

# 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.

<b>CORE REQUIREMENTS</b> All of the following courses must be completed.	Quarter & Year Completed
<b>Building a Positive Work Culture (Q0260)</b> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> winter, spring, summer, autumn	
<b>Leadership Style Makes a Difference (Q0640)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>Learning to Lead (Q0200)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> winter, spring, summer, autumn	
<b>Managing Employee Performance (Q0570)</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> winter, spring, summer, autumn	
<b>Supervising in a Diverse Workplace (Q0240)</b> <b>Class Format:</b> Quarterly Course – 12 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Tactical Leadership (Q1860)</b> <i>(replaced Supervision Basics Q0490)</i> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	

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<b>ELECTIVES</b> Take one course from each of the competency areas (Self Development, Creating Exceptional Performance, Planning for Self & Others, Professional Communication).	<b>Quarter &amp; Year Completed</b>
<b>SELF- DEVELOPMENT</b> (select one from the following courses)	
<b>Discovering Your Dependable Strengths (Q0910)</b> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Emotional Intelligence (Q0110)</b> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> winter, spring, summer	
<b>Making the Move from Peer to Supervisor (Q0170)</b> <b>Class Format:</b> Quarterly Course – 4 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Managing Stress (Q0430)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> autumn	
<b>CREATING EXCEPTIONAL PERFORMANCE</b> (select one from the following courses)	
<b>Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>How to Give and Receive Feedback (Q0850)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>Managing Corrective Action at the UW (Q0070)</b> <i>(formerly “Managing Corrective Action the UW Way”)</i> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>SLP Level 2: Core Strengths – Results Through Relationships (SLP210)</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> winter, summer	

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<b>Training, Coaching, and Mentoring for Success (Q0331)</b> <i>(formerly "Essential Coaching and Training Skills")</i> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>PLANNING FOR SELF AND OTHERS</b> (select one from the following courses)	
<b>Exploring Cultural Competence (Q1200)</b> <i>(formerly "Cultivating Cultural Competence")</i> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Managing Paper, Projects, and Priorities (Q0700)</b> <b>Class Format:</b> Quarterly Course – 5 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Project Management Essentials (Q0460)</b> <b>Class Format:</b> Quarterly Course – 12 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Race, Bias, and Dissonance (Q1540)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>The Multi-Generational Workplace (Q0730)</b> <i>(formerly "Working Across Generations")</i> <b>Class Format:</b> Quarterly Course – 4 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>The Erosion of Empathy (Q1670)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>PROFESSIONAL COMMUNICATION</b> (select one from the following two courses)	
<b>Planning and Facilitating Effective Meetings (Q0450)</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	

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<b>Presentation Excellence (Q0620)</b> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> 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](mailto:pod@uw.edu) for substitution possibilities.



**PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT**

UNIVERSITY of WASHINGTON

Total Talent Management – Human Resources

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