

Supervisory Skills 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
Building a Positive Work Culture (Q0260) Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, spring, summer, autumn	
Leadership Style Makes a Difference (Q0640) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
Learning to Lead (Q0200) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, spring, summer, autumn	
Managing Employee Performance (Q0570) Class Format: Quarterly Course – 8 hours Quarters Typically Offered: winter, spring, summer, autumn	
Supervising in a Diverse Workplace (Q0240) Class Format: Quarterly Course – 12 hours Quarters Typically Offered: winter, summer	
Tactical Leadership (Q1860) <i>(replaced Supervision Basics Q0490)</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	

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ELECTIVES Take one course from each of the competency areas (Self Development, Creating Exceptional Performance, Planning for Self & Others, Professional Communication).	Quarter & Year Completed
SELF- DEVELOPMENT (select one from the following courses)	
Discovering Your Dependable Strengths (Q0910) Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, summer	
Emotional Intelligence (Q0110) Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, spring, summer	
Making the Move from Peer to Supervisor (Q0170) Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter, summer	
Managing Stress (Q0430) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: autumn	
CREATING EXCEPTIONAL PERFORMANCE (select one from the following courses)	
Creating an Inclusive Workplace Through Emotional Intelligence (Q1620) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
How to Give and Receive Feedback (Q0850) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
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	
SLP Level 2: Core Strengths – Results Through Relationships (SLP210) Class Format: Quarterly Course – 8 hours Quarters Typically Offered: winter, summer	

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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	
PLANNING FOR SELF AND OTHERS (select one from the following courses)	
Exploring Cultural Competence (Q1200) <i>(formerly "Cultivating Cultural Competence")</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, summer	
Managing Paper, Projects, and Priorities (Q0700) Class Format: Quarterly Course – 5 hours Quarters Typically Offered: winter, summer	
Project Management Essentials (Q0460) Class Format: Quarterly Course – 12 hours Quarters Typically Offered: winter, summer	
Race, Bias, and Dissonance (Q1540) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
The Multi-Generational Workplace (Q0730) <i>(formerly "Working Across Generations")</i> Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter, summer	
The Erosion of Empathy (Q1670) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
PROFESSIONAL COMMUNICATION (select one from the following two courses)	
Planning and Facilitating Effective Meetings (Q0450) Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	

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ELECTIVES Take one course from each of the competency areas (Self Development, Creating Exceptional Performance, Planning for Self & Others, Professional Communication).	Quarter & Year Completed
Presentation Excellence (Q0620) Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, summer	

Name:

NetID:

Completion Date:

Please Note:

- POD's course catalog is available online [here](#).
- Complete all core requirements, and one elective from each competency area (four electives total).
- 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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