Rewards tab.

There are two rewards you can earn for participating in the benefit Well-Being Program, a full summary of which can be found here. (Reminder: If you cover a spouse on your health plan, they must also complete qualifications for you to earn Reward #1.)

Be sure to also check on the portal how many points/dollars you have earned between rewards 1 and 2. This will help you prepare for your upcoming HRA/HSA contribution for FY23.

If you have questions about points, eligibility, challenges, your reward, or the portal itself, please call the WebMD helpline at 800.721.2749.

### Spend Your HRA Balance Before June 30, 2022

Please be advised if you have a Health Reimbursement Account (HRA) through the state, you have until June 30, 2022, to incur claims. Notices were sent out last year informing employees that their previous HRA balances would no longer roll over from year-to-year. All funds currently in your account, including those funded in previous years, will be forfeited after that date.

An HRA is an employer contribution only account that reimburses you for certain medical, pharmacy, dental, and vision expenses incurred. [Click here to learn more about Health Reimbursement Accounts.](#)

#### Additional Topics:

- Pregnancy Support Program
- Spend Your HRA Balance by June 30, 2022
- Register for Open Enrollment Presentations
- Updated Summary Plan Descriptions Now Available
- Register: EAP Well-Being Webinar
- Register: Lunch and Learn
- Tools for Open Enrollment (Infographic)

## Training & Development

### Microsoft Classes

Microsoft applications are an integral part of today's workplace. Some individuals may need an introductory course, while others may want something more advanced. To meet this demand, the Bureau of Human Resources is now offering new classes designed to answer your questions. This month's featured classes are:

**Microsoft Excel (L100)** – Take an intermediate overview of Excel, including templates, styles and themes, cell formatting, pivot tables, filtering, and more. The next Excel class is scheduled for March 10, from 10:00 – 11:00 a.m. CT via Teams. [Click here to register.](#)

**Getting Started with Teams** – Learn the basics of this all-in-one platform that combines virtual meetings, file storage, and collaboration. This class is next scheduled for March 24, from 10:00 – 11:00 a.m. CT, via teams. [Click here to register.](#)

**SharePoint** – Attendees will learn how to share and manage content, find information, and collaborate across your organization. The next SharePoint class is scheduled for April 12, from 10:00 – 11:00 a.m. CT, via teams. [Click here to register.](#)

[Click here to see the complete list of Microsoft classes.](#)

#### Additional Topics:

- New Training Courses Coming Soon
- Text Here