

# YOUR GATEWAY TO SUCCESS

## Professional & Organizational Development | Spring 2025

### SCHEDULED OFFERINGS *Register by the cutoff date shown online.*

APRIL	SESSION(S)	FORMAT	FEE
The Art of Project Management (Q1660)	April 10 & 17	Live Online	\$240
Tactical Leadership (Q1860)	April 8 & 10	Live Online	\$200
Process Improvement Tools (Q1170)	April 15 & 17	Live Online	\$205
<b>NEW</b> Navigating Copilot Chat: From Basics to Application (Q1960)	April 22	Hybrid	\$150
Training, Coaching, and Mentoring for Success (Q0331)	April 29	Live Online	\$190
Managing Employee Performance (Q0570)	April 29 & May 1	Live Online	\$0*
Planning and Facilitating Effective Meetings (Q0450)	April 30 & May 1	Live Online	\$200
Project Management for the Non-Project Manager (Q1350)	April 30 & May 1	Live Online	\$240
MAY	SESSION(S)	FORMAT	FEE
Building a Positive Work Culture (Q0260)	May 6 & 8	Live Online	\$220
Learning to Lead (Q0200)	May 6 & 8	Live Online	\$200
How to Give and Receive Feedback (Q0850)	May 7	Classroom	\$200
Proofreading and Editing (Q0470)	May 7 & 15	Mixed	\$215
Managing Employee Performance (Q0570)	May 13 & 15	Live Online	\$0*
Labor Relations Skills (Q0150)	May 15	Classroom	\$110
The Multi-Generational Workplace (Q0730)	May 20 & 22	Live Online	\$215
Under the Hood: Understanding Your Brain at Work (Q1840)	May 29	Classroom	\$190

*\*UW Human Resources is supporting a suite of free UW Management Fundamentals classes to enhance managers' success. Space is limited!*

### **We moved! POD's office and classrooms have relocated.**

Most of POD's in-person classes are now held at the new Gateway building at 4320 Brooklyn Ave. NE, just a few blocks west of the Seattle campus and co-located with the University District Station. Check your registration confirmation and other communications from POD for details about accessing our new classroom location.

[MORE CLASSES →](#)



JUNE	SESSION(S)	FORMAT	FEE
Employment Law and UW Policies (Q0350)	June 3 & 5	Live Online	\$0*
Advancing Your Facilitation and Presentation Techniques (Q1450)	June 10 & 12	Classroom	\$200
Implementing Equitable Hiring Practices (Q0140)	June 10 & 12	Live Online	\$0*
Basics of UW Procurement (Q0530)	June 17	Live Online	\$120
SLP Level 2: Leadership for a Global Perspective (SLP230)	June 24 & 26	Live Online	\$250
Leadership Style Makes a Difference (Q0640)	June 25	Classroom	\$230

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## SELF-PACED ONLINE LEARNING *Register anytime and complete by end of the quarter (6/27/25).*

CLASS	DATES	CODE	FEE
Employee Experience Accelerator	Ongoing	QA003	\$45
Goal Setting for Success	Ongoing	QA001	\$75

## POD's Class Formats

Whether you'd like to learn online, onsite at our classrooms, or at your own pace, POD offers different class formats to help meet your needs and preferences. See course descriptions in our [online catalog](#) for information about the format of each class. Once you register for a class, you can expect a confirmation email with details about accessing the class.

- **Self-paced online course:** All class content is delivered via a self-paced online course, with no live instruction. After registering, participants receive a link to the online course and will have until the end of the quarter to complete it.
- **Live online session:** Class content is delivered via live online Zoom session(s) with supplemental materials (PDF, printed materials or a book).
- **Hybrid course.** Class content is delivered via a combination of live online Zoom session(s) and a self-paced online learning course.
- **Classroom session.** Class content is delivered in-person at the Gateway building at 4328 Brooklyn Ave. NE. Participants receive supplemental materials such as a book or printed workbook and/or access to online materials.
- **Mixed format.** Class content is delivered through a combination of two or more of the above formats.