

W

TIME TO FLOURISH

Professional & Organizational Development | Spring 2024

FIND WAYS TO GROW & THRIVE WITH DOZENS OF CLASSES & THE ANNUAL SPRING RETREAT

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

April	SESSION DATE(S)	FORMAT	FEE
Project Management for the Non-Project Manager (Q1350)	April 2 & 4	Live Online	\$180
Basics of UW Procurement (Q0530)	April 3	Live Online	\$120
Communications (Q0040)	April 4	Classroom	\$170
Building a Positive Work Culture (Q0260)	April 9 & 11	Live Online	\$190
Labor Relations Skills (Q0150)	April 9	Classroom	\$110
SLP Level 2: The Coach Approach (SLP240)	April 11 & 25	Live Online	\$180
The Multi-Generational Workplace (Q0730)	April 15 & 17	Live Online	\$160
Training, Coaching, and Mentoring for Success (Q0331)	April 17	Live Online	\$160
The Art of Project Management (Q1660)	April 18 & 25	Live Online	\$225
Creating an Inclusive Workplace Through Emotional Intelligence (Q1620)	April 22 & 24	Live Online	\$160
De-Escalation Skills for the Workplace (Q1650)	April 23 & 30	Classroom	\$140
Learning to Lead — Section A (Q0200)	April 23 & 25	Live Online	\$170
May	SESSION DATE(S)	FORMAT	FEE
Tactical Leadership (Q1860)	May 6 & 8	Live Online	\$160
Implementing Equitable Hiring Practices (Q0140)	May 7 & 9	Live Online	\$160



Annual One-Day Retreat on Thursday, May 2

This all-inclusive, in-person conference for support staff and other administrative professionals offers breakfast and lunch, a variety of workshops and activities, and opportunities to network with peers from across the UW.



Spring 2024 Offerings



May, cont.

	SESSION DATE(S)	FORMAT	FEE
Proofreading and Editing (Q0470)	May 7 & 14	Mixed	\$185
Planning and Facilitating Effective Meetings — Section A (Q0450)	May 13 & 20	Live Online	\$160
Reimagining Racial Inclusion (Q1850)	May 14 & 16	Live Online	\$200
Conflict Resolution Skills for Health Care Professionals (Q0300)	May 15	Classroom	\$160
Introduction to Leadership Embodiment (Q1550)	May 15 & 22	Classroom	\$200
Negotiation Skills and Strategies (Q1820)	May 16	Classroom	\$160
How to Give and Receive Feedback (Q0850)	May 21 & 23	Live Online	\$170
SLP Level 2: Leadership for a Global Perspective (SLP230)	May 21 & 23	Live Online	\$170
Leadership for Leads (Q0420)	May 29 & 30	Live Online	\$150
Under the Hood: Understanding Your Brain at Work (Q1840)	May 29	Classroom	\$130
Planning and Facilitating Effective Meetings — Section B (Q0450)	May 30	Classroom	\$160

June

	SESSION DATE(S)	FORMAT	FEE
Emotional Intelligence (Q0110)	June 3 & 5	Live Online	\$225
Employment Law and UW Policies (Q0350)	June 4 & 6	Live Online	\$160
Managing Employee Performance (Q0570)	June 4	Classroom	\$160
Advancing Your Facilitation and Presentation Techniques (Q1450)	June 6 & 13	Classroom	\$160
Process Improvement Tools (Q1170)	June 10 & 12	Live Online	\$160
Learning to Lead — Section B (Q0200)	June 11 & 13	Live Online	\$170
Race, Bias, and Dissonance (Q1540)	June 6	Classroom	\$200
Leadership Style Makes a Difference (Q0640)	June 18	Live Online	\$225
Respectful Partnerships (Q1690)	June 18	Live Online	\$170
Trauma Stewardship: Lightening Your Load (Q1870)	June 20	Live Online	\$190

SELF-PACED ONLINE LEARNING *Register anytime and complete by end of the quarter (6/14/24).*

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

POD's Class Formats

Whether you'd like to learn online, onsite at our Roosevelt Commons classrooms, or at your own pace, POD offers several 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.