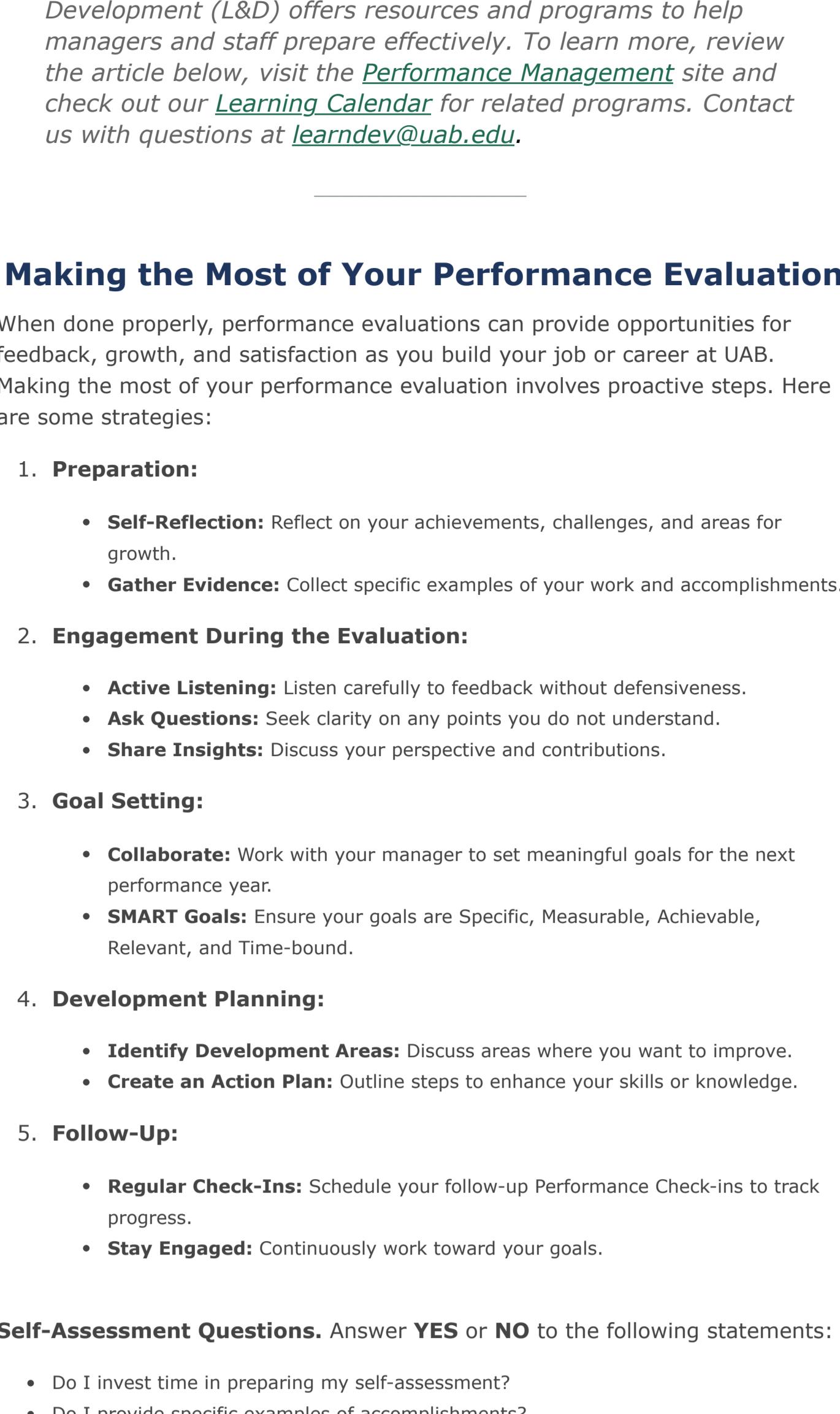


# LEARNING & DEVELOPMENT NEWS

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

## 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.

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

Intended for all Staff

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

### Improving Your "Outlook"

Mon., Aug. 13 | 1 to 3 p.m. | ZOOM

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

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

Mon., Aug. 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.

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

### Performance Evaluation: Planning and Conversations for Managers

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

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

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

### Auto Forward Messages

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

Set rules to automatically forward messages.

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., Aug. 21 | 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.

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

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

Wed., Aug. 22 | 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.

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### Have a Question? Ask LearnDev@uab.edu

Thurs., Aug. 23 | 11 a.m. to 12 p.m. | ZOOM

Did a coworker send you this publication?

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SHARE THIS MESSAGE WITH YOUR TEAM MEMBERS!

### LinkedIn Learning Corner

LinkedIn Learning Corner

## PRODUCTIVITY TIPS

### Auto Forward Messages

1m28s

Set rules to automatically forward messages.

1m49s

### Excel Quick Tip

1m49s

Conditional Formatting

Identify cells based on specific contents.

### Zoom Quick Tip

4m54s

Create Breakout Rooms

Assign your attendees to specific rooms.

### LinkedIn Learning Corner

LinkedIn Learning Corner

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

1m45s

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

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