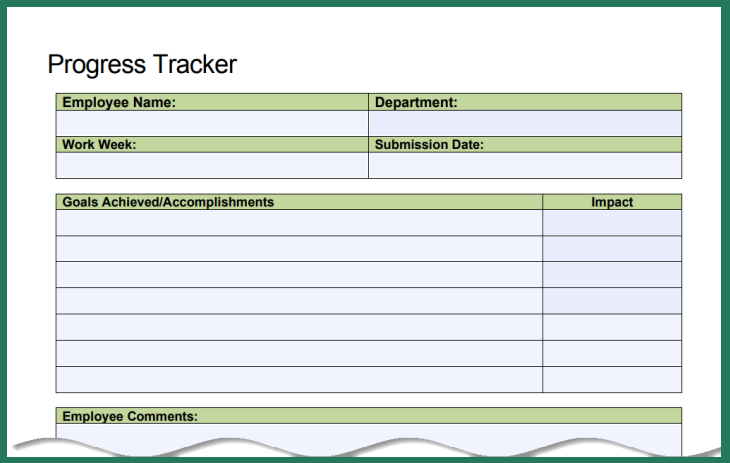
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Leader Training: Excellence in Managing the Alternate Work Environment

Online training will be assigned for managers/leaders who have employees approved to participate in the Alternate Work Option.

- Defining Performance Expectations
- Developing Task and Project Goals
- Measuring Employee Productivity
  - Productivity Tools
    - UAB Progress Tracker
    - Weekly Progress Report
    - Project Plan
- Managing Employee Engagement
- Setting Communication Channels
- Cultivating a Culture of Trust
- Attestation
- Resources

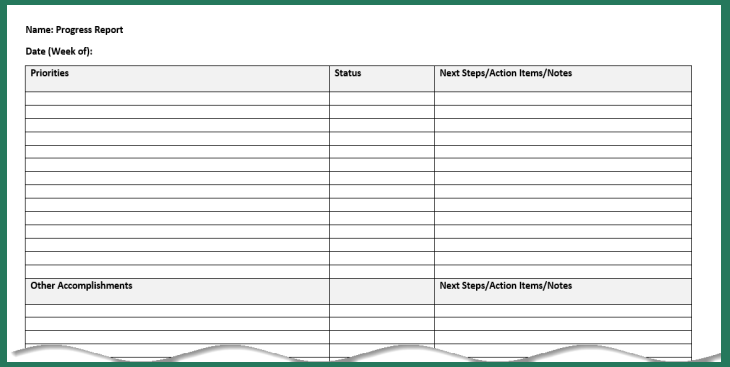


Progress Tracker

Employee Name:	Department:
Work Week:	**Submission Date:**

Goals Achieved/Accomplishments	Impact

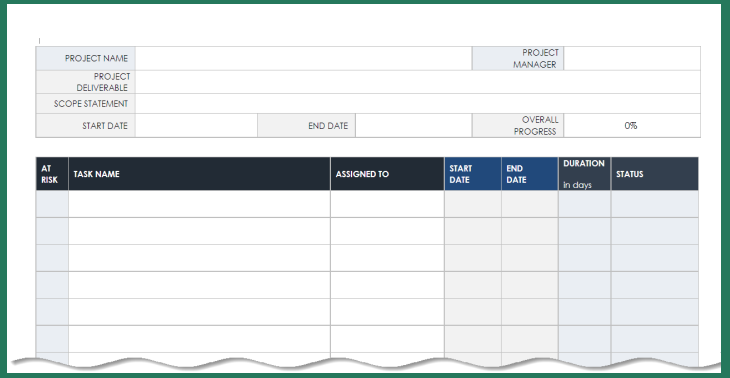
Employee Comments:



Name: Progress Report

Date (Week of):

Priorities	Status	Next Steps/Action Items/Notes
Other Accomplishments		**Next Steps/Action Items/Notes**



PROJECT NAME				PROJECT MANAGER	
PROJECT DELIVERABLE					
SCOPE STATEMENT					
START DATE		END DATE		OVERALL PROGRESS	0%

AT RISK	TASK NAME	ASSIGNED TO	START DATE	END DATE	DURATION in days	STATUS