

ANNUAL CLASS SCHEDULE

(UPDATED FEBRUARY 2022)

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
A Practical Approach to Anti-Racism	Q1790	Summer	
Advancing Your Facilitation and Presentation Techniques	Q1450	Spring, Autumn	Administrative Excellence
The Art of Project Management	Q1660	Spring, Autumn	
Basics of UW Procurement	Q0530	Spring, Autumn	Administrative Excellence
Building a Positive Work Culture	Q0260	Spring, Summer, Autumn, Winter	Supervisory Skills, HR Administration
Building on Emotional Intelligence: Transforming Communication Through Empathy	Q0950	Autumn	
Captivate Your Audience — Fundamentals of Content Writing (self-paced)	QA000	Spring, Summer, Autumn, Winter	
The Challenge of Allyship	Q1750	Summer, Winter	
The Coach Approach	SLP240	Spring, Autumn	
Communication Style: Creating Positive Relationships and Results	Q0030	Summer, Winter	Administrative Excellence, HR Administration
Communications	Q0040	Spring, Autumn	Administrative Excellence, HR Administration
Conflict Management	Q1220	Summer, Winter	
Conflict Management (self-paced)	Q1221	Spring, Autumn	
Conversations About Race in the Workplace	Q1710	Spring, Autumn	
Courageous Collaboration	Q1600	Spring, Autumn	Administrative Excellence
Creating an Inclusive Workplace Through Emotional Intelligence	Q1620	Spring, Autumn	
Customer Service Excellence	Q0220	Summer, Winter	Administrative Excellence
De-Escalation Skills for the Workplace	Q1650	Autumn	
Difficult People and Difficult Behavior: Tips, Tactics, and Tools	Q0050	Summer, Winter	HR Administration

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COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Discovering Your Dependable Strengths	Q0910	Summer, Winter	
Effective Business Writing	Q1790	Summer, Winter	Administrative Excellence
Effective Communication Strategies	Q1590	Summer, Winter	Administrative Excellence
Emotional Intelligence	Q0110	Spring, Summer, Winter	Supervisory Skills
Employee Experience Accelerator (self-paced)	QA003	Spring, Summer, Autumn, Winter	
Employment Law and UW Policies	Q0350	Spring, Autumn	HR Administration
The Erosion of Empathy	Q1670	Spring, Autumn	Supervisory Skills
The Ethics Law and the U	Q0360	Autumn	HR Administration
Exploration of Race in the Workplace: A Guide for Self-Study (self-paced)	QA002	Spring, Summer, Autumn, Winter	
Exploring Cultural Competence	Q1200	Spring, Autumn	Administrative Excellence, Supervisory Skills, HR Administration
Foundations of Fiscal Reporting	Q0090	Spring, Autumn	Administrative Excellence
Goal Setting for Success (self-paced)	QA001	Spring, Summer, Autumn, Winter	Administrative Excellence
Good Internal Control Practices and Fraud Prevention Tips	Q0390	Autumn	Administrative Excellence
Grant and Contract Fiscal Administration: Compliance	Q0403	Autumn	Administrative Excellence
Growth Mindset for Exceptional Work	Q1730	Autumn	
How the U(W) Works	Q1760	Spring, Autumn	Administrative Excellence
How to Give and Receive Feedback	Q0850	Spring, Autumn	Supervisory Skills, HR Administration
Human-Centered Design for Innovation & Creative Problem Solving	SLP250	Summer	Administrative Excellence
Increasing Your Influence	Q1240	Summer, Winter	Administrative Excellence
Interviewing Job Candidates	Q0140	Summer	HR Administration
Introduction to Federal Taxation	Q1500	Autumn	Administrative Excellence
Introduction to State and Local Taxation	Q1490	Summer, Winter	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

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Learned Optimism: Understanding Your Explanatory Style	Q0720	Spring	
Learning to Lead	Q0200	Spring, Summer, Autumn, Winter	Supervisory Skills
Making the Move From Peer to Supervisor	Q0170	Summer, Winter	
Managing Corrective Action at the UW	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	Administrative Excellence, Supervisory Skills
Managing Stress	Q0430	Autumn	Supervisory Skills
Managing Up	Q1740	Winter	Administrative Excellence
Mindfulness and Leadership	Q1550	Spring, Autumn	
Negotiation Skills and Strategies	Q1580	Spring, Autumn	Administrative Excellence
The Not-So-Simple Sentence — Revisiting Punctuation and Grammar	Q1370	Spring, Summer, Autumn, Winter	
Onboarding for Success	Q0100	Summer	HR Administration
Peer Coaching	Q1630	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	Administrative Excellence, Supervisory Skills
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
Respectful Partnerships	Q1690	Spring, Autumn	
SLP Level 2: Core Strengths — Results Through Relationships	SLP210	Summer, Winter	

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COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Spheres of Power and Influence (self-paced)	Q1241	Spring, Summer, Autumn, Winter	
Steadfast Leadership for Uncertain Times: Developing a Trauma-Informed Approach	Q1810	Summer	
Strategic Planning Tools	Q1290	Winter	Administrative Excellence
Supervising in a Diverse Workplace	Q0240	Summer, Winter	Supervisory Skills
Supervision Basics	Q0490	Spring, Autumn	Supervisory Skills
Systems Wisdom	Q1640	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	
UW Hiring Processes: An Introduction	Q1051	Summer	HR Administration
What's the Word: Inclusivity in Language	Q1780	Summer, Winter	Administrative Excellence
Working Smarter	Q1470	Winter	Administrative Excellence

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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. Learn more about POD certificates: <http://hr.uw.edu/pod/training-certificate-programs/>

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.

- Spring Quarter 2022.....Registration begins 02/22/2022
- Summer Quarter 2022Registration begins 05/16/2022
- Autumn Quarter 2022.....Registration begins 08/22/2022
- Winter Quarter 2023Registration begins 11/30/2022