

PART 3: People-Centered Performance Management

With the 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.

Listening

Listening is a critical skill for building relationships and ensuring effective, positive, and productive conversations.

Being an effective listener is essential for building strong relationships and improving communication. Here are some tips to enhance your listening skills:

- Active Listening:** Engage fully in the conversation. Focus on the speaker, maintain eye contact, and avoid distractions.
- Avoid Interruptions:** Let the speaker finish their thoughts before responding. Interrupting can hinder understanding.
- Paraphrase:** Summarize what you have heard to ensure accurate comprehension. Use phrases like, "What I understand is..." or "So, you're saying..."
- Ask Open-Ended Questions:** Encourage deeper discussion by asking questions that cannot be answered with a simple "yes" or "no."
- Empathize:** Understand the speaker's emotions and perspective. Show empathy by acknowledging their feelings.
- Stay Present:** Avoid mentally preparing your response while the speaker is talking. Be fully present.

Use the reflective questions below to assess your readiness.

Self-Assessment Questions; Answer **YES** or **NO** to the following statements:

- I actively listen without distractions.
- I paraphrase what others say to check my understanding.
- I avoid interrupting during conversations.
- I ask open-ended questions to encourage dialogue.
- I stay present and engaged when listening.

Reference:

Zenger, J., & Folkman, J. (2016). [What Great Listeners Actually Do](#). Harvard Business Review.

Check out our programs and on-demand resources below to assist you in preparing.

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: Staff Making the Most of Your Review

Intended for all Staff

- [August 16](#) | 10:30 a.m. to 12 p.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

- [October 15](#) | 1 to 3:30 p.m. | MT 419A

Making Feedback Work for You

Intended for all Staff

- [August 29](#) | 9 to 10:30 a.m. | ZOOM
- [September 18](#) | 2 to 3:30 p.m. | MT 419A

What's Next?

As the university-wide performance cycle wraps up, stay tuned for September's newsletter. It will outline the next steps for managers and staff.

August LearnDev Program Calendar

Performance Evaluation Programs for Managers and Staff:

Planning and Conversations for Managers

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

This program examines UAB's Performance Management strategy, including planning, feedback, conversation recommendations and action steps to submit an annual evaluation form.

Staff Making the Most of Your Review

Fri., August 16 | 10:30 a.m to 12 p.m. | ZOOM
Tues., August 27 | 1 to 2:30 p.m. | MT 419A
Wed., August 28 | 9 to 10:30 a.m. | ZOOM

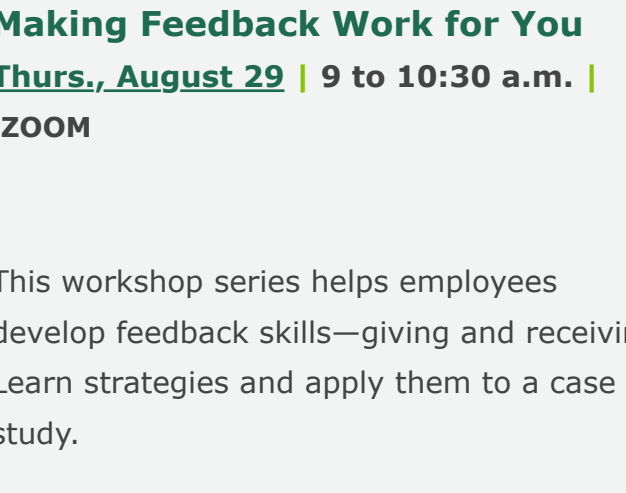
Examines UAB's Performance Management strategy and evaluation steps, including self-assessment and tips for a successful two-way conversation.



The August Learn To Win Challenge Contest!

Start Now! | Hurry, The Challenge Ends **Fri., August 23!**

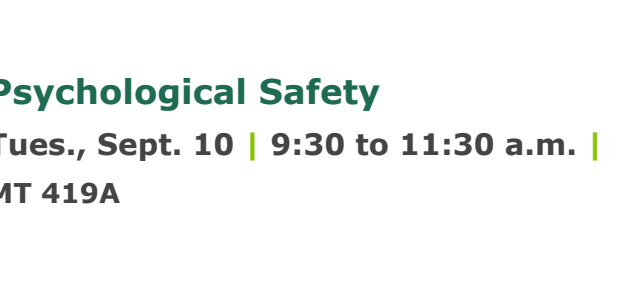
Feedback is an important part of personal and professional growth. Discover new lessons every day that can help you. Don't worry if you miss a day—you can always catch up tomorrow!



Exploring LinkedIn Learning: Creating a Habit of Learning

Wed., August 14 | 11 to 11:45 a.m. | ZOOM

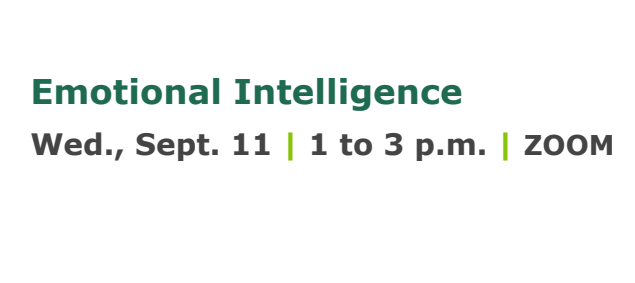
LinkedIn Learning staff will share the newest features to personalize your learning, explore new skills, stay updated, and advance your career.



Taking Charge of Your Career: Improving Confidence

Thurs., August 15 | 11 a.m. to 12 p.m. | Alumni House

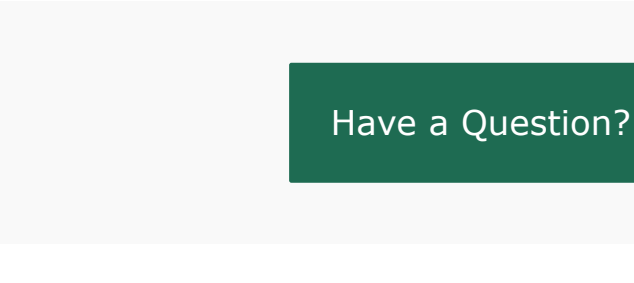
This final session will help you understand Imposter Syndrome, improve self-confidence, and manage negative self-talk, enhancing both personal and professional growth.



Improving Your "Outlook": Sending Emails on Behalf of Others

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

Discover how to seamlessly support leaders and act as a team backup using Outlook's permission delegation. Join us for insights from expert Alison Kniseley and guest speaker Susanne Bradley.

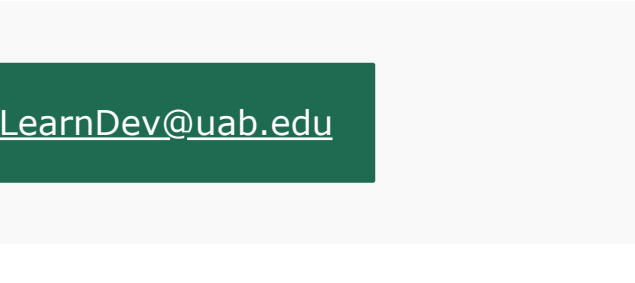


Lean Into Leadership

This is a two day session

Tues., August 20 | 1 to 3:30 p.m.
Wed., August 21 | 9 a.m. to 12 p.m. | MT 419A

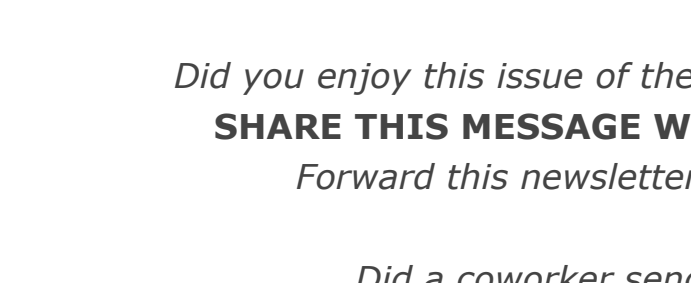
This is a program designed for those who are in a management position at UAB. Find easy solutions to your frustrations. Create engaging and effective workplace practices. Advance professionally through meaningful conversations. Connect with peers!



UAB Journaling Club: Bullet Journaling to Organize Your Busy Days

Thurs., August 22 | 11 a.m. to 12 p.m. | ZOOM

Explore bullet journaling techniques with host Alison Kniseley (Learning & Development Specialist at L&D), Salaam Green (UAB Arts in Medicine artist-in-residence), and guest speaker Ashley S. McGuire (STEM Librarian for Engineering at Sterne Library). Discover how bullet journaling enhances the organization of thought and self-expression.

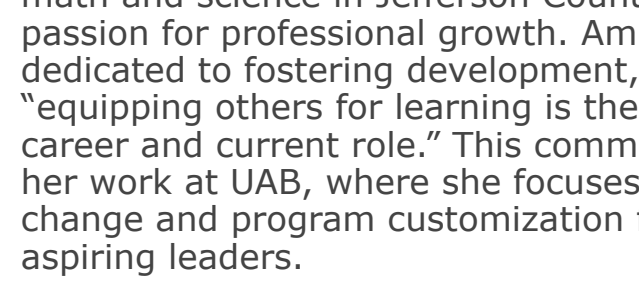


Making Feedback Work for You

Thurs., August 29 | 9 to 10:30 a.m. | ZOOM

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

September LearnDev Program Calendar



Learning From Leaders: Scott Phillips

Thurs., September 5 | 11 to 11:45 a.m. | ZOOM

Learn from Scott L. Phillips, Ph.D., vice provost for Innovative Teaching and Academic Engagement, who focuses on meaningful connections that lead to success. Scott will share practical tips on connecting learning to leadership across campus and community and beyond.

Psychological Safety

Tues., Sept. 10 | 9:30 to 11:30 a.m. | MT 419A

Psychological Safety lets team members take risks, speak up, and admit mistakes without fear, fostering collaboration.

Emotional Intelligence

Wed., Sept. 11 | 1 to 3 p.m. | ZOOM

Learn how to reframe your emotions and adapt to the situations you encounter, enhancing your personal growth.

Improving Your "Outlook": S2E9, Attaching vs. Linking Files

Mon., Sept. 16 | 11 to 11:30 a.m. | ZOOM

Should I attach or link a file? Knowing the best way to share info can be tough. We'll cover the differences and best practices.

Shifting to Leader Ready

Tues., Sept. 17 | 9 to 10:30 a.m. | MT 419A

Emerging and aspiring leaders will explore numerous factors needed to become a successful people-leader.

Making Feedback Work for You

Wed., Sept. 18 | 2 to 3:30 p.m. | MT 419A

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

Multigenerational Workforce

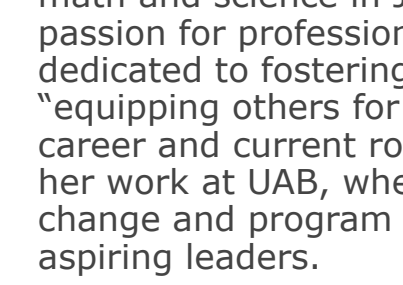
Tues., Sept. 24 | 10:30 a.m. to 12 p.m. | MT 419A

Participants will gain strategies to maximize multigenerational team potential, enhance cohesion, and promote a culture valuing all ages.

Have a Question? Ask LearnDev@uab.edu

LinkedIn Learning Corner

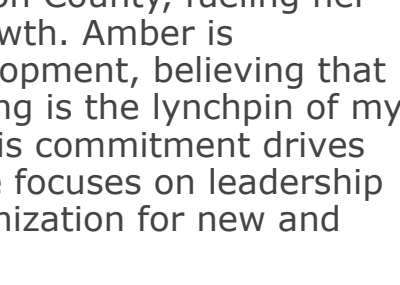
PRODUCTIVITY TIPS



Outlook Quick Tip

Create a Distribution List

A contact group saves you time when sending emails.



Excel Quick Tip

Tracking Changes

Share files, make and track changes for all users can.



Zoom Quick Tip

Zoom-Styled Icebreakers

Invite participation with Zoom-based icebreakers.

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Meet Our Team!

The HR Learning & Development team comprises talented professionals committed to enriching your career journey at UAB. We offer diverse expertise tailored to support your self-discovery and skill refinement. We aim to provide relevant learning opportunities as stepping stones toward your success.

Meet Amber Anderson

Amber is a seasoned HR Learning & Development expert with a rich leadership assessment, coaching, and team engagement background. Her career began in the classroom, where she taught math and science in Jefferson County, fueling her passion for professional growth. Amber is dedicated to fostering development, believing that "equipping others for learning is the lynchpin of my career and current role." This commitment drives her work at UAB, where she focuses on leadership change and program customization for new and aspiring leaders.

Say hello to [Amber Anderson](#) | [FULL BIO](#)

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