UVU DEVELOP Workshops

Creating Positive Experiences

Remaining Positive at Work - Daniel Delgadillo

Employee demonstrates positive behavior at work, even while navigating challenges and uncertainty. They can regulate their outward expression of emotion and work to regularly create a positive environment through their words and actions.

Providing Excellent Customer Service - Brooklynn Slade

Employee provides excellent support to students, staff, faculty, and community members in a timely manner. They display a friendly, polite, and respectful attitude toward those with whom they work. They attend to the needs of those around them with positivity.

Collaborating with Others - Ransom Cundick

Employee maintains a professional relationship with team members in order to achieve common organizational goals and solve problems. They are mindful and respectful of others' time and workload and aim for open and honest communication that builds trust and mutual understanding. They recognize that better results are achieved when working in collaboration with others.

Taking Responsibility

Working with Emotional Intelligence - Brooklynn Slade

Employee can identify and control the outward expression of their emotions, especially in high stakes situations. They are aware of and understands their own strengths and improvement areas. They can identify others' emotions and navigate them professionally and with empathy.

Giving and Receiving Feedback - Drew Burke

Employee gives both reinforcing and constructive feedback to those they work with. They strive to be clear, civil, compassionate, timely, and they choose the appropriate setting when giving feedback to others. The employee is open to receiving feedback from their supervisor and team members. They diligently take heed to constructive feedback and make a strong effort to better meet expectations.

Setting Healthy Work Boundaries

Employee has strong time management skills and is proactive with the time they have available. They have a keen awareness of their professional limits and expectations and can wisely balance them to organize priorities and meet deadlines. When expectations and limits are exceeded, the employee is able to respectfully decline additional tasks and projects requested of them.

Communicating Clearly and Candidly

Praciticing Positive Conflict Resolution - Jason Terry

Employee fairly weighs all sides when confronted with a conflict. They listen and make a genuine effort to understand others' feelings, perspectives, and concerns. They take action to resolve the issue and work towards a common and/or appropriate resolution. When a conflict cannot be resolved by the employee, they seek out help from the supervisor and additional resources.

Seeking Clear Expectations - Justine Gamble

Employee seeks clear job performance and professional conduct expectations. They strive to know what is expected of them to succeed regarding overall job performance, individual projects, and how they interact with others. When clear expectations are not provided by those above them, they request additional information and clarification to better perform their work.

Communicating Professionally

Employee's communication in all forms (written, verbal, and non-verbal; including correct grammar, spelling, and organization) aims to support greater understanding for all involved in achieving the best result. The employee communicates in a way that is both candid and caring, while avoiding both submissiveness and callousness. They respectfully and openly communicate when presented with differing opinions, critical topics, and/or high emotions.

Delivering Results

Completing Projects Professionally - Mallory Snyder

Employee demonstrates effective project management by completing projects on time, on budget, and with high-quality results. They use available resources to assist them with managing tasks, collaborating with project team members, and providing updates to stakeholders.

Developing Productive Work Habits - Brooklynn Slade

Employee maintains productivity by displaying strong work habits. They demonstrate an overall work style that is effective, organized, and productive in terms of managing time, setting, priorities, and following up on commitments across a variety of work challenges.

Maintaining Area Expertise

Finding Professional Development Opportunities - RJ Willing

Employee consistently seeks learning, growth, and stretch opportunities to improve skills and gain further knowledge relating to their area of expertise. They are not complacent and do not have a stagnant view of their professional development. They are lifelong learners and are always willing to be taught.

Navigating Changes - Daniel Delgadillo

Employee strives to understand the purpose and vision behind change and communicate their support. When change my negatively impact them or their work, they respectfully voice concerns and communicate valid issues with their supervisor. They are flexible when change is implemented.