



ANNUAL CLASS SCHEDULE

(UPDATED AUG. 2024)

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
21 Practices for Happiness and Accomplishment @Work	Q1930	Spring, Autumn	
A Practical Approach to Anti-Racism	Q1790	Summer	
Advancing Your Facilitation and Presentation Techniques	Q1450	Spring, Autumn	Administrative Excellence
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	
Communication Style: Creating Positive Relationships and Results	Q0030	Summer, Winter	Administrative Excellence, HR Administration
Communications	Q0040	Spring, Autumn	Administrative Excellence, HR Administration
Compensation: The Basics	Q0260	Summer, Winter	HR
Conflict Management	Q1220	Summer, Winter	
Conflict Management (self-paced)	Q1221	Spring, Autumn	
Creating an Inclusive Workplace Through Emotional Intelligence	Q1620	Spring, Autumn	
Creating Equity with Gracious Space	Q1880	Autumn	
Customer Service Excellence	Q0220	Summer, Winter	Administrative Excellence
De-Escalation Skills for the Workplace	Q1650	Autumn, Spring	
Difficult People and Difficult Behavior: Tips, Tactics, and Tools	Q0050	Summer, Winter	HR Administration
Discovering Your Dependable Strengths	Q0910	Summer, Winter	
Effective Business Writing	Q1790	Summer, Winter	

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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
Exploring Cultural Competence	Q1200	Summer, Winter	Administrative Excellence, Supervisory Skills, HR Administration
Foundations of Fiscal Reporting	Q0090	Spring, Autumn	Administrative Excellence
Foundations of Virtual Presentations	Q1920	Spring, Autumn	
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
How the U(W) Works	Q1760	Summer, Winter	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, Winter	Administrative Excellence
Implementing an Equitable Hiring Process	Q0140	Spring, Autumn	HR Administration
Increasing Your Influence	Q1240	Summer, Winter	Administrative Excellence
Introduction to Leadership Embodiment	Q1550	Spring, Autumn	
Introduction to Local, State, and Federal Taxation	Q1940	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
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 Stress	Q0430	Autumn	Supervisory Skills
Managing Up	Q1740	Winter	Administrative Excellence
Negotiation Skills and Strategies	Q1580	Spring, Autumn	Administrative Excellence

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Onboarding for Success	Q0100	Summer	HR Administration
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
Professional Writing: The Art of Story Telling	Q1900	Summer, Winter	
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
Reimagining Racial Inclusion	Q1850	Autumn	
Respectful Partnerships	Q1690	Spring, Autumn	
SLP Level 2: Core Strengths — Results Through Relationships	SLP210	Summer, Winter	
SLP2: Leadership for a Global Perspective	SLP230	Winter	
Spheres of Power and Influence (self-paced)	Q1241	Spring, Summer, Autumn, Winter	
Strategic Planning Tools	Q1290	Winter	Administrative Excellence
Supervising in a Diverse Workplace	Q0240	Summer, Winter	Supervisory Skills
Systems Wisdom	Q1640	Winter	
Tactical Leadership	Q0490	Spring, Autumn	Supervisory Skills
The Art of Project Management	Q1660	Spring, Autumn	
The Erosion of Empathy	Q1670	Winter	
The Ethics Law and the U	Q0360	Autumn	HR Administration
The Multi-Generational Workplace	Q0730	Summer, Winter	HR Administration, Supervisory Skills
The Not-So-Simple Sentence — Revisiting Punctuation and Grammar	Q1370	Spring, Summer, Autumn, Winter	
Time Management	Q0510	Summer, Winter	Administrative Excellence
Training, Coaching, and Mentoring for Success	Q0331	Spring, Autumn	Supervisory Skills, HR Administration
Trauma Stewardship: Lightening Your Load	Q1870	Autumn	

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Under the Hood: Understanding Your Brain at Work	Q1830	Spring, Autumn	
UW Hiring Processes: An Introduction	Q1051	Summer, Winter	HR Administration
Well-Being in Times of Uncertainty	Q1910	Summer, Winter	
What's the Word: Inclusivity in Language	Q1780	Summer, Winter	Administrative Excellence
White Allyship Transformation	Q1890	Winter	
Working Smarter	Q1470	Winter, Summer	Administrative Excellence

COURSE CATALOG: Access course descriptions, schedules, and registration in our [online catalog](#).

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 experience when applying for related positions at the UW. Learn more about POD [certificates](#).

CLASS FORMATS: POD delivers training in a variety of in-person and online formats, synchronously and asynchronously. Learn more about our training [formats](#).

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. Access the [competency guide](#).



REGISTRATION DATES: QUARTERLY COURSES

NOTE: DATES ARE SUBJECT TO CHANGE.

Autumn Quarter 2024.....Registration begins 08/19/2024

Winter Quarter 2025Registration begins 12/04/2024

Spring Quarter 2025.....Registration begins 02/24/2025

Summer Quarter 2025.....Registration begins 05/19/2025