

LEARNING & DEVELOPMENT NEWS

JUNE 2025

As we approach the performance evaluation cycle starting **July 1**, it's important to start preparing early. This month, we focus on what you can do to get ready.

People-Centered Performance Management — Part 1

Preparing for Performance Evaluations

For staff, preparation involves reflecting on your achievements, gathering feedback, and setting aside time to document your contributions. For people leaders, it's about understanding the evaluation process, preparing to provide feedback, and ensuring your team is ready.

Staff Tips:

- **Reflect on your achievements:** Think about your accomplishments over the past year—projects completed, goals achieved.
- **Gather feedback:** Ask colleagues and supervisors for input to understand your strengths and areas for growth.
- **Document your contributions:** Start noting your achievements now to make self-evaluation easier later.

People Leaders Tips:

- **Understand the evaluation process:** Review the [criteria and timeline](#) to ensure fair assessments.
- **Prepare to provide constructive feedback:** Plan how to deliver feedback that is specific, objective, and supportive. Be sure to recognize and celebrate successes, highlighting what was done well to reinforce positive behaviors and outcomes.
- **Ensure your team is ready:** Encourage early preparation and offer guidance to any new employees.

Coming Next Month: Writing Your Self-Evaluation

To learn more, check out the following programs:

Performance Evaluation: Planning and Conversations for Managers

Intended for Managers-at least 1 direct report

- July 15 | 1 to 2:30 p.m. | ZOOM
- July 29 | 9 to 11 a.m. | MT-419A
- August 12 | 1 to 3 p.m. | MT-419A
- August 28 | 10:30 to 12 p.m. | ZOOM
- September 9 | 1:30 to 3 p.m. | ZOOM

Performance Evaluation: Staff Making the Most of Your Review

Intended for all Staff

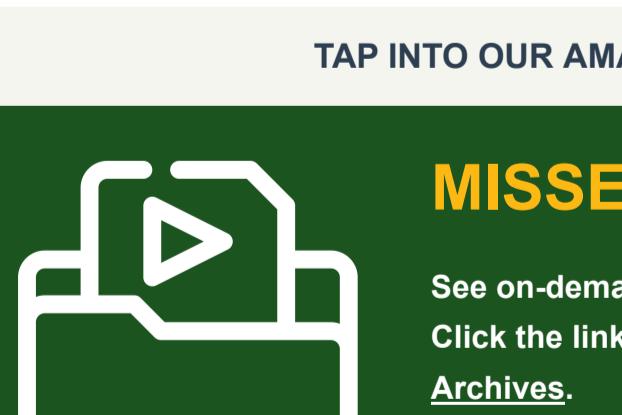
- July 23 | 1:30 to 3:00 p.m. | ZOOM
- July 31 | 9 to 11 a.m. | MT-419A
- August 6 | 1:30 to 3 p.m. | ZOOM
- August 27 | 1 to 3 p.m. | MT-419A
- September 4 | 10 to 11:30 a.m. | ZOOM

Feedback for Impact

Intended for all Staff

- July 15 | 9:30 to 11 a.m. | ZOOM
- August 20 | 10 a.m. to 12 p.m. | MT-419A
- August 21 | 1 to 2:30 p.m. | ZOOM
- September 16 | 1 to 2:30 p.m. | ZOOM

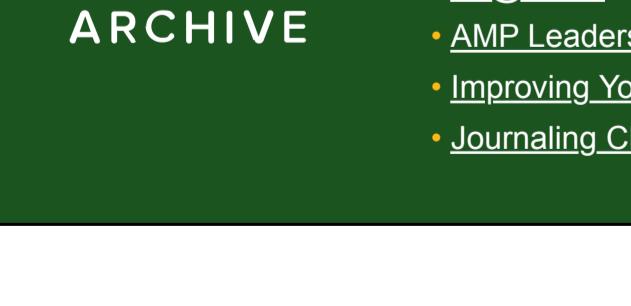
June LearnDev Program Calendar



Multigenerational Workforce

Tue., June 17 | 9 to 11 a.m. | MT-419A

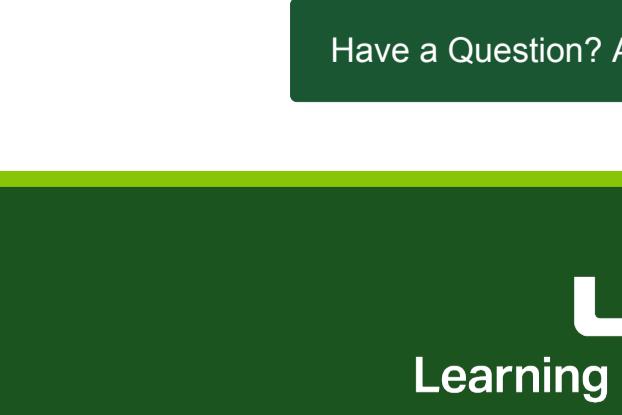
This program is designed to address the unique dynamics and opportunities presented by a workplace comprised of individuals from diverse age groups. Participants will leave equipped with practical strategies for maximizing the collective potential of a multigenerational team, enhancing team cohesion, and promoting a workplace culture that values the contributions of individuals across all age groups.



Cultivating Trust

Tue., June 24 | 1:30 to 3 p.m. | ZOOM

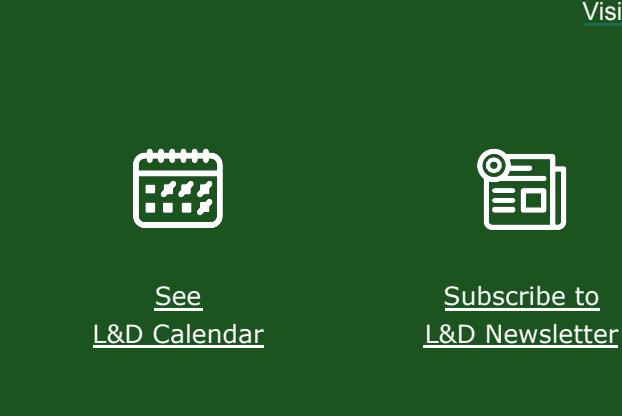
Trust is the cornerstone of effective collaboration, leadership, and organizational success. In this engaging course, participants will reflect on their personal trust tendencies, explore the value of trust in professional settings, and discover actionable strategies to build and sustain trust. Attendees will gain practical tools to overcome challenges and foster authentic connections.



Doing More with Transformative AI Summaries

Wed., June 25 | 11 to 11:45 a.m. | ZOOM

In this session **UAB Senior Writer Matt Windsor** (eReporter) explains how he uses Copilot to help find stories in a sea of research papers. Alongside Matt, **Jerad Watson** (Manager of Learning & Development) will show how you can harness AI to boost productivity and creativity at work.



Lean into Leadership

Wed., June 25 | 1 to 3:30 p.m. | MT-419A

Thu., June 26 | 9 a.m. to 12 p.m. | MT-419A

Target Audience:

New Managers at UAB with at least one direct report

This two half-day program is intended for those new to management at UAB and those recently promoted to a people-leader position.



Performance Evaluation: Planning and Conversations for Managers

Tue., July 15 | 1 to 2:30 p.m. | ZOOM

Imposter Syndrome

Thu., July 17 | 2 to 3:30 p.m. | MT-419A

Emotional Intelligence

Tue., July 22 | 3 to 11 a.m. | ZOOM

Performance Evaluation: Planning and Conversations for Managers

Tue., July 29 | 9 to 11 a.m. | MT-419A

Making Recognition a Routine

Wed., July 30 | 1 to 3 p.m. | MT-419A

Performance Evaluation: Staff Making the Most of Your Review

Thu., July 31 | 9 to 11 a.m. | MT-419A

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