Core program requirements & alignments

The program is designed around four pillars — community, development, engagement and retention — which together support and help advance a culture of inclusion.

To reinforce community within the program cohort and create a safe space for dialogue and development, most of the core requirements are available only to those enrolled in the program (shown as “program only” below). Other offerings are POD open enrollment classes; registration fees are deferred for those enrolled in the program.

Participants must complete all core requirements within the first year. Total estimated time for core: 20–25 hours.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Format</th>
<th>Type</th>
<th>COMMUNITY</th>
<th>DEVELOPMENT</th>
<th>ENGAGEMENT</th>
<th>RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIPOC Community Collaboration</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Is It Just Me or Was That Not Okay?</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Overcoming Burnout</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>White Guilt and Defensiveness</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>How the U(W) Works</td>
<td>Hybrid (Zoom + self-paced)</td>
<td>Open enrollment</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Exploration of Race in the Workplace</td>
<td>Self-Paced Online</td>
<td>Open enrollment</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Exploration of Race Debrief</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
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<tr>
<td>Centering BIPOC Voices event</td>
<td>Varies</td>
<td>Open enrollment</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Participation in learning pod</td>
<td>Live online (Zoom)</td>
<td>Program only</td>
<td>●</td>
<td>●</td>
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<td>●</td>
</tr>
</tbody>
</table>
Area of specialization and alignments

To enhance professional and career development, participants choose one area of specialization: Administrative Excellence, Human Resources Administration or Supervisory Skills. All classes in these areas are POD open enrollment; registration fees are deferred for those enrolled in the program.

Participants must complete all requirements for their one chosen area of specialization within three years. Total estimated time for area of specialization requirements: 16–24 hours.

**Area of specialization: Administrative Excellence**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Options (choose one for each requirement)</th>
<th>COMMUNITY</th>
<th>DEVELOPMENT</th>
<th>ENGAGEMENT</th>
<th>RETENTION</th>
</tr>
</thead>
</table>
| Organizational skills           | ▪ The Art of Project Management (Q1660)  
 ▪ Managing Paper, Projects, and Priorities  
 ▪ Project Management Essentials  
 ▪ Project Management for the Non-Project Manager (Q1350)                                           |           | ●           | ●          |           |
| Communication skills            | ▪ Communication Style: Creating Positive Relationships and Results (Q0030)  
 ▪ Communications (Q0040)                                                                                   | ●         | ●           | ●          |           |
| Workplace effectiveness         | ▪ Customer Service Excellence (Q0220)  
 ▪ Time Management (Q0510)  
 ▪ Working Smarter (Q1470)                                                                                   | ●         | ●           | ●          |           |
| DEI focus                       | ▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)  
 ▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)  
 ▪ De-Escalation Skills for the Workplace (Q1650)  
 ▪ The Multi-Generational Workplace (Q0730)  
 ▪ Training, Coaching and Mentoring for Success (Q0331)  
 ▪ What's the Word: Inclusivity in Language (Q1780)                                                           | ●         | ●           | ●          |           |
### Area of specialization: Human Resources Administration

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Classes (choose one for each requirement)</th>
<th>Community</th>
<th>Development</th>
<th>Engagement</th>
<th>Retention</th>
</tr>
</thead>
</table>
| Hiring                       | ▪ Interviewing Job Candidates (Q0140)  
                                  ▪ Onboarding for Success (Q0100)  
                                  ▪ UW Hiring Processes: An Introduction (Q1051)                                                         |           | ●           |            |           |
| Performance management       | ▪ Managing Corrective Action at the UW  
                                  ▪ Managing Employee Performance (Q0570)                                                                        |           | ●           |            |           |
| UW policies                  | ▪ Employment Law and UW Policies (Q0350)  
                                  ▪ The Ethics Law and the U (Q0360)                                                                                |           | ●           |            |           |
| DEI focus                    | ▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)  
                                  ▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)  
                                  ▪ De-Escalation Skills for the Workplace (Q1650)  
                                  ▪ The Multi-Generational Workplace (Q0730)  
                                  ▪ Training, Coaching and Mentoring for Success (Q0331)  
                                  ▪ What's the Word: Inclusivity in Language (Q1780)                                                          |           | ● ● ●       |            |           |

### Area of specialization: Supervisory Skills

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Classes (choose one for each requirement)</th>
<th>Community</th>
<th>Development</th>
<th>Engagement</th>
<th>Retention</th>
</tr>
</thead>
</table>
| Supervision basics           | ▪ Managing Employee Performance (Q0570)  
                                  ▪ Tactical Leadership (Q1860)                                                                              |           | ●           |            |           |
| Leadership                   | ▪ Leadership Style Makes a Difference (Q0640)  
                                  ▪ Learning to Lead (Q0200)                                                                                 |           | ●           |            |           |
| Inclusive culture            | ▪ Building a Positive Work Culture (Q0260)  
                                  ▪ Supervising in a Diverse Workplace (Q0240)                                                                |           | ●           |            |           |
| DEI focus                    | ▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)  
                                  ▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)  
                                  ▪ De-Escalation Skills for the Workplace (Q1650)  
                                  ▪ The Multi-Generational Workplace (Q0730)  
                                  ▪ Training, Coaching and Mentoring for Success (Q0331)  
                                  ▪ What's the Word: Inclusivity in Language (Q1780)                                                          |           | ● ● ●       |            |           |