

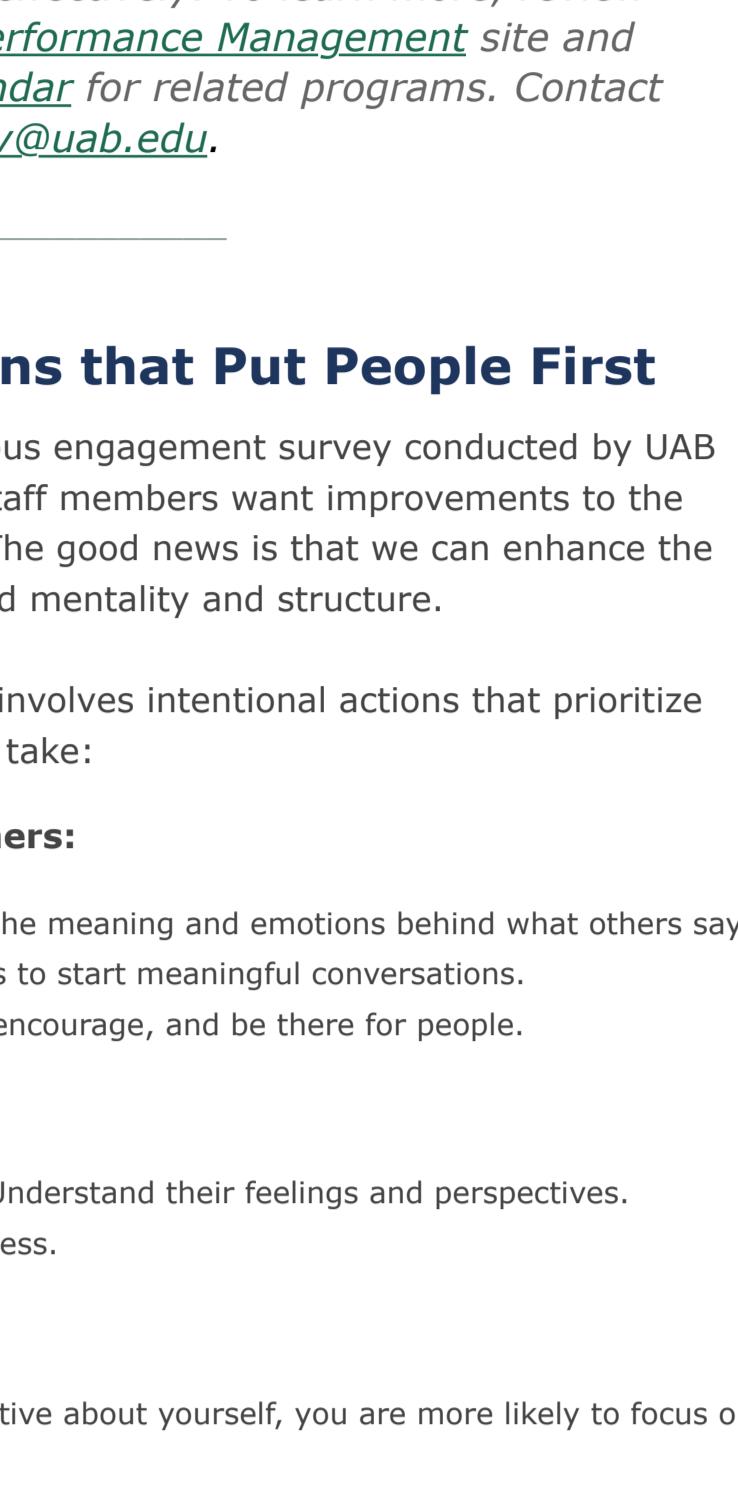
# LEARNING & DEVELOPMENT NEWS

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

JUNE 2024

## People-Centered Performance Management

PART 1



With the university-wide formal performance evaluation cycle approaching 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).

### Performance Evaluations that Put People First

One important finding from the campus engagement survey conducted by UAB in 2022-2023 was that faculty and staff members want improvements to the performance management process. The good news is that we can enhance the process by creating a people-centered mentality and structure.

Adopting a people-centered mindset involves intentional actions that prioritize others. Here are some steps you can take:

#### 1. Be Present and Focus on Others:

- **Listen Actively:** Understand the meaning and emotions behind what others say.
- **Show Interest:** Ask questions to start meaningful conversations.
- **Offer Support:** Compliment, encourage, and be there for people.

#### 2. Develop Empathy:

- Put yourself in others' shoes. Understand their feelings and perspectives.
- Practice compassion and kindness.

#### 3. Improve Self-Esteem:

- When you feel secure and positive about yourself, you are more likely to focus on others.

#### 4. Break Unhealthy Patterns:

- [Identify self-centered behaviors](#)<sup>1</sup> (e.g., excessive self-talk, lack of empathy) and consciously change them.

The good news is the UAB community can enhance the process by creating a people-centered mentality, structure, and habits. Adopting a people-centered mindset enriches your connections and brings joy!<sup>1</sup>

[1.believeinmind.com](http://1.believeinmind.com)

To learn more, check out the following programs:

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

Intended for Managers-at least 1 direct report

- July 11 | 9 to 10:30 a.m. | ZOOM
- 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

- July 16 | 8:30 to 10 a.m. | ZOOM
- August 27 | 1 to 2:30 p.m. | MT 419A
- August 28 | 9 to 10:30 a.m. | ZOOM

#### Optimizing Performance: The Check-In Strategy

Intended for all Staff

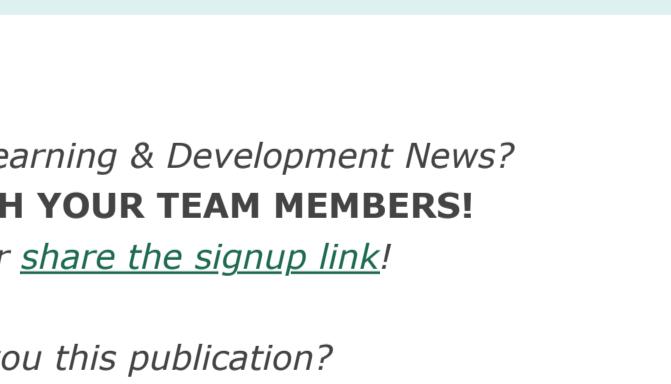
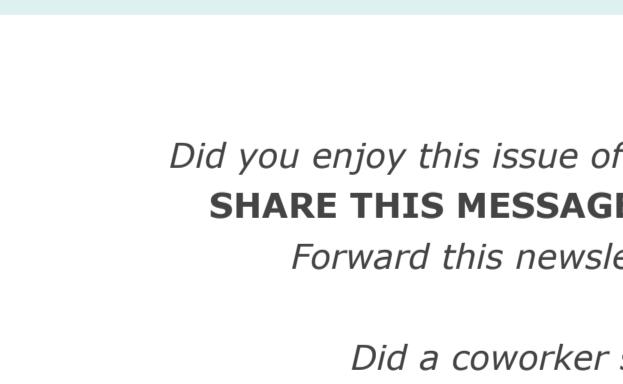
- June 25 | 2 to 3:30 p.m. | MT 419A
- October 15 | 1 to 3:30 p.m. | MT 419A

#### 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

### June LearnDev Program Calendar



#### Multigenerational Workforce

Tues., June 25 | 10:30 a.m. to 12 p.m. | MT 419A

Participants will leave equipped with practical strategies for maximizing the collective potential of a multigenerational team.

[REGISTER](#)

#### Optimizing Performance: Your Check-In Strategy

Tues., June 25 | 2 to 3:30 p.m. | MT 419A

This course covers positive work culture behaviors, expressing employee value & improving the check-in process.

[REGISTER](#)

#### Improving Your "Outlook": 5 Steps to Writing Emails that Work

Mon., July 15 | 11 to 11:30 a.m. | ZOOM

Get tips on communicating clearly, collaboratively and effectively by email — then get hands-on demonstration tools.

#### 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.

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

Tues., July 16 | 8:30 to 10 a.m. | ZOOM

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

#### 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.

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

LinkedIn Learning

# PRODUCTIVITY TIPS

## Zoom Quick Tip

Chat Outside of Meetings

Use Zoom for instant messaging to communicate about issues not needing a live meeting.

## Excel Quick Tip

Change Rows to Columns

Excel has the capability to switch rows and columns, making data reorganization easy.

## Word Quick Tip

Compress Pictures

Use this method to compress large images so they take up less space.

## Performance Evaluation: Planning and Conversations for Managers

Thurs., July 11 | 9 to 10:30 a.m. | ZOOM

Examines strategy, planning, feedback, conversation tips, and steps for submitting annual evaluations.

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