

Name:

# Human Resources Administration Certificate

## UW Professional & Organizational Development Curriculum Guide

### CORE REQUIREMENTS

All of the following courses must be completed.

| COURSE   | QUARTER & YEAR COMPLETED |
|--|--------------------------|
| <b>Interviewing Job Candidates</b><br><i>(formerly "Interviewing for Excellence")</i><br><b>Class Format:</b> Quarterly Course – 6 hours<br><b>Quarters Typically Offered:</b> summer                        |                          |
| <b>Managing Employee Performance</b><br><b>Class Format:</b> Quarterly Course – 8 hours<br><b>Quarters Typically Offered:</b> spring, summer, autumn   |                          |
| <b>Managing Corrective Action the UW Way</b><br><i>(formerly "Dealing with Workplace Behavior Problems")</i><br><b>Class Format:</b> Quarterly Course – 7 hours<br><b>Quarters Typically Offered:</b> winter |                          |
| <b>Labor Relations Skills</b><br><b>Class Format:</b> Quarterly Course – 3 hours<br><b>Quarters Typically Offered:</b> autumn  |                          |
| <b>Employment Law and UW Policies</b><br><b>Class Format:</b> Quarterly Course – 8 hours<br><b>Quarters Typically Offered:</b> spring, autumn  |                          |

### ELECTIVES

Take two courses from the *Human Resources* competency area, and three courses from the *Building a Successful Self & Others* competency area

| COURSE  | QUARTER & YEAR COMPLETED |
|---|--------------------------|
| <b>Human Resources</b> (select two from the following four courses)   |                          |
| <b>Compensation: The Basics</b><br><b>Class Format:</b> Quarterly Course – 4 hours<br><b>Quarters Typically Offered:</b> winter, summer |                          |

(ELECTIVES continued next page)

**ELECTIVES** CONTINUED

| COURSE   | QUARTER & YEAR COMPLETED |
|--|--------------------------|
| <p><b>On-boarding: “Sink or Swim” is Not a New Employee Orientation</b><br/> <i>(formerly “Designing Employee Orientations for your Department”)</i><br/> <b>Class Format:</b> Quarterly Course – 4 hours<br/> <b>Quarters Typically Offered:</b> summer</p> |                          |
| <p><b>The Ethics Law and the U</b><br/> <b>Class Format:</b> Quarterly Course – 3 hours<br/> <b>Quarters Typically Offered:</b> autumn</p>   |                          |
| <p><b>UW Hiring Processes: Introduction to UWHIRES</b><br/> <b>Class Format:</b> Quarterly Course – 3 hours<br/> <b>Quarters Typically Offered:</b> spring, autumn</p>   |                          |
| <p><b>Building a Successful Self &amp; Others</b> (select three from the following eight courses)</p>  |                          |
| <p><b>Cultivating Cultural Competence</b><br/> <b>Class Format:</b> Quarterly Course – 6 hours<br/> <b>Quarters Typically Offered:</b> spring, autumn</p>  |                          |
| <p><b>Working Across Generations</b><br/> <b>Class Format:</b> Quarterly Course – 4 hours<br/> <b>Quarters Typically Offered:</b> winter</p>   |                          |
| <p><b>Building a Positive Work Culture</b><br/> <i>(formerly “Beyond Retention: Building a Positive Work Culture”)</i><br/> <b>Class Format:</b> Quarterly Course – 8 hours<br/> <b>Quarters Typically Offered:</b> winter, spring, summer, autumn</p>       |                          |
| <p><b>Training, Coaching and Mentoring for Success</b><br/> <i>(formerly “Essential Coaching and Training Skills”)</i><br/> <b>Class Format:</b> Quarterly Course – 6 hours<br/> <b>Quarters Typically Offered:</b> winter, summer</p>                       |                          |
| <p><b>How to Give and Receive Feedback</b><br/> <b>Class Format:</b> Quarterly Course – 6 hours<br/> <b>Quarters Typically Offered:</b> spring, autumn</p>   |                          |

**ELECTIVES** CONTINUED

| COURSE   | QUARTER & YEAR COMPLETED |
|--|--------------------------|
| <b>Communications</b><br><b>Class Format:</b> Quarterly Course – 6 hours<br><b>Quarters Typically Offered:</b> spring, autumn  |                          |
| <b>Communication Style: Creating Positive Relationships and Results</b><br><b>Class Format:</b> Quarterly Course – 4 hours<br><b>Quarters Typically Offered:</b> winter, summer  |                          |
| <b>Difficult People and Difficult Behavior: Tips, Tactics, and Tools</b><br><b>Class Format:</b> Quarterly Course – 6 hours<br><b>Quarters Typically Offered:</b> winter, summer |                          |

Please Note:

- POD certificates are for current UW employees only. Professional & Continuing Education offers certificate programs for the general public.
- If a course is no longer offered by POD, please contact Certificate Advisor David VanDeusen (vandavid@uw.edu) for substitution possibilities.