

MAXIMIZE YOUR *EDGE*

with

UB *EDGE*

where Employees Develop, Grow & Engage

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Organizational Development & Training

UB as a Learning Organization

- We promote systems/processes that encourage & reward the development of people at all levels
- We commit to continuously grow & transform the workforce
- Employee development is an expectation- part of everyone's performance program
- Campus leaders support & model staff growth & development

UB as a Learning Organization

- Supervisors/Managers play an active role
 - Learning plans & performance programs
 - Support time away from work to learn
- UB *EDGE* is a tool to engage learners & managers in growth & development

Individual Involvement

- **Goals and planned activities are key**
 - **A set of development goals that you hope to achieve within a specific time period**
 - **Includes steps that you have to take to achieve the goal(s) and the expected outcome**

Individual Development Plan (IDP)

Performance Goal <ul style="list-style-type: none"> As outlined in performance program and/or List a competency targeted for development 	Development Goal <i>Do (verb) + What + Why</i> <ul style="list-style-type: none"> State desired outcome Specifically describe current & desired skill or behavior (goal) 	Plan your Activities <ul style="list-style-type: none"> Describe how the learning will be acquired (special project/task, training, observation, coaching) Describe what, when, where, & with whom 	Resources Needed <ul style="list-style-type: none"> Outline what support is needed (help from manager, coaching, help from other people, tools, time, funding, etc) 	Measure your Progress <ul style="list-style-type: none"> List behaviors/results expected & by when Set up meeting to discuss progress Describe what progress will look like 		Key Learning & Application <ul style="list-style-type: none"> State what insight was gained Describe how you applied it on the job
	Current: Development Goal: <input type="checkbox"/> Strength or <input type="checkbox"/> Skill Gap				Deadline Meeting Dates Completed	
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Start your IDP now!

ACTIVITY

- Think of one area of your work performance you would like to develop or improve

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BRAINSTORM WITH A PARTNER

- Plan the activities that will help you achieve the goal
- Determine resources needed (if any)
- Describe what progress will look like and ultimate outcome

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IDP Discussion

Most Important !

- Schedule a meeting to review your IDP with your manager
- Be ready to explain your ideas and why
- Be ready to listen to and accept their ideas too
- Reach an agreement on what the plan will be
- Enter your goal(s) into UB *EDGE* to monitor progress



UB Partnered with Saba

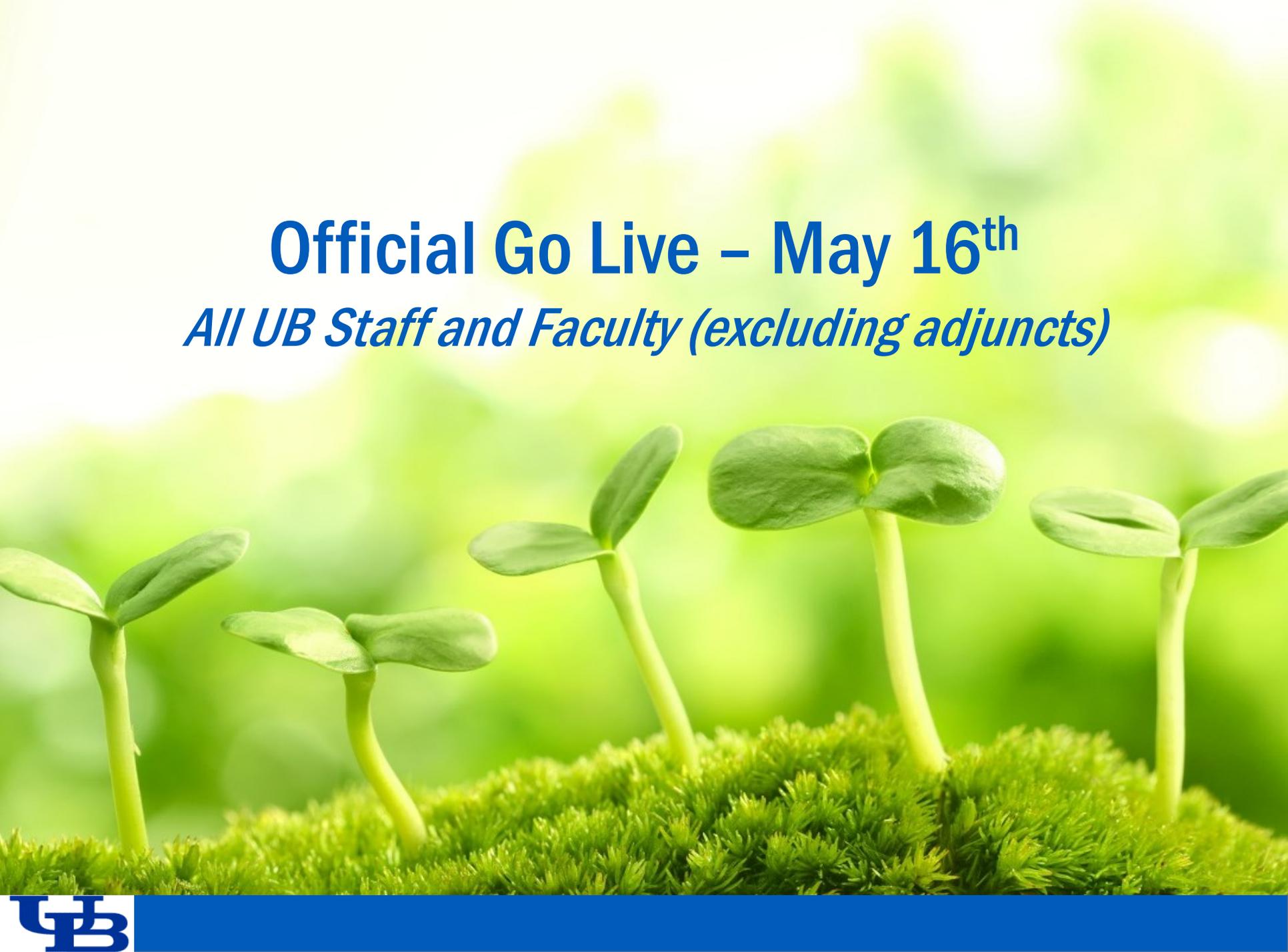
UB EDGE

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UB Partnered with Saba

- Harvard University
- Cornell University
- Northwestern University
- Washington University
- Michigan State University



Official Go Live – May 16th

All UB Staff and Faculty (excluding adjuncts)

Let's Take a Tour



Initial Actions

- Update profile with picture, functional title, alternate phone, etc.
- Review completed learning transcript
- Enter any external learning
- Managers, check MY TEAM tab – do all employees appear correctly? (RF/UBF)
- Browse learning catalog, register for classes this summer/assign learning to staff

IDP in UB *EDGE*

- Enter your goals into My Plan
- Add activities such as tasks and learning to work toward your goal

Next Steps:

- Continue Individual Development Plan (IDP)
- Explore adding a new catalog of eLearning courses (3rd party)

Future Steps:

- Performance Management rollout
- Social Collaboration functionality

Thank you!

Comments/Questions

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