

ANNUAL CLASS SCHEDULE

(UPDATED MAY 2019)

POD ANTICIPATES OFFERING THE FOLLOWING COURSES IN THE QUARTERS AS SHOWN BELOW; HOWEVER, POD MAY CHANGE WHEN COURSES ARE OFFERED OR MAY ELIMINATE OFFERINGS IN RESPONSE TO INSTRUCTOR AVAILABILITY, COURSE POPULARITY, AND OTHER FACTORS. [ACCESS COURSE CATALOG.](#)

COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Acing the Marshmallow Test	Q1480	Winter	
Advancing Your Facilitation and Presentation Techniques	Q1450	Spring, Autumn	Administrative Excellence
Basics of UW Procurement	Q0530	Spring, Autumn	Fiscal Management*, Administrative Excellence
Building a Positive Work Culture	Q0260	Spring, Summer, Autumn, Winter	Supervisory Skills, HR Administration
Building Better Teams	Q1440	Spring, Autumn	Supervisory Skills
Building on Emotional Intelligence: Transforming Communication Through Empathy	Q0950	Autumn	
Communication Style: Creating Positive Relationships and Results	Q0030	Summer, Winter	HR Administration, Administrative Excellence
Communications	Q0040	Spring, Autumn	HR Administration, Administrative Excellence
Conflict Management	Q1220	Summer, Winter	
Conflict Resolution Skills for Health Care Professionals	Q0300	Spring, Autumn	
Courageous Collaboration	Q1600	Spring, Autumn	Administrative Excellence
Creating an Inclusive Workplace Through Emotional Intelligence	Q1620	Spring, Autumn	
Cultivating Cultural Competence	Q1200	Summer, Winter	Supervisory Skills, HR Administration, Administrative Excellence
Customer Service Excellence	Q0220	Summer, Winter	Administrative Excellence
Designing the End-User Experience	Q1310	Spring	Administrative Excellence
Developing Assertiveness Skills	Q0000	Summer, Winter	Supervisory Skills

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Directing and Delegating Work	Q1410	Spring, Autumn	Supervisory Skills
Discovering Your Dependable Strengths	Q0910	Summer	
Driving Organizational Change	Q1610	Spring, Autumn	Administrative Excellence
Emotional Intelligence	Q0110	Spring, Summer, Winter	Supervisory Skills
Employment Law and UW Policies	Q0350	Spring, Autumn	HR Administration
The Ethics Law and the U	Q0360	Autumn	HR Administration
Foundations of Fiscal Reporting	Q0090	Summer, Winter	Administrative Excellence, Fiscal Management*
Good Internal Control Practices and Fraud Prevention Tips	Q0390	Spring, Autumn	Fiscal Management*, Administrative Excellence
Grant and Contract Fiscal Administration: Compliance	Q0403	Spring, Autumn	Fiscal Management*, Administrative Excellence
How to Give and Receive Feedback	Q0850	Spring, Autumn	Supervisory Skills, HR Administration
Increasing Your Influence	Q1240	Summer, Winter	Administrative Excellence
Interviewing Job Candidates	Q0140	Summer	HR Administration
Introduction to Federal Taxation	Q1500	Spring, Autumn	Administrative Excellence, Fiscal Management*
Introduction to State and Local Taxation	Q1490	Summer, Winter	Administrative Excellence, Fiscal Management*
Kaizen Methods and Practice	Q1251	Spring, Autumn	Administrative Excellence
Labor Relations Skills	Q0150	Spring, Autumn	HR Administration
Leadership for Leads	Q0420	Spring, Autumn	
Leadership Style Makes a Difference	Q0640	Spring, Autumn	Supervisory Skills
Learned Optimism: Understanding Your Explanatory Style	Q0720	Spring	
The Learning Lab	E1000	Annual subscription	Administrative Excellence, Supervisory Skills
The Likeability Factor	Q1420	Autumn	
Making the Move From Peer to Supervisor	Q0170	Summer, Winter	Supervisory Skills

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COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Managing Corrective Action the UW Way	Q0070	Summer, Winter	Supervisory Skills, HR Administration
Managing Employee Performance	Q0570	Spring, Summer, Autumn, Winter	Supervisory Skills, HR Administration
Managing Paper, Projects, and Priorities	Q0700	Summer, Winter	Supervisory Skills, Administrative Excellence
Managing Stress	Q0430	Autumn	Supervisory Skills
Master Process Planning	Q1160	Winter	Administrative Excellence
Mindfulness and Leadership	Q1550	Autumn	
Navigating Change in a Complex World	Q1390	Summer	
Negotiating Effectively	Q1580	Spring, Autumn	Administrative Excellence
The Not-So-Simple Sentence—Revisiting Punctuation and Grammar	Q1370	Winter	Administrative Excellence
Onboarding: “Sink or Swim” is Not a New Employee Orientation	Q0100	Summer	HR Administration
Own Your Brand	Q1570	Winter	
People From Pluto: Effective Communication Strategies	Q1590	Summer, Winter	Administrative Excellence
Peer Coaching and Communities of Practice	Q1630	Spring, Autumn	
Planning and Facilitating Effective Meetings	Q0450	Spring, Autumn	Administrative Excellence, Supervisory Skills
Presentation Excellence	Q0620	Summer, Winter	Administrative Excellence, Supervisory Skills
Process Improvement Tools	Q1170	Spring, Autumn	Administrative Excellence
Project Management Essentials	Q0460	Summer, Winter	Supervisory Skills, Administrative Excellence
Project Management for the Non-Project Manager	Q1350	Spring, Autumn	Administrative Excellence
Proofreading and Editing	Q0470	Spring	Administrative Excellence
Race, Bias, and Dissonance	Q1540	Spring, Autumn	Supervisory Skills
Rapid Process Improvement	Q1180	Summer	Administrative Excellence
Service Center Seminar	Q0590	Winter	Fiscal Management*, Administrative Excellence
Strategic Planning Tools	Q1290	Winter	Administrative Excellence

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COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Supervising in a Diverse Workplace	Q0240	Summer, Winter	Supervisory Skills
Supervising Student Employees	Q1560	Summer, Winter	
Supervision Basics	Q0490	Spring, Autumn	Supervisory Skills
Systems Wisdom	Q1640	Summer	
Thinking on Your Feet	Q1460	Summer, Winter	
Time Management	Q0510	Summer, Winter	Administrative Excellence
Training, Coaching, and Mentoring for Success	Q0331	Spring, Autumn	Supervisory Skills, HR Administration
Turning Negative Emotions Into Positive Outcomes	Q0060	Spring, Autumn	
Understand and Influence Your Work Culture	Q1520	Summer	Administrative Excellence
UW Hiring Processes: An Introduction	Q1051	Summer, Winter	HR Administration
Working Across Generations	Q0730	Summer, Winter	Supervisory Skills, HR Administration
Working Smarter	Q1470	Summer, Winter	Administrative Excellence
Writing for Readability	Q1530	Summer, Winter	Administrative Excellence
Writing Minutes and Meeting Notes	Q1380	Spring, Autumn	Administrative Excellence
Writing Policies and Procedures	Q1430	Summer, Winter	Administrative Excellence

COURSE CATALOG: Access course descriptions, schedules, and registration online: <https://ucs.admin.uw.edu/pod/>.

CERTIFICATE PROGRAM: POD offers certificates in Administrative Excellence, Human Resources Administration, and Supervisory Skills, and successful completion of a POD certificate counts toward six months of related experience when applying for related positions at the UW. The Fiscal Management** Certificate is being retired those who were already pursuing it as of January 2018 may still complete it. Learn more about POD certificates: <http://hr.uw.edu/pod/training-certificate-programs/>

THE LEARNING LAB: Through a subscription to this online platform, enjoy 24/7 access to video courses, audio summaries, e-books and more on MS Office apps, business skills, productivity, communications, and leadership development. <https://hr.uw.edu/pod/courses-and-workshops/online-learning/learning-lab/>.

POD WEBINARS: POD also offers live webinars that focus on software/technology, communication, effective processes, and other areas essential to peak productivity. Access the current webinar schedule and related information: <https://hr.uw.edu/pod/courses-and-workshops/online-learning/webinars/>.

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COMPETENCIES: POD has identified competencies for UW staff and leaders in five areas of excellence: individual, interpersonal, operational, leadership, and organizational. See the Guide to Workplace Competencies for courses, services, and resources to help you develop in specific areas:

<http://hr.uw.edu/pod/courses-and-workshops/course-competencies/>.



REGISTRATION DATES: QUARTERLY COURSES & WEBINARS

NOTE: DATES ARE SUBJECT TO CHANGE.

Summer Quarter 2019Registration begins 05/20/2019

Autumn Quarter 2019Registration begins 11/25/2019

Winter Quarter 2020Registration begins 12/4/2019

Spring Quarter 2020Registration begins 02/24/2020