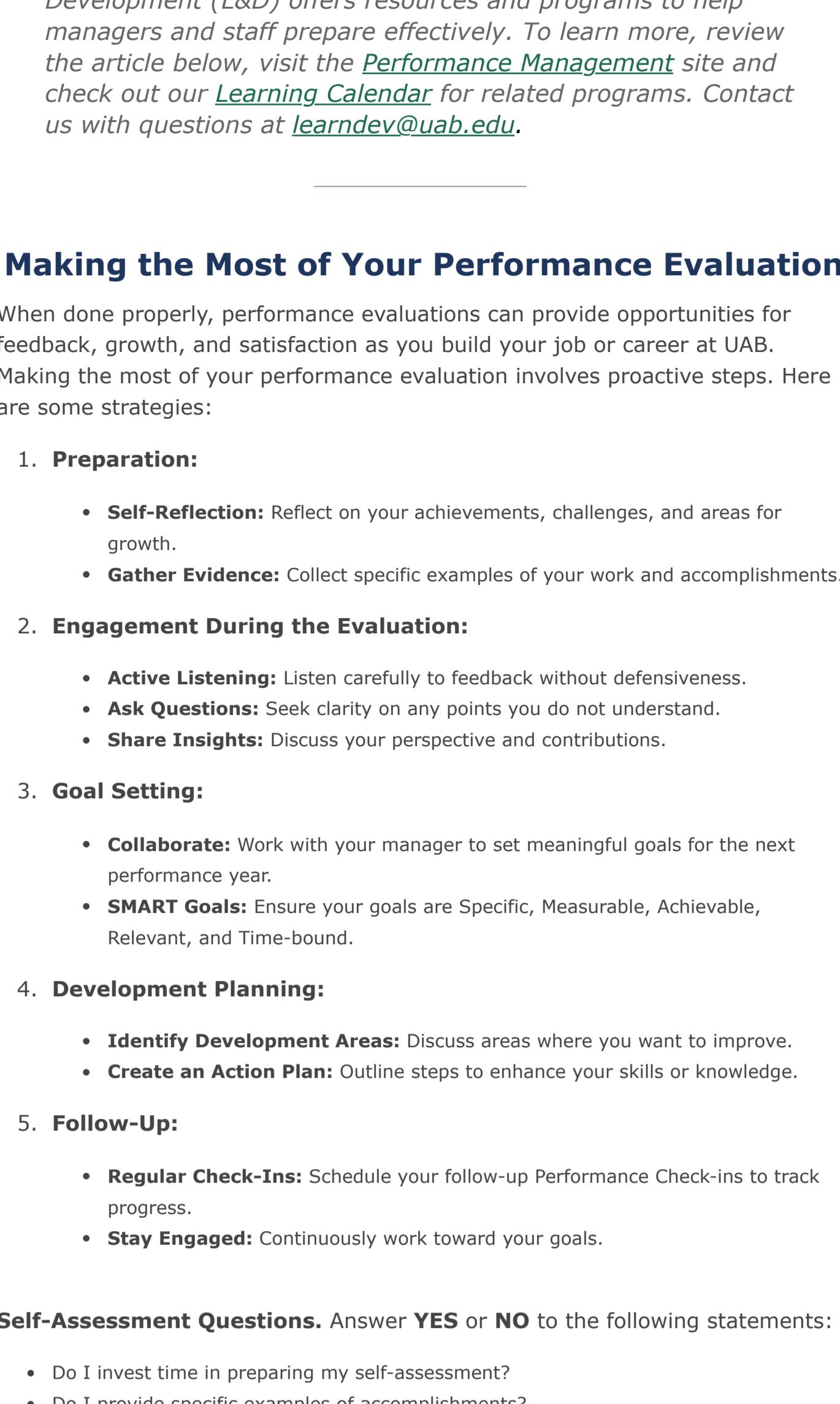


# LEARNING & DEVELOPMENT NEWS

JULY 2024

**UAB**  
LEARNING & DEVELOPMENT  
The University of Alabama at Birmingham



As we enter our university-wide formal performance evaluation cycle from July 1 to September 30, HR Learning & Development (L&D) offers resources and programs to help managers and staff prepare effectively. To learn more, review the article below, visit the [Performance Management](#) site and check out our [Learning Calendar](#) for related programs. Contact us with questions at [learndev@uab.edu](mailto:learndev@uab.edu).

## Making the Most of Your Performance Evaluation

When done properly, performance evaluations can provide opportunities for feedback, growth, and satisfaction as you build your job or career at UAB. Making the most of your performance evaluation involves proactive steps. Here are some strategies:

### 1. Preparation:

- **Self-Reflection:** Reflect on your achievements, challenges, and areas for growth.
- **Gather Evidence:** Collect specific examples of your work and accomplishments.

### 2. Engagement During the Evaluation:

- **Active Listening:** Listen carefully to feedback without defensiveness.
- **Ask Questions:** Seek clarity on any points you do not understand.
- **Share Insights:** Discuss your perspective and contributions.

### 3. Goal Setting:

- **Collaborate:** Work with your manager to set meaningful goals for the next performance year.
- **SMART Goals:** Ensure your goals are Specific, Measurable, Achievable, Relevant, and Time-bound.

### 4. Development Planning:

- **Identify Development Areas:** Discuss areas where you want to improve.
- **Create an Action Plan:** Outline steps to enhance your skills or knowledge.

### 5. Follow-Up:

- **Regular Check-Ins:** Schedule your follow-up Performance Check-ins to track progress.
- **Stay Engaged:** Continuously work toward your goals.

**Self-Assessment Questions.** Answer **YES** or **NO** to the following statements:

- Do I invest time in preparing my self-assessment?
- Do I provide specific examples of accomplishments?
- Do I come prepared with questions about my growth and development?
- Am I prepared to listen for understanding?

### On-Demand Tools

Remember, performance evaluations are opportunities for growth and alignment with organizational objectives. To learn more, check out these curated tools.

Staff Tools:

- [Staff Self-Reflection Guide](#)
- [Staff Checklist Annual Performance Evaluations](#)

Manager Tools:

- [Performance Conversation Questions](#)
- [Manager Checklist Annual Performance Evaluations](#)

See [All UAB Performance Management Tools](#) here.

## To learn more, check out the following programs:

### Performance Evaluation: Planning and Conversations for Managers

Intended for Managers-at least 1 direct report

• August 6 | 2 to 3:30 p.m. | ZOOM

• August 14, | 9 to 10:30 a.m. | MT 419A

### Performance Evaluation: Staff Making the Most of Your Review

Intended for all Staff

• August 27 | 1 to 2:30 p.m. | MT 419A

• August 28 | 9 to 10:30 a.m. | ZOOM

### Making Feedback Work for You

Intended for all Staff

• July 24 | 10:30 a.m. to 12 p.m. | ZOOM

• August 29 | 9 to 10:30 a.m. | ZOOM

• September 18 | 2 to 3:30 p.m. | MT 419A

### Optimizing Performance: Your Check-In Strategy

Intended for all Staff

• October 15 | 1 to 3:30 p.m. | MT 419A

### Emotional Intelligence: Building Relationships and Communicating Effectively

Tues., July 23 | 1 to 3 p.m. | MT 419A

### Making Recognition a Routine

Thurs., July 25 | 9:30 to 11:30 a.m. | MT 419A

A culture of excellence thrives when employees feel valued. This program covers three aspects: rewards, appreciation and growth opportunities.

### July LearnDev Program Calendar

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