

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

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

Intended for all Staff

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

#### Feedback for Impact

Intended for all Staff

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

## July LearnDev Program Calendar

#### Learning from Leaders: David Rogers

Thu., July 10 | 11 a.m. to 12 p.m. | ZOOM

#### Feedback for Impact

Tue., July 15 | 9:30 to 11 a.m. | ZOOM

#### AMP: Accountability in Action

Wed., July 16 | 10:30 a.m. to 12:00 p.m. | ZOOM

#### LinkedIn Learning Chats: Using SWOT for Personal Growth

Thu., July 17 | 11 to 11:45 a.m. | ZOOM

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

Wed., July 23 | 1:30 to 3 p.m. | ZOOM

#### AI @ Work: Let's Talk Ethics

Wed., July 30 | 11 to 11:45 a.m. | ZOOM

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

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

#### TechTalk: Box 101

Mon., July 14 | 11 to 11:45 a.m. | ZOOM

#### 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 | 9 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

### TAP INTO OUR AMAZING CONTENT ANYTIME!



ARCHIVE

### MISSED A SESSION?

See on-demand content from previously recorded programs. Click the links below to access the [L&D Digital Recording Archives](#).

- |  |   |
|--|---|
| • <a href="#">AI @ Work</a>                | • <a href="#">Learning from Leaders</a>   |
| • <a href="#">AMP Leadership Series</a>    | • <a href="#">LinkedIn Learning Chats</a> |
| • <a href="#">Improving Your "Outlook"</a> | • <a href="#">UAB Shared Values</a>       |
| • <a href="#">Journaling Club</a>          | • <a href="#">TechTalk</a>                |

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