

# LEARNING & DEVELOPMENT NEWS

UAB  
LEARNING & DEVELOPMENT  
The University of Alabama at Birmingham

JULY 2024



## People-Centered Performance Management: PART 2

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:

- Preparation:**
  - Self-Reflection:** Reflect on your achievements, challenges, and areas for growth.
  - Gather Evidence:** Collect specific examples of your work and accomplishments.
- 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.
- 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.
- Development Planning:**
  - Identify Development Areas:** Discuss areas where you want to improve.
  - Create an Action Plan:** Outline steps to enhance your skills or knowledge.
- 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

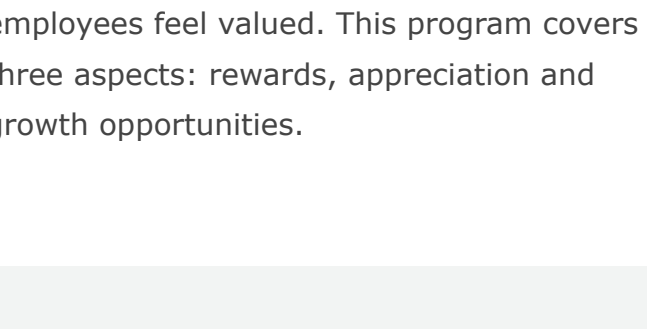
## July LearnDev Program Calendar



### **Emotional Intelligence: Building Relationships and Communicating Effectively**

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

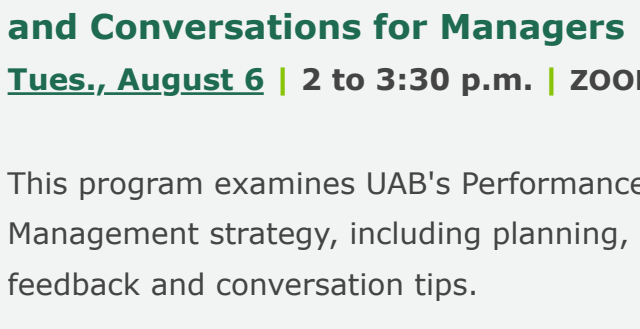
Learn how to reframe your emotions and adapt to the situations you encounter.



### **Making Feedback Work for You**

**Wed., July 24 | 10:30 a.m. to 12 p.m. | ZOOM**

This workshop series helps employees develop feedback skills—giving and receiving. Learn strategies and apply them to a case study.

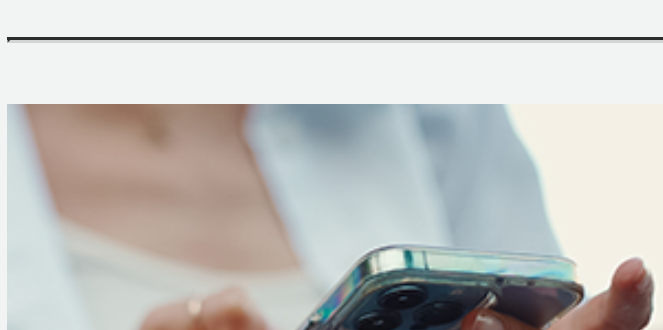


### **Making Recognition a Routine**

**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.

## August LearnDev Program Calendar



### **Performance Evaluation: Planning and Conversations for Managers**

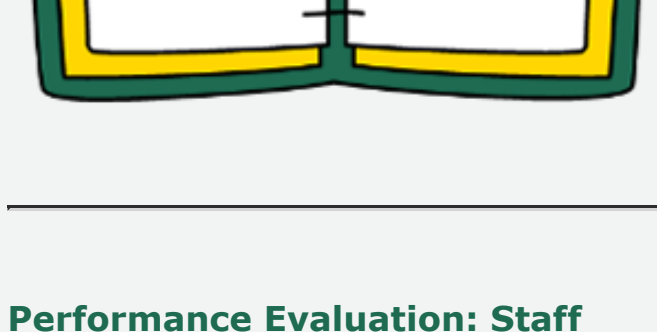
**Tues., August 6 | 2 to 3:30 p.m. | ZOOM**

This program examines UAB's Performance Management strategy, including planning, feedback and conversation tips.

### **Sending Emails on Behalf of Others**

**Mon., August 19 | 11 to 11:30 a.m. | ZOOM**

Join Suzanne Bradley, Executive Assistant to the Dean, UAB College of Arts & Sciences, as she reveals pro tips, insights and strategies on sending emails on behalf of others.



### **DISC - Understanding Your Behavioral Style**

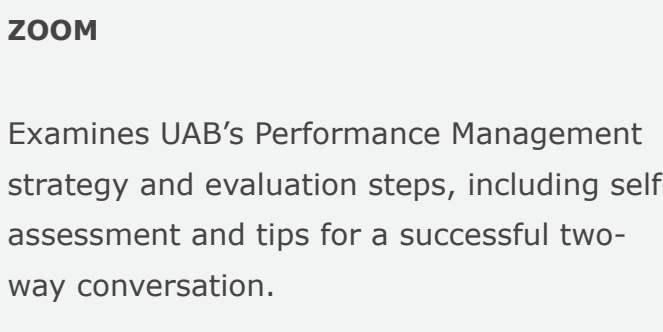
**Tues., August 13 | 9:30 a.m. to 12 p.m. | MT 419A**

This workshop will help you understand your behavioral style and how it influences your behavior.

### **Performance Evaluation: Planning and Conversations for Managers**

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

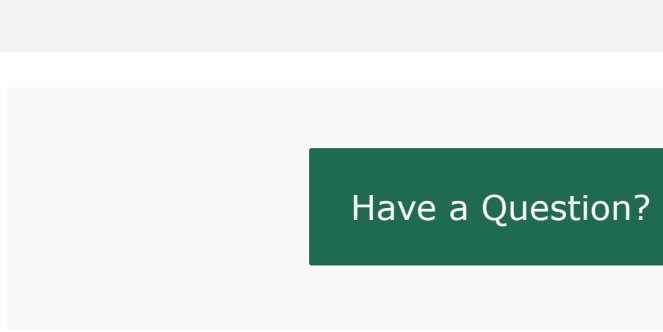
Review UAB's Performance Management strategy including; planning, feedback and conversation tips.



### **Exploring LinkedIn Learning: Creating a Habit of Learning**

**Wed., August 14 | 11 to 11:45 a.m. | ZOOM**

LinkedIn Learning staff will share the newest features to personalize your learning, explore new skills, stay updated, and advance your career.



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

**Tues., August 27 | 1 to 2:30 p.m. | MT 419 A**

**Wed., August 28 | 9 to 10:30 a.m. | ZOOM**

Examines UAB's Performance Management strategy and evaluation steps, including self-assessment and tips for a successful two-way conversation.

### **Making Feedback Work for You**

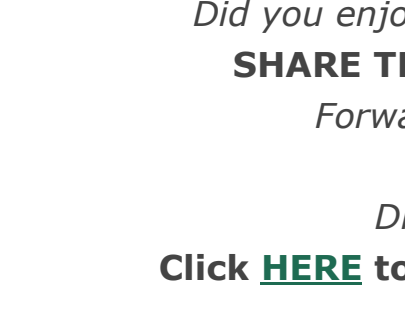
**Thurs., August 29 | 9 to 10:30 a.m. | ZOOM**

This workshop series helps employees develop feedback skills—giving and receiving. Learn strategies and apply them to a case study.

Have a Question? Ask [LearnDev@uab.edu](mailto:LearnDev@uab.edu)

LinkedIn Learning Corner

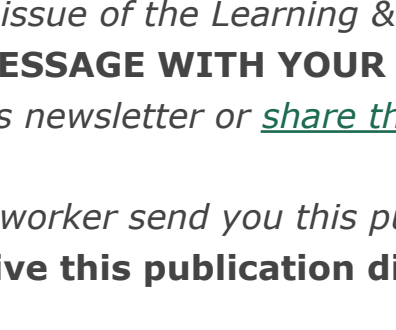
## PRODUCTIVITY TIPS



### **Outlook Quick Tip**

Auto Forward Messages

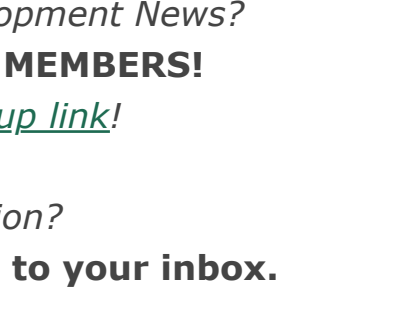
Set rules to automatically forward and redirect messages.



### **Excel Quick Tip**

Conditional Formatting

Identify and highlight specific cells based on contents.



### **Zoom Quick Tip**

Create Breakout Rooms

Assign your attendees to specific collaboration rooms.

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## Meet Our Team!

The HR Learning & Development team comprises talented professionals committed to enriching your career journey at UAB. We offer diverse expertise tailored to support your self-discovery and skill refinement. We aim to provide relevant learning opportunities as stepping stones toward your success.

### Meet Tammy White

Tammy, a Learning and Development O.D. specialist with 25 years of leadership-focused experience says, "Frequent conversations between employees and managers build trust and show that managers care about employee development. This results in better-received feedback and supports the people-centered approach that L&D builds into our programs."

Tammy's career passions come to life in the classroom. She enjoys sharing knowledge and leadership insights while also learning from others who are closest to the very work that advances enterprise priorities and the work of the UAB Community.

Say hello to [Tammy White](#) | [FULL BIO](#)



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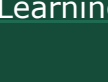
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