



## Registration Form for UW Employees Separated Through Layoff

Please complete this form to register for the POD courses below. **UW employees either in active LAYOFF STATUS or who have received their OFFICIAL LAYOFF NOTICE are eligible for fee-exempt and fee-reduced course registration**, on a space-available basis. Confirmation, including class location, will be sent prior to the class start date.

Questions? Call 206-543-1957 or email [pod@uw.edu](mailto:pod@uw.edu).

Name:

Box Number/Address:

Job Title:

Work Phone:

Department / Org:

Home Phone:

UW Net ID:

Email Address:

Employee Identification Number (EID)\*:

### AUTUMN 2024 REGISTRATION FOR FEE-EXEMPT & REDUCED-FEE COURSES

**NOTE: THIS FORM IS REQUIRED FOR FEE EXEMPTION/REDUCTION; PLEASE ATTACH A COPY OF YOUR OFFICIAL LAYOFF NOTICE.**

For course descriptions, see the POD online course catalog at <https://ucs.admin.uw.edu/pod/>.

**FEE-EXEMPT** courses are FREE for UW employees in layoff status. Check box/es to select course/s.

#### CLASSROOM CLASSES

**Leadership for Leads**, Q0420, Tue & Thurs/Nov 5 & 7, REGISTRATION CUTOFF: Oct 31

#### LIVE ONLINE CLASSES

**Advancing Your Facilitation and Presentation Techniques**, Q1450, Weds/Oct 9 & 16, REGISTRATION CUTOFF: Oct 3

**Building on Emotional Intelligence: Transforming Communication through Empathy**, Q0950, Tue & Thurs/Dec 3 & 5, REGISTRATION CUTOFF: Nov 28

#### SELF-PACED ONLINE CLASSES

**Goal Setting for Success**, QA001, Ongoing starting Mon/Sept 30

**FEE-REDUCED** courses cost \$25 each. Check box/es to select course/s, and staple your check to this form.

#### LIVE ONLINE CLASSES

**Under the Hood: Understanding Your Brain at Work**, Q1840, Wed & Thurs/Nov 13 & 14, REGISTRATION CUTOFF: Nov 7

**Negotiation Skills and Strategies**, Q1820, Weds/Dec 18, REGISTRATION CUTOFF: Dec 12

**Learning to Lead (Sec B)**, Q0200, Weds & Thurs/Dec 18 & 19, REGISTRATION CUTOFF: Dec 12

#### SELF-PACED ONLINE CLASSES

**Not-So-Simple Sentence--Revisiting Punctuation and Grammar**, QA004, Ongoing starting Mon/Sept 30

**Eligibility Information** All other POD courses are open to employees separated through layoff for up to six months after their layoff date; regular fees apply.

**Disability Information** POD's programs and services are intended to be inclusive and accessible. If at any time you have a need or concern, please [contact us](#). For accommodation requests connected to a disability or health condition, contact us at least two weeks in advance or as soon as possible. Accommodations falling outside the scope of POD's capabilities will be escalated to the [Disability Services Office](#).

**PLEASE RETURN THIS FORM WITH A COPY OF YOUR OFFICIAL LAYOFF NOTICE (AND COURSE PAYMENT, IF APPLICABLE) TO:**  
[pod@uw.edu](mailto:pod@uw.edu) - 206-543-1957

**Upcoming Quarters** Updates to this form are made quarterly. For updates, please visit our website at <http://hr.uw.edu/pod/courses-and-workshops/layoff-training/> or email [pod@uw.edu](mailto:pod@uw.edu).