



development program

CURRICULUM GUIDE

Find the curriculum guide online here:
<https://hr.uw.edu/pod/dei-programs/bipoc-staff-development-program/>

THE PROGRAM IS DESIGNED AROUND FOUR PILLARS – COMMUNITY, DEVELOPMENT, ENGAGEMENT AND RETENTION – WHICH TOGETHER SUPPORT AND HELP ADVANCE A CULTURE OF INCLUSION.

Core program requirements & alignments

Participants must complete all core requirements within the first year.

Total estimated time for core: 28–30 hours.

- Self-register for “Core” classes using link in Welcome email.
- Register for “Area of Specialization” classes by emailing uwhrdei@uw.edu.

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.

Name: _____ NetID: _____

CORE	Requirement (complete all core courses)	Format	Type	Typically offered	COMMUNITY	DEVELOPMENT	ENGAGEMENT	RETENTION	Completed?
	BIPOC Community Collaboration (D0020)	Live online (Zoom)	Program only	Autumn, Winter, Spring	●	●	●	●	
	Is It Just Me or Was That Not Okay? (D0040)	Live online (Zoom)	Program only	Autumn, Winter, Spring	●	●		●	
	Overcoming Burnout (D0060)	Live online (Zoom)	Program only	Autumn, Winter, Spring			●	●	
	White Guilt and Defensiveness (D0070)	Live online (Zoom)	Program only	Autumn, Winter, Spring		●		●	
	How the U(W) Works (Q1760)	Hybrid (Zoom + self-paced)	Open enrollment	Winter, Summer	●	●		●	
	Exploration of Race in the Workplace (D0050)	Self-Paced Online	Open enrollment	Quarterly		●			
	Exploration of Race Debrief (D0030)	Live online (Zoom)	Program only	Autumn, Winter, Spring	●	●	●	●	
	Centering BIPOC Voices event (V0370)	Varies	Open enrollment	TBD	●		●	●	
	Participation in learning pod	Live online (Zoom)	Program only	Quarterly	●		●	●	

Area of specialization and alignments

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 classes are **ALL** open enrollment.
- Register for “Open enrollment” classes by emailing uwhrdei@uw.edu with your name, NetID, and the course name and code.

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.

AREA OF SPECIALIZATION: ADMINISTRATIVE EXCELLENCE

ADMINISTRATIVE EXCELLENCE	Requirement	Options (choose one for each requirement)	Typically offered	COMMUNITY	DEVELOPMENT	ENGAGEMENT	RETENTION	Completed?
	Organizational skills	▪ The Art of Project Management (Q1660)	Spring, Autumn		●	●		
		▪ Managing Paper, Projects, and Priorities (Q0700)	Summer, Winter		●	●		
		▪ Project Management Essentials (Q0460)	Summer, Winter		●	●		
		▪ Project Management for the Non-Project Manager (Q1350)	Spring, Autumn		●	●		
	Communication skills	▪ Communication Style: Creating Positive Relationships and Results (Q0030)	Summer, Winter		●	●		
		▪ Communications (Q0040)	Spring, Autumn		●	●		
	Workplace effectiveness	▪ Customer Service Excellence (Q0220)	Summer, Winter		●	●		
		▪ Time Management (Q0510)	Summer, Winter		●	●		
		▪ Working Smarter (Q1470)	Summer, Winter		●	●		
DEI focus	▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)	Spring, Autumn		●	●	●		
	▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)	Spring, Autumn		●	●	●		
	▪ De-Escalation Skills for the Workplace (Q1650)	Spring, Autumn		●	●	●		
	▪ The Multi-Generational Workplace (Q0730)	Summer, Winter		●	●	●		
	▪ Training, Coaching and Mentoring for Success (Q0331)	Spring, Autumn		●	●	●		
	▪ What's the Word: Inclusivity in Language (Q1780)	Summer, Winter		●	●	●		

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AREA OF SPECIALIZATION: HUMAN RESOURCES ADMINISTRATION

HUMAN RESOURCES ADMINISTRATION	Requirement	Options (choose one for each requirement)	Typically offered	COMMUNITY	DEVELOPMENT	ENGAGEMENT	RETENTION	Completed?
	Hiring	▪ Implementing Equitable Hiring Practices (Q0140) (formerly called Interviewing Job Candidates)	Summer		●	●		
		▪ Onboarding for Success (Q0100)	Summer		●	●		
		▪ UW Hiring Processes: An Introduction (Q1051)	Summer		●	●		
	Performance management	▪ Managing Corrective Action at the UW (Q0070)	Summer, Winter		●	●		
		▪ Managing Employee Performance (Q0570)	Quarterly		●	●		
	UW policies	▪ Employment Law and UW Policies (Q0350)	Spring, Autumn		●	●		
		▪ The Ethics Law and the U (Q0360)	Autumn		●	●		
	DEI focus	▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)	Spring, Autumn		●	●	●	
		▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)	Spring, Autumn		●	●	●	
▪ De-Escalation Skills for the Workplace (Q1650)		Spring, Autumn		●	●	●		
▪ The Multi-Generational Workplace (Q0730)		Summer, Winter		●	●	●		
▪ Training, Coaching and Mentoring for Success (Q0331)		Spring, Autumn		●	●	●		
▪ What's the Word: Inclusivity in Language (Q1780)		Summer, Winter		●	●	●		

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AREA OF SPECIALIZATION: SUPERVISORY SKILLS

SUPERVISORY SKILLS	Requirement	Options (choose one for each requirement)	Typically offered	COMMUNITY	DEVELOPMENT	ENGAGEMENT	RETENTION	Completed?
	Supervision basics	▪ Managing Employee Performance (Q0570)	Quarterly		●	●		
		▪ Tactical Leadership (Q1860)	Spring, Autumn		●	●		
	Leadership	▪ Leadership Style Makes a Difference (Q0640)	Spring, Autumn		●	●		
		▪ Learning to Lead (Q0200)	Quarterly		●	●		
	Inclusive culture	▪ Building a Positive Work Culture (Q0260)	Quarterly		●	●		
		▪ Supervising in a Diverse Workplace (Q0240)	Quarterly		●	●		
	DEI focus	▪ Beyond Checking a Box: An Introduction to Intersectionality (Q1830)	Spring, Autumn		●	●	●	
		▪ Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)	Spring, Autumn		●	●	●	
		▪ De-Escalation Skills for the Workplace (Q1650)	Spring, Autumn		●	●	●	
▪ The Multi-Generational Workplace (Q0730)		Summer, Winter		●	●	●		
▪ Training, Coaching and Mentoring for Success (Q0331)		Spring, Autumn		●	●	●		
▪ What's the Word: Inclusivity in Language (Q1780)		Summer, Winter		●	●	●		

Updated 5/11/2023