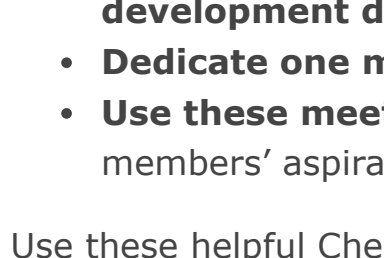


WHAT'S NEXT?

The Check-in

As the annual performance cycle wraps up on September 30, it's time to focus on the next step for UAB staff and faculty: the Check-in. These stand-alone meetings allow leaders to recognize staff value, skills, and talent. Staff can listen, grow, act on feedback, and share plans with their manager to continue their individual development.

The People-Centered Check-In Conversation



High-quality Performance Check-in conversations benefit leaders and staff by fostering connection, trust, and skill development in coaching and feedback.

Here are a few things to consider:

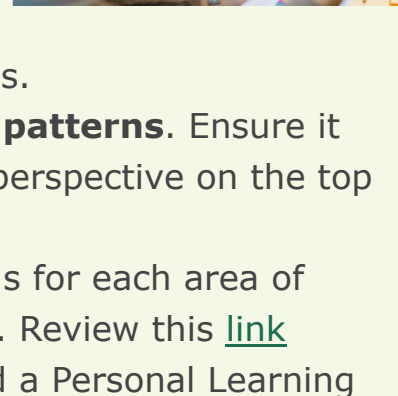
- Employees want managers to **recognize their skills and aspirations**.
- **Effective check-ins show appreciation** for employees' talents and goals.
- **Schedule check-ins as separate meetings**, not part of regular updates.
- **Regular meetings often** focus on immediate needs, which **miss development discussions**.
- **Dedicate one meeting each quarter** to individual team members' needs.
- **Use these meetings to strengthen relationships** and support team members' aspirations and daily work.

Use these helpful Check-In resources to get started:

- [18 Great Check-In Questions](#)
- [Coaching and Development Questions](#)
- [Check-In vs. One-On-One](#)

What's Next for Staff: Embracing Performance Evaluation Feedback with Action

Receiving feedback during your performance evaluation offers a valuable opportunity for growth. Knowing how to act on it is equally important. Follow these steps to turn feedback into actionable improvements:



- **Listen carefully and ask clarifying questions** to understand what needs improvement, why it's important, and how it aligns with organizational goals.
- **Reflect on the feedback to identify themes and patterns.** Ensure it aligns with your career goals. Seek your manager's perspective on the top two to three priorities to focus on first.
- **Explain how you intend to improve.** Identify goals for each area of feedback using the SMART Goal Development model. Review this [link](#) and [section 4](#) of the LinkedIn Learning module "Build a Personal Learning Plan and Stick to It" by Shanita Williams for more on creating goals.
- **Communicate your plan to your manager**, discuss feedback and insights, and start working to accomplish it.

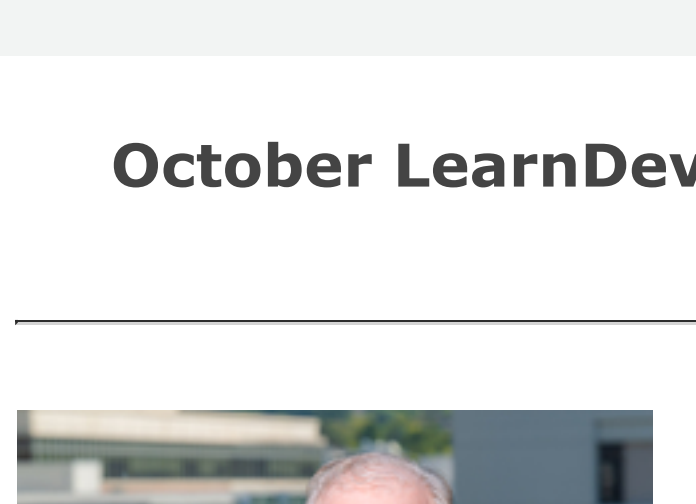
September LearnDev Program Calendar



Multigenerational Workforce

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

Participants will learn strategies to unlock the full potential of multigenerational teams, strengthen team cohesion, and foster a culture that values and supports all age groups.



AI @ Work: Zoom AI Companion

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

This new series will help you harness the potential of UAB-approved AI tools to boost your productivity and efficiency, featuring speakers, live demos and discussion segments!

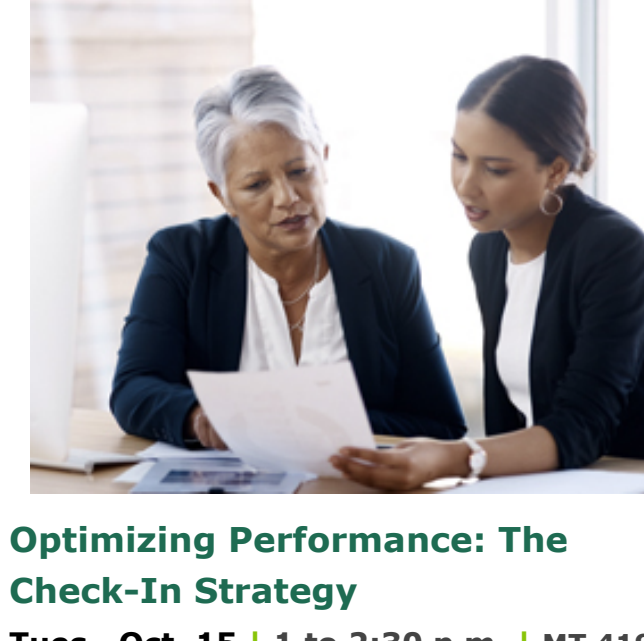
October LearnDev Program Calendar



Learning From Leaders: Scott Phillips

Thurs., October 3 | 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., Oct. 8 | 9 to 11 a.m. | MT-419A

Thurs., Oct. 31 | 1:30 to 3:30 p.m. | ZOOM

When Psychological Safety is present, team members feel respect and acceptance and the environment is one that fosters collaboration, innovation, and high performance.

For the best participant experience, managers and their direct reports should attend different sessions.



Optimizing Performance: The Check-In Strategy

Tues., Oct. 15 | 1 to 2:30 p.m. | MT 419A

This course covers the importance of performance check-ins, fostering a positive work culture, and showing employee value and resources to enhance the process.



Making Recognition a Routine

Wed., Oct. 16 | 1:30 to 3:30 p.m. | MT-419A

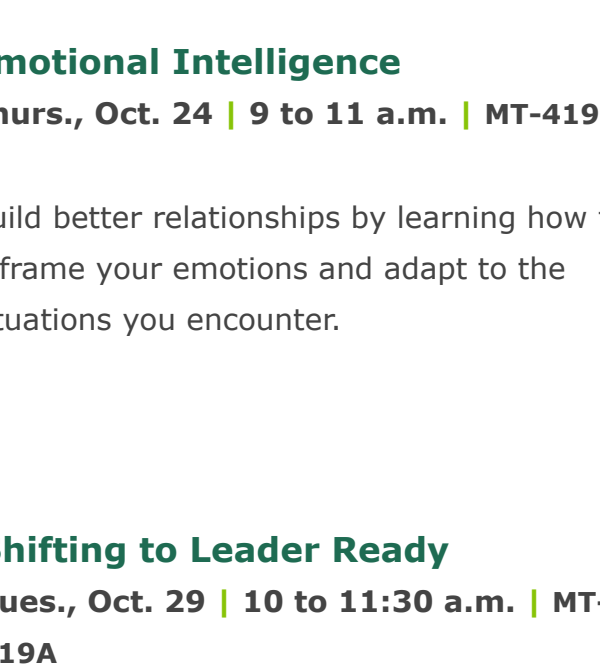
This program addresses praise and recognition in three aspects: rewards as tokens, demonstrations of appreciation, and growth opportunities.



Using Email Signatures

Mon., Oct. 21 | 11 to 11:30 a.m. | ZOOM

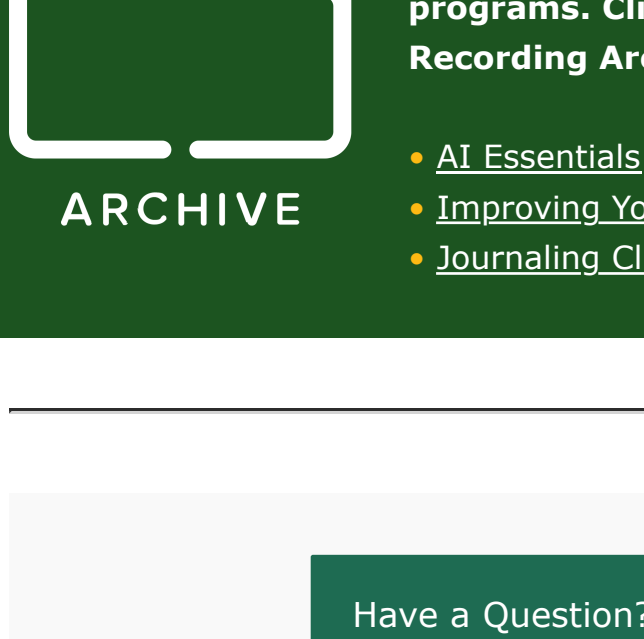
Boost your professional image with Outlook email signatures featuring your contact details and the UAB logo. Discover tips that will help the receiver of your email.



Emotional Intelligence

Thurs., Oct. 24 | 9 to 11 a.m. | MT-419

Build better relationships by learning how to reframe your emotions and adapt to the situations you encounter.



Shifting to Leader Ready

Tues., Oct. 29 | 10 to 11:30 a.m. | MT-419A

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



MISSED A SESSION?

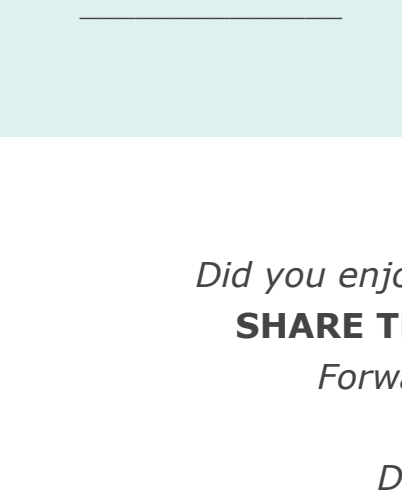
See on-demand content from previously recorded programs. Click the links below to access the L&D Digital Recording Archives.

- [AI Essentials](#)
- [Exploring LinkedIn Learning](#)
- [Improving Your "Outlook"](#)
- [Learning from Leaders \("24\)](#)
- [Journaling Club](#)

Have a Question? Ask LearnDev@uab.edu

LinkedIn Learning Corner

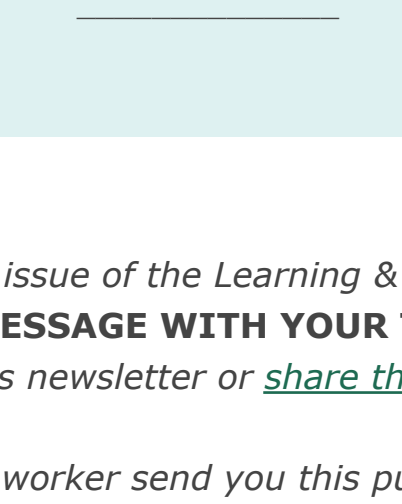
PRODUCTIVITY TIPS



Copilot Quick Tip

Draft an Outlook Message

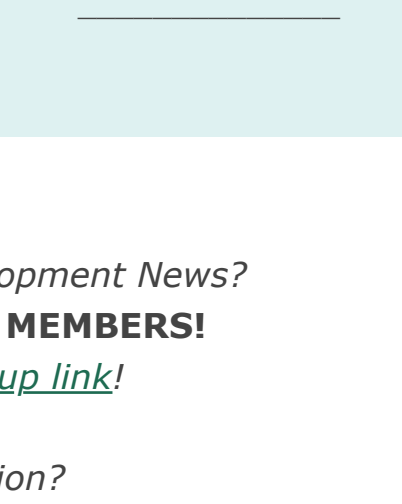
Copilot can help craft your email messages.



Excel Quick Tip

Page View Options

Make sure your data fits on one sheet of paper.



Teams Quick Tip

Target with @mentions

Make specific people see your message.

Did you enjoy this issue of the Learning & Development News?

SHARE THIS MESSAGE WITH YOUR TEAM MEMBERS!

Forward this newsletter or [share the signup link!](#)

Did a coworker send you this publication?

Click [HERE](#) to receive this publication directly to your inbox.



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 Jeri Beck

Jeri Beck, an Instructional Designer at UAB, brings over 26 years of secondary education experience to her role. She excels in program development, focusing on visual design and mixed-media approaches to engage learners. Jeri's philosophy emphasizes immersive and interactive learning experiences. "My goal is to create educational and enjoyable learning experiences. I am fortunate to work with a team that shares my vision and supports my efforts to innovate and improve our learning programs," says Jeri.

Say hello to [Jeri Beck](#) | [FULL BIO](#)

