

ANNUAL CLASS SCHEDULE

(UPDATED AUGUST 2017)

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.

COURSE TITLE	CODE	TYPICALLY OFFERED	CERTIFICATES
Acing the Marshmallow Test	Q1480	Winter	
Advancing Your Facilitation and Presentation Techniques	Q1450	Spring, Autumn	
Basics of UW Procurement	Q0530	Spring, Autumn	
Building a Positive Work Culture	Q0260	Spring, Summer, Autumn, Winter	
Building Better Teams	Q1440	Spring, Autumn	
Building on Emotional Intelligence: Transforming Communication Through Empathy	Q0950	Autumn	
Communication Style: Creating Positive Relationships and Results	Q0030	Summer, Winter	
Communications	Q0040	Spring, Autumn	
Conflict Management	Q1220	Summer, Winter	
Conflict Resolution Skills for Health Care Professionals	Q0300	Spring, Autumn	
Cultivating Cultural Competence	Q1200	Spring, Autumn	
Customer Service Excellence	Q0220	Winter	
Designing the End-User Experience	Q1310	Spring	
Developing Assertiveness Skills	Q0000	Summer, Winter	
Difficult People and Difficult Behavior: Tips, Tactics, and Tools	Q0050	Summer, Winter	
Directing and Delegating Work	Q1410	Spring, Autumn	
Discovering Your Dependable Strengths	Q0910	Summer, Winter	
Emotional Intelligence	Q0110	Spring, Summer, Winter	
Employment Law and UW Policies	Q0350	Spring, Autumn	

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The Ethics Law and the U	Q0360	Autumn	
Facilities and Administrative Rate Calculation	Q0550	Winter	
Foundations of Fiscal Reporting	Q0090	Spring, Summer, Autumn, Winter	
Good Internal Control Practices and Fraud Prevention Tips	Q0390	Spring, Autumn	
Grant and Contract Fiscal Administration: Compliance	Q0403	Spring, Autumn	
How to Give and Receive Feedback	Q0850	Spring, Autumn	
Increasing Your Influence	Q1240	Summer, Winter	
Interviewing Job Candidates	Q0140	Summer, Winter	
Introduction to Federal Taxation	Q1500	Spring, Autumn	
Introduction to Research Administration	Q0121	Winter	
Introduction to State and Local Taxation	Q1490	Summer, Winter	
Kaizen Methods and Practice	Q1251	Spring, Autumn	
Labor Relations Skills	Q0150	Autumn	
Leadership for Leads	Q0420	Spring, Autumn	
Leadership Style Makes a Difference	Q0640	Spring, Autumn	
Learned Optimism: Understanding Your Explanatory Style	Q0720	Spring	
Learning to Lead	Q0200	Spring, Summer, Autumn, Winter	
The Likeability Factor	Q1420	Autumn	
Making the Move From Peer to Supervisor	Q0170	Summer, Winter	
Managing Corrective Action the UW Way	Q0070	Winter	
Managing Employee Performance	Q0570	Spring, Summer, Autumn, Winter	
Managing Paper, Projects, and Priorities	Q0700	Summer, Winter	
Managing Stress	Q0430	Autumn	
Master Process Planning	Q1160	Winter	
Medical Terminology	Q0180	Spring, Autumn	

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Mindfulness and Leadership	Q1550	Spring, Autumn	
Motivating Employees	Q1210	Autumn	
Navigating Change in a Complex World	Q1390	Summer	
Negotiating Effectively	Q1580	Spring, Autumn	
The Not-So-Simple Sentence--Revisiting Punctuation and Grammar	Q1370	Winter	
Onboarding: "Sink or Swim" is Not a New Employee Orientation	Q0100	Summer	
Own Your Brand	Q1570	Summer	
People From Pluto: Effective Communication Strategies	Q1590	Summer, Winter	
Planning and Facilitating Effective Meetings	Q0450	Spring, Autumn	
Post-Award Financial Administration: Processes, Offices, and Best Practices	Q0404	Spring, Autumn	
Presentation Excellence	Q0620	Summer, Winter	
Process Improvement Tools	Q1170	Spring, Autumn	
Project Management Essentials	Q0460	Summer, Winter	
Project Management for the Non-Project Manager	Q1350	Spring, Autumn	
Proofreading and Editing	Q0470	Spring	
Race, Bias, and Dissonance	Q1540	Spring, Autumn	
Rapid Process Improvement	Q1180	Summer	
Recharge Center Seminar	Q0590	Winter	
SAGE: Creating and Submitting eGC1s and Budgets	Q0980	Winter	
SLP Level 2: Core Strengths Accountability	SLP210	Spring, Summer, Autumn, Winter	
SLP Level 2: Leadership Advantage	SLP220	Spring, Summer, Autumn	
SLP Supervisor Orientation	SLPSO	Spring; Summer; Autumn; Winter	
Strategic Planning Tools	Q1290	Winter	
Supervising in a Diverse Workplace	Q0240	Summer, Winter	

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Supervising Student Employees	Q1560	Summer, Winter	
Supervision Basics	Q0490	Spring, Autumn	
Thinking on Your Feet	Q1460	Summer, Winter	
Time Management	Q0510	Summer, Winter	
Training, Coaching, and Mentoring for Success	Q0331	Spring, Summer, Autumn, Winter	
The Trust Advantage	Q1400	Spring	
Turning Negative Emotions Into Positive Outcomes	Q0060	Spring, Autumn	
Understand and Influence Your Work Culture	Q1520	Summer	
Working Across Generations	Q0730	Summer, Winter	
Working Smarter	Q1470	Winter	
Writing for Readability	Q1530	Summer, Winter	
Writing Minutes and Meeting Notes	Q1380	Spring, Autumn	
Writing Policies and Procedures	Q1430	Summer, Winter	



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: <http://hr.uw.edu/pod/courses-and-workshops/online-learning/>.

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/>.



POD REGISTRATION DATES

QUARTERLY COURSES & WEBINARS

NOTE: DATES ARE SUBJECT TO CHANGE.

Autumn Quarter 2017Registration begins 08/21/2017

Winter Quarter 2018Registration begins 11/27/2017

Spring Quarter 2018.....Registration begins 02/20/2018

Summer Quarter 2018Registration begins 05/14/2018