# YOUR GATEWAY TO SUCCESS

## Professional & Organizational Development | Spring 2025

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

| APRIL | SESSION(S) | FORMAT | FEE |
|---|---|---|---|
| Communications (Q0040) | April 9 | Classroom | $200 |
| The Art of Project Management (Q1660) | April 10 & 17 | Live Online | $240 |
| Tactical Leadership (Q1860) | April 10 | Classroom | $200 |
| Process Improvement Tools (Q1170) | April 15 & 17 | Live Online | $205 |
| **NEW** 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* |
| Leadership for Leads (Q0420) | April 30 & May 7 | Live Online | $150 |

| MAY | SESSION(S) | FORMAT | FEE |
|---|---|---|---|
| Project Management for the Non-Project Manager (Q1350) | May 1 | Classroom | $240 |
| Building a Positive Work Culture (Q0260) | May 6 & 8 | Live Online | $220 |
| How to Give and Receive Feedback (Q0850) | May 7 | Classroom | $200 |
| Proofreading and Editing (Q0470) | May 7 & 15 | Mixed | $215 |
| Race, Bias, and Dissonance (Q1540) | May 8 | Classroom | $215 |
| Managing Employee Performance (Q0570) | May 13 & 15 | Live Online | $0* |
| Planning and Facilitating Effective Meetings (Q0450) | May 13 | Classroom | $200 |
| Learning to Lead (Q0200) | May 14 | Classroom | $200 |
| Labor Relations Skills (Q0150) | May 15 | Classroom | $110 |
| The Multi-Generational Workplace (Q0730) | May 20 & 22 | Live Online | $215 |

*\*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 communciations from POD for details about accessing our new classroom location.

| MAY, CONT. | SESSION(S) | FORMAT | FEE |
|---|---|---|---|
| Tactical Leadership (Q1860) | May 20 & 22 | Live Online | $200 |
| 21 Practices for Happiness and Accomplishment @Work (Q1930) | May 21 | Live Online | $190 |
| NEW Navigating Copilot Chat: From Basics to Application (Q1960) | May 22 | Hybrid | $150 |
| Creating an Inclusive Workplace Through Emotional Intelligence (Q1620) | May 28 & 29 | Live Online | $205 |
| Under the Hood: Understanding Your Brain at Work (Q1840) | May 29 | Classroom | $190 |

| JUNE | SESSION(S) | FORMAT | FEE |
|---|---|---|---|
| Employment Law and UW Policies (Q0350) | June 3 & 5 | Live Online | $0* |
| Learning to Lead (Q0200) | June 3 & 5 | Live Online | $200 |
| Planning and Facilitating Effective Meetings (Q0450) | June 4 & 11 | Live Online | $200 |
| Trauma Stewardship: Lightening Your Load (Q1870) | June 4 | Live Online | $205 |
| Advancing Your Facilitation and Presentation Techniques (Q1450) | June 10 & 12 | Classroom | $200 |
| Implementing Equitable Hiring Practices (Q0140) | June 10 & 12 | Live Online | $0* |
| Respectful Partnerships (Q1690) | June 10 | Live Online | $190 |
| Project Management for the Non-Project Manager (Q1350) | June 12 & 17 | Live Online | $240 |
| Basics of UW Procurement (Q0530) | June 17 | Live Online | $120 |
| Negotiation Skills and Strategies (Q1820) | June 24 | Classroom | $190 |
| SLP Level 2: Leadership for a Global Perspective (SLP230) | June 24 & 26 | Live Online | $250 |
| NEW Emotional Intelligence in Action: Attaining Results Through People (Q1950) | June 25 | Live Online | $190 |
| 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. Participations 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.