

Human Resources Administration Certificate

CURRICULUM GUIDE

DUE TO CURRENT RESTRICTIONS ON IN-PERSON CLASSES, MOST OF OUR CLASSES ARE BEING OFFERED IN AN ONLINE FORMAT AND HOURS MAY DIFFER FROM THOSE SHOWN BELOW. SEE [ONLINE CATALOG](#) FOR DETAILS.

CORE REQUIREMENTS All of the following courses must be completed.	Quarter & Year Completed
<p>Employment Law and UW Policies (Q0350) Class Format: Quarterly Course – 8 hours Quarters Typically Offered: spring, autumn</p>	
<p>Implementing Equitable Hiring Practices (Q0140) <i>(formerly “Interviewing Job Candidates”)</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, summer</p>	
<p>Labor Relations Skills (Q0150) Class Format: Quarterly Course – 3 hours Quarters Typically Offered: spring, autumn</p>	
<p>Managing Corrective Action at the UW (Q0070) <i>(formerly “Managing Corrective Action the UW Way”)</i> Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, summer</p>	
<p>Managing Employee Performance (Q0570) Class Format: Quarterly Course – 8 hours Quarters Typically Offered: winter, spring, summer, autumn</p>	

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ELECTIVES Complete five elective courses.	Quarter & Year Completed
Building a Positive Work Culture (Q0260) <i>(formerly "Beyond Retention: Building a Positive Work Culture")</i> Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, spring, summer, autumn	
Communications (Q0040) Class Format: Quarterly Course – 7 hours Quarters Typically Offered: spring, autumn	
Communication Style: Creating Positive Relationships and Results (Q0030) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter, summer	
Exploring Cultural Competence (Q1200) <i>(formerly "Cultivating Cultural Competence")</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: summer, winter	
Difficult People and Difficult Behavior: Tips, Tactics, and Tools (Q0050) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, summer	
The Ethics Law and the U (Q0360) Class Format: Quarterly Course – 3 hours Quarters Typically Offered: autumn	
How to Give and Receive Feedback (Q0850) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
Onboarding for Success (Q0100) <i>(formerly "On-boarding: "Sink or Swim" is Not a New Employee Orientation")</i> Class Format: Quarterly Course – 4 hours Quarters Typically Offered: summer	
Training, Coaching, and Mentoring for Success (Q0331) <i>(formerly "Essential Coaching and Training Skills")</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	

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ELECTIVES, CONTINUED Complete five elective courses.	Quarter & Year Completed
UW Hiring Processes: An Introduction (Q1051) Class Format: Quarterly Course – 3.5 hours Quarters Typically Offered: winter, summer	
The Multi-Generational Workplace (Q0730) <i>(formerly "Working Across Generations")</i> Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter, summer	

Name:

NetID:

Completion Date:

Please Note:

- POD's course catalog is available online [here](#).
- POD certificates are for **current** UW employees only. Professional & Continuing Education offers certificate programs for the general public.
- If a course is no longer offered by POD, please email pod@uw.edu for substitution possibilities.



PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

UNIVERSITY of WASHINGTON

Total Talent Management – Human Resources

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