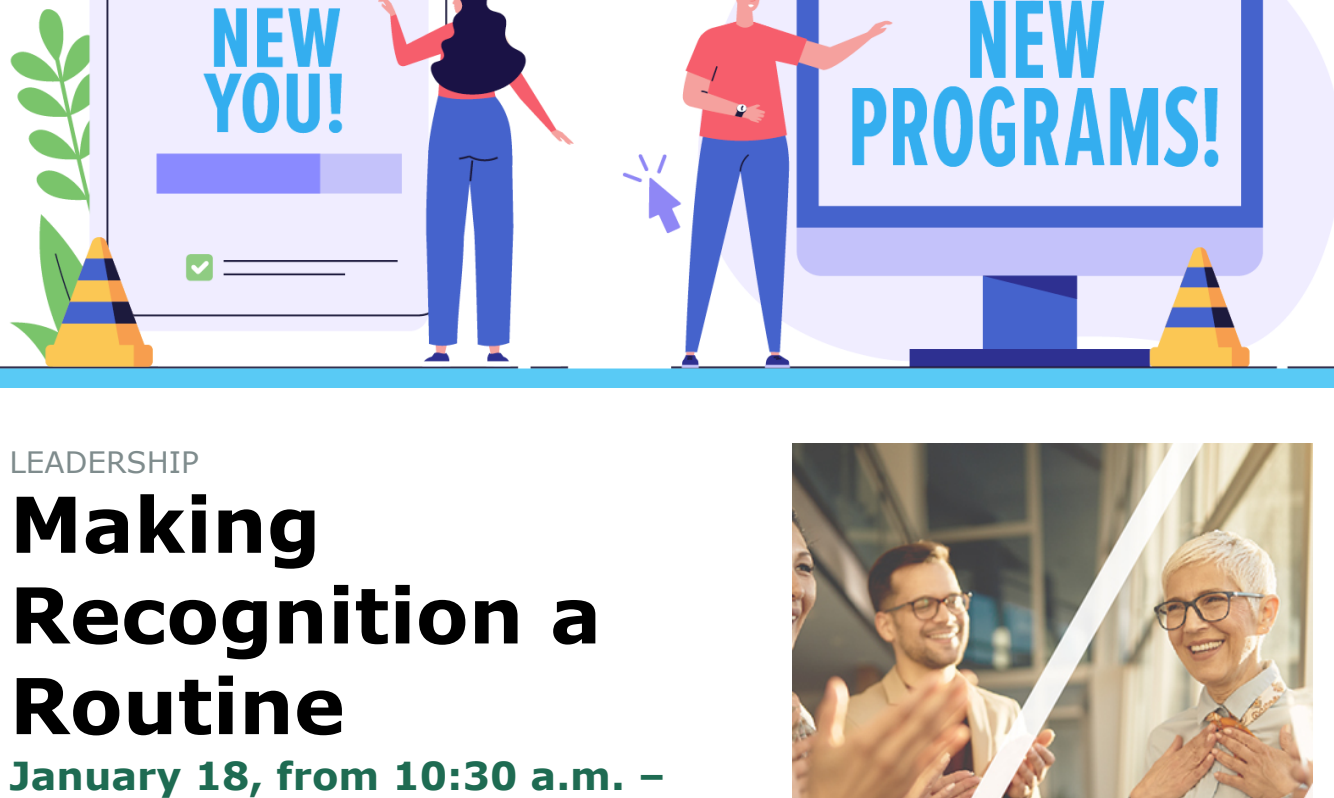


LEARNING & DEVELOPMENT NEWS

UAB
LEARNING & DEVELOPMENT
The University of Alabama at Birmingham

JANUARY 2024

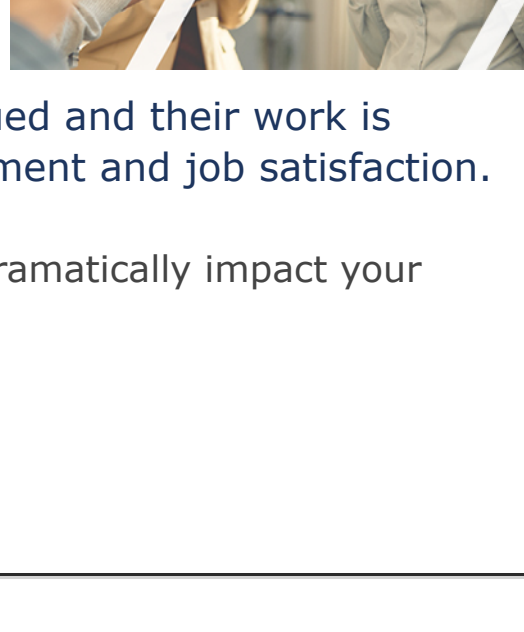


LEADERSHIP

Making Recognition a Routine

January 18, from 10:30 a.m. – 12:00 p.m

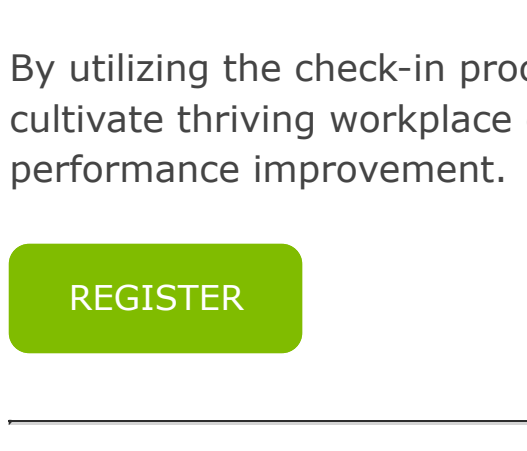
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Fostering a climate where staff feel valued and their work is meaningful is key to increasing engagement and job satisfaction.

Learn how simple creative solutions can dramatically impact your team's performance and job happiness.

REGISTER



MANAGING PERFORMANCE

Optimizing Performance: Your Check-In Strategy

February 6 from 2 – 3:30 p.m.

Medical Towers | 419A

Dissatisfaction in the workplace results in lower engagement and performance results.

By utilizing the check-in process, leaders enhance their ability to cultivate thriving workplace environments and foster sustained performance improvement.

REGISTER

COMMUNICATION

Multi-Generational Workforce

March 14 from 8:30 - 10:00 a.m.

Medical Towers | 419A



This program explores strategies aimed at fostering multi-generational harmony creating a better workplace.

Becoming an effective Leader requires more than a title change or mastery of skills. Start preparing now by exercising the mental muscle around key behaviors that influence this type of career shift.

REGISTER

COMING SOON!

LEADERSHIP

Shifting to Leader Ready

Registration Dates To Come

This program is designed for those hoping to shift to a leadership role as their career progresses.

LEADERSHIP

Delegation

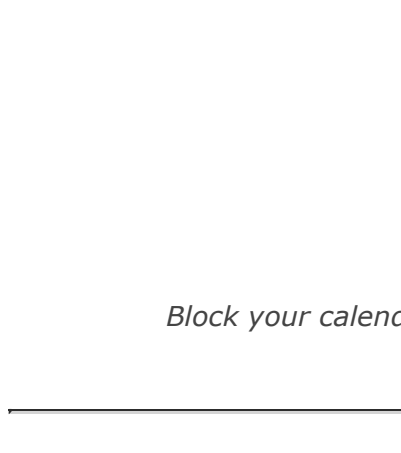
Registration Dates To Come

The Delegation program identifies benefits of effective delegation and strategies for application.

PROFESSIONAL GROWTH

NEW Year! NEW You!

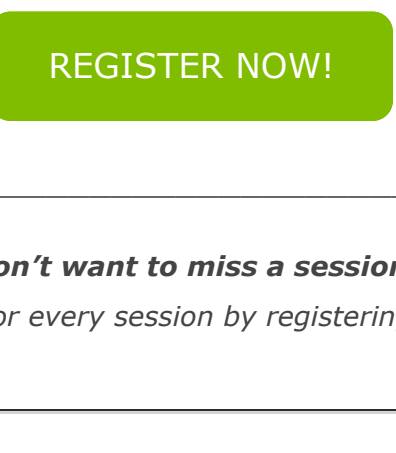
Setting and achieving goals is key for personal and professional development in 2024. Here are three steps to help you formulate and accomplish your goals in the new year:



Encourage Specific and Measurable Objectives

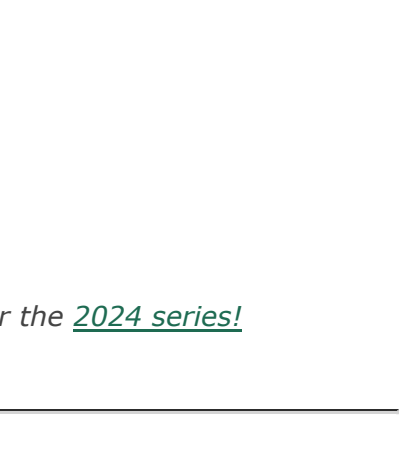
Example: Instead of "improve performance," aim for,

- 15% increase in accuracy in Excel reports for Q1.
- Complete a Learning & Development professional development course by March.



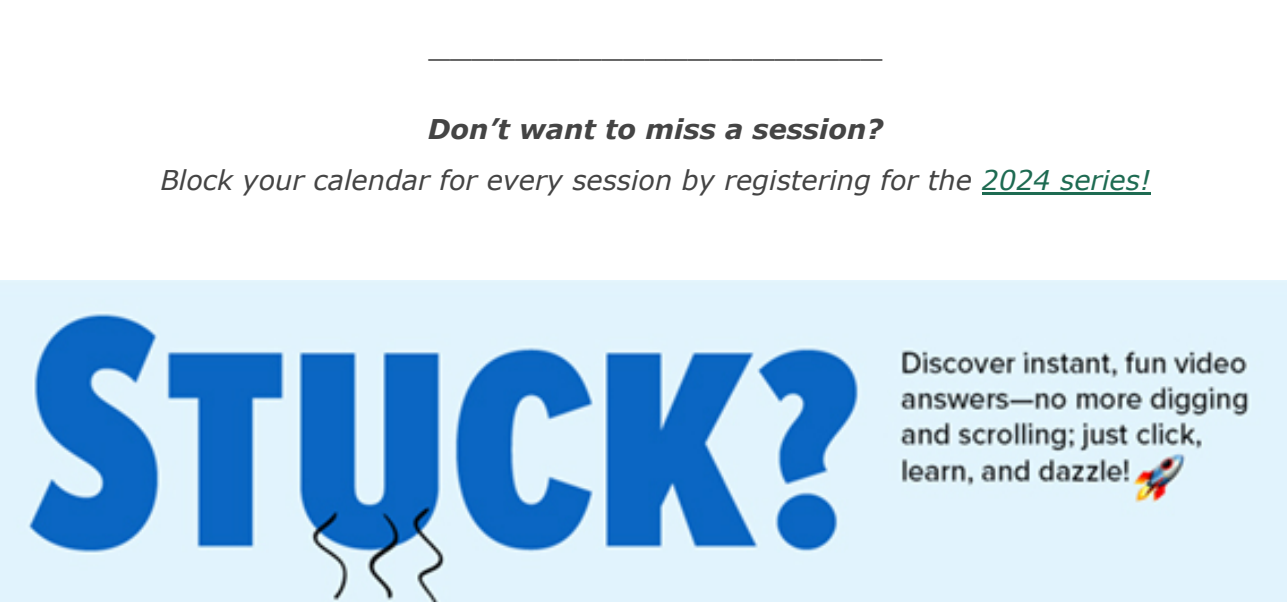
Break Down Goals into Actionable Steps

- Develop a flexible roadmap with tasks, resources, and timelines.
- Strengthen accountability with regular Check-ins with your manager.
- Regularly revisit and adjust your action plans as needed.



Be a Recognition and Support Champion on Your Team

- Foster a culture of mutual support and celebrate achievements in your team.
- Recognize and support each other and feel responsible for their goals.



Tailoring Your Inbox Experience

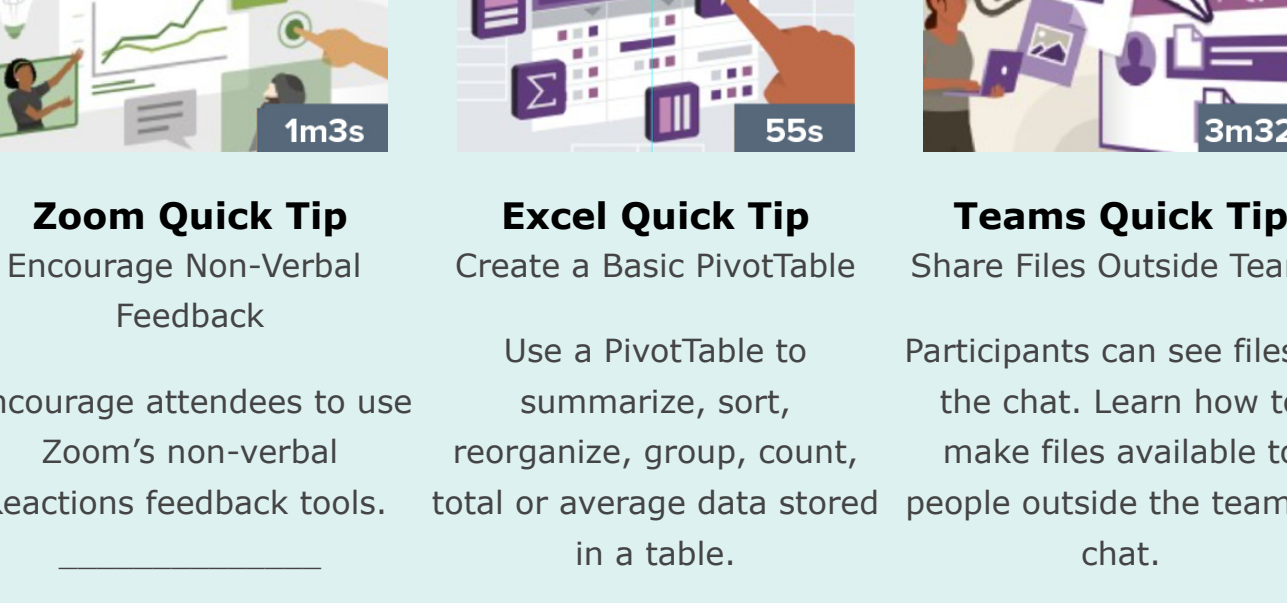
January 22, from 11 - 11:30 a.m.

Are you looking to improve your Outlook experience? Begin by tailoring your Inbox to your preferences. During this episode Alison Kniseley, HR Learning & Development Specialist, will show you how to change your views, layouts, and conversation views. Join us for this session and discover options that will help you manage your inbox and change your Outlook.

REGISTER NOW!

Don't want to miss a session?

Block your calendar for every session by registering for the [2024 series!](#)



Helping You Navigate Constant Change Amid the Chatter of Technology

February 1, from 11:00 a.m. - 12 p.m.

REGISTER NOW!

UAB Deputy CIO **Robert Howard** shares valuable insights in HR's Learning from Leaders series, emphasizing the crucial link between personal values, passion, and purpose. His empowering talk guides viewers in aligning core values with professional pursuits, offering transformative perspectives for those seeking clarity.

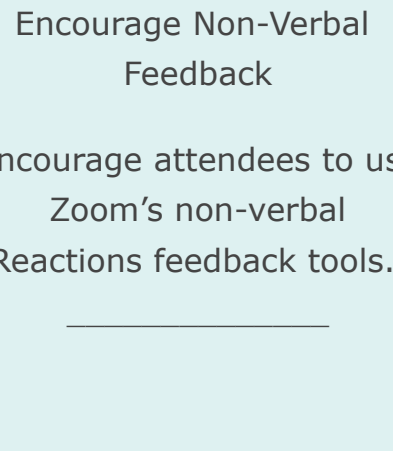
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Have questions/comments?
Reach out to us at learndev@uab.edu

LinkedIn Learning Corner

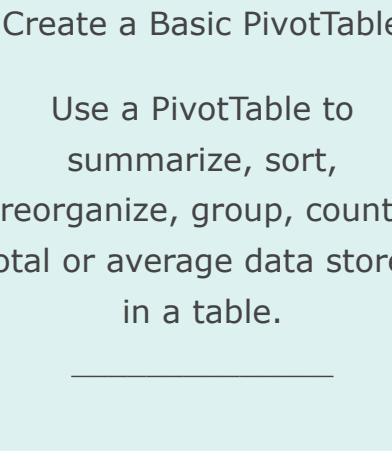
PRODUCTIVITY TIPS



Zoom Quick Tip

Encourage Non-Verbal Feedback

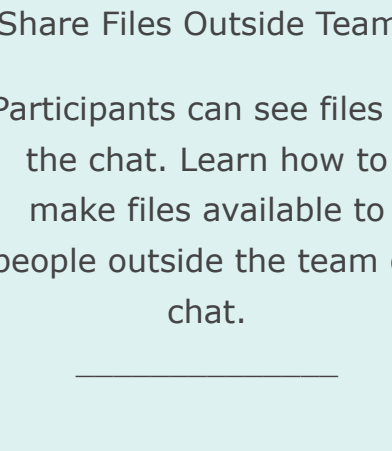
Encourage attendees to use Zoom's non-verbal Reactions feedback tools.



Excel Quick Tip

Create a Basic PivotTable

Use a PivotTable to summarize, sort, reorganize, group, count, total or average data stored in a table.



Teams Quick Tip

Share Files Outside Teams

Participants can see files in the chat. Learn how to make files available to people outside the team or chat.

LearnDev Program Calendar

DISC - Understanding Your Behavioral Style

February 8 from 9 – 11:30 a.m.

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REGISTER NOW!

Understanding Your True Colors

February 15 from 9:30 - 11:30 a.m.

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REGISTER NOW!

Improving Your "Outlook"

February 19 from 11 - 11:30 a.m. (Zoom)

REGISTER NOW!

Making Feedback Work for You as a Manager

February 27 from 9 - 10:30 a.m. (Zoom)

REGISTER NOW!

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