

# SEEK NEW OPPORTUNITIES



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## Professional & Organizational Development | Winter 2024

► DEVELOP NEW SKILLS ► GROW ON THE JOB ► ADVANCE YOUR EXPERTISE

### SCHEDULED OFFERINGS

*POD delivers training in a variety of formats, as listed below. Register by the cutoff date shown [online](#).*

#### January

	SESSION DATE(S)	FORMAT	FEE
Learning to Lead (Q0200)	Jan 11	Classroom	\$160
Project Management Essentials (Q0460)	Jan 16 & 30	Live Online	\$230
Communication Style: Creating Positive Relationships & Results (Q0030)	Jan 18	Live Online	\$175
Supervising in a Diverse Workplace (Q0240)	Jan 23 & 25	Live Online	\$180
Customer Service Excellence (Q0220)	Jan 24	Classroom	\$140
What's the Word: Inclusivity in Language (Q1780)	Jan 24	Live Online	\$130
Time Management (Q0510)	Jan 25	Classroom	\$150
Emotional Intelligence (Q0110)	Jan 31	Live Online	\$225
Presentation Excellence (Q0620)	Jan 31 & Feb 7	Live Online	\$180

#### February

	SESSION DATE(S)	FORMAT	FEE
A Practical Approach to Anti-Racism (Q1770)	Feb 1 & 6	Live Online	\$200
Building a Positive Work Culture (Q0260)	Feb 6 & 8	Live Online	\$190
Strategic Planning Tools (Q1290)	Feb 7	Classroom	\$150
Discovering Your Dependable Strengths (Q0910)	Feb 8 & 15	Live Online	\$230
SLP Level 2: Core Strengths — Results Through Relationships (SLP210)	Feb 13 & 14	Live Online	\$300
How the U(W) Works (Q1760)	Feb 14	Hybrid	\$130
Compensation: The Basics (Q0600)	Feb 15	Live Online	\$125
White Allyship Transformation (Q1890)	Feb 21	Classroom	\$200
Effective Business Writing (Q1790)	Feb 22 & 29	Live Online	\$200
Managing Paper, Projects, and Priorities (Q0700)	Feb 22	Classroom	\$150

<https://ucs.admin.uw.edu/pod/>

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# Winter 2024 Offerings



## February, cont.

	SESSION DATE(S)	FORMAT	FEE
Exploring Cultural Competence (Q1200)	Feb 27	Classroom	\$160
Managing Employee Performance (Q0570)	Feb 27 & 29	Live Online	\$150
Making the Move From Peer to Supervisor (Q0170)	Feb 28	Live Online	\$130
Increasing Your Influence (Q1240)	Feb 29	Hybrid	\$140

## March

	SESSION DATE(S)	FORMAT	FEE
Effective Communication Strategies (Q1590)	Mar 5	Classroom	\$150
The Erosion of Empathy (Q1670)	Mar 5 & 7	Live Online	\$200
UW Hiring Processes (Q1051)	Mar 7	Live Online	\$125
Conflict Management (Q1220)	Mar 12	Mixed	\$170
Systems Wisdom (Q1640)	Mar 12 & 19	Live Online	\$200
Managing Corrective Action at UW (Q0070)	Mar 13 & 14	Live Online	\$160
Implementing Equitable Hiring Practices (Q0140)	Mar 19 & 21	Live Online	\$160
Working Smarter (Q1470)	Mar 20	Live online	\$180
Difficult People and Difficult Behavior: Tips, Tactics, and Tools (Q0050)	Mar 21	Classroom	\$160

## SELF-PACED ONLINE LEARNING *Register anytime and complete by end of the quarter (3/22/24).*

CLASS	DATES/FORMAT	FEE
Captivate Your Audience — Fundamentals of Content Writing (QA000)	Ongoing	\$75
Employee Experience Accelerator (QA003)	Ongoing	\$45
Goal Setting for Success (QA001)	Ongoing	\$75
The Not-So-Simple Sentence — Revisiting Punctuation and Grammar (QA004)	Ongoing	\$75

## POD's Class Formats

Whether you like to learn online, onsite in the classroom or at your own pace, POD offers a variety of formats to meet your needs and preferences. See course descriptions in our [online catalog](#) for formats.

- **Self-paced online course.** Class content is delivered via a self-paced online course. After registering, participants receive a link have until the end of the quarter to complete the course.
- **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 live online Zoom session(s) and a self-paced online learning course.
- **Classroom session.** Class content is delivered in-person at Roosevelt Commons East, and participations receive supplemental materials such as a book or printed workbook.
- **Mixed format.** Class content is delivered through a combination of two or more of the above formats.