

Erica Zimmer

Q4 2021 Progress Checks - CAI 1/13/22

Date 1/13/22

Discussed with Laurie Strauss

Review Period 2021

Employment Details

Position	Job	Sr Instructional Designer
Location CAUTO_CAVTREM001	Department	SBO - Training & Readiness-CAUTO/CACORPX527
	Manager	Laurie Strauss

Questionnaire for Erica Zimmer

How are you progressing on your priorities?

I have been applying the inclusive design checklist to my work. We have baked it into our design doc process, and I reference it often to see where I can make changes. I am still working on my visual design skills. With Laurie's guidance and feedback, I feel I have made improvements. Laurie, Diane and I have been working on design governance and it is already come in handy. Most recently, Diane made a ppt template based on our governance for ILT (vILT) training and I was able to create slide decks for CAM webinars more efficiently. I completed the crucial conversation course, and the biggest takeaway is my own self-awareness, which I have been practicing when I am in a conversation or situation that makes me feel uncomfortable. CAM Phase 2 is underway. We have 2 webinars left in this phase and then we will move on to the next phase. I completed my career bio and have started to think about where I want to go with my career. The feedback I have gotten from Laurie and Diane have been incredibly helpful. I particularly enjoy the live review/feedback sessions I have with Laurie as I feel I can apply the feedback immediately and learn on the fly. I have slowed down when drafting comms and now implement proof reading techniques.

What will you be focused on moving forward?

I will continue to use the Inclusive design checklist. I will continue to grow my visual design skills. I will continue to help develop learning governance with Diane and Laurie. I will continue to ask for feedback from my manager and peers. I will continue to co-lead the culture club. I will continue to lead the book club. I will continue to implement proof reading techniques in my design and comms. I will work on completing my goals of my IDP. I will join the mentor program to help me figure out what my next steps are in my career. I will continue to work on the CAM Sales training. I will support NADA Sales training.

Where do you have opportunities to learn and grow?

I will continue to grow my visual design skills. I will practice mindfulness and self-awareness when I find myself in difficult situations or conversations. I will look for creative ways to enhance the learning experience to meet the needs of our learners. I will continue to lean on my team members when I have questions or need support.

What support do you need?

To continue getting feedback on my work, what I am doing well and where I can improve. To continue to be able to bounce Ideas or ask for help when need from Laurie or other team members. Support figuring out what my next steps are in my career.

Questionnaire for Laurie Strauss

How is the employee progressing on their priorities?

Erica continued to demonstrate growth as an instructional designer, executing on multiple projects in Q4: -Prop2Buy rollout: Erica demonstrated excellent professionalism here as she had to recreate a course due to delays out of her control. She worked with her SME to redo the course and did so with grace and empathy, earning praise from her SME and project team. She also helped ensure an efficient deployment by recommending the course be an elective so her teammate wouldn't have to manually enter 600 learners into the assignment in Showpad. -Cox Automotive Mobility Sales training: Erica showed progress here in her ability to partner with SMEs to get the content she needs and also in her visual design skills, creating decks that were polished, clean, and attractive while also effective for learning. She had excellent feedback from folks on the training completed for Phase 2. -Digital Retailing training video: Erica volunteered to partner with our AVP and a trainer on a quick turnaround, high-visibility project. She showed growth and proficiency in her Storyline skills by creating her first interactive video. In all these projects, Erica continued to show progress in her proofreading skills, producing clear and correct writing, in her content and communications. Professional Development Progress: -She attended a course on Crucial Conversations. -She completed her Articulate 360 Rise and Storyline 360 training. -She completed two courses on Inclusion, Diversity, and Equity in Learn@Cox. -She completed her Cox Career Bio. Learning Operations Team Contributions: -She continued to work with her peer and I to discuss, determine, and document learning design governance. -She led her first project intake meeting for an additional CAM course. STE Contributions: -Erica continued to co-lead the STE Culture Club, inclusive of planning thoughtful meetings with team-building icebreakers and strategic discussions around initiatives to improve the broader STE culture. She gave updates on the STE Team Meetings. She also helped to create a video to promote the STE Team Culture Statement and then collaborated on its creation. -She volunteered to lead the STE Book Club, inclusive of comms, scheduling meetings, and effective engagement, note-taking,

and facilitation of meetings. Other Contributions: -Erica worked with our internal Ethics team to ensure we could legally share the Inclusive Design Checklist with the external ID community. Her persistence and passion paid off, as hundreds of ID folks in LinkedIn reacted or responded to her post with gratitude and enthusiasm.

What should the employee be focused on moving forward?

She will complete Phase 2 of the Cox Auto Mobility Sales Training. She will support NADA sales training as needed. She will continue to engage in regular content reviews and feedback with her peer, focusing on delivering and receiving safe feedback to ensure more cohesive learning experiences. She will continue to collaborate with me and her Sr ID peer on creating learning design governance and standards for our team. She will continue to send submissions for her work to her peer for the monthly Sales Learning Catalog updates. She will continue to lead the STE Culture Club, guiding discussions, ensuring work is completed, that everyone has a voice, and our efforts are well promoted. She will continue to lead the STE Book Club, including a retrospective in Q1 focused on creating a list of actionable ideas to improve our STE Team Culture, which we can present to our leadership for their feedback. She will continue to work towards achieving the goals in her IDP.

Where does the employee have opportunities to learn and grow?

Erica has self-identified areas of opportunity on her IDP: visual design among them. She has also opportunity to become more proficient in leading project intake meetings.

Where can you provide additional support?

I will continue to encourage her to take time for professional development opportunities, especially those tied to her IDP. I will continue to provide feedback on her work, especially on visual design, in content reviews and on her overall performance and progress toward her goals in our weekly 1:1s. I will attend any project intake meetings she is leading to provide support until she feels comfortable leading them independently. I will continue to encourage her to reach out and/or schedule time with me for feedback, clarification, and/or support as needed.

Moving forward the employee should:

Continue

Please provide additional information. (Optional)

Not only has Erica grown as an ID and consultant, but she has also grown as a leader. In addition to effectively leading STE culture initiatives, Erica also prepares thoughtful, specific feedback on my performance as a leader for her in

our weekly 1:1s. She has forged strong relationships across STE and the sales teams, and has earned warranted praise for her attitude, work ethic, and work products. With each project she takes on, she becomes a stronger ID and consultant, and we're all better for it.