

Name:

Supervisory Skills Certificate

UW Professional & Organizational Development Curriculum Guide

CORE REQUIREMENTS

All of the following courses must be completed.

COURSE	QUARTER & YEAR COMPLETED
Learning to Lead Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, spring, summer, autumn	
Supervision Basics <i>(Note: If you have taken SLP in the last 6 months, contact Ujima Donalson for substitute.)</i> Class Format: Quarterly Course – 12 hours Quarters Typically Offered: spring, autumn	
Managing Employee Performance Class Format: Quarterly Course – 8 hours Quarters Typically Offered: spring, summer, autumn	
Supervising in a Diverse Workplace Class Format: Quarterly Course – 12 hours Quarters Typically Offered: winter, summer	
Leadership Style Makes a Difference Class Format: Quarterly Course – 6.5 hours Quarters Typically Offered: spring, autumn	
Building a Positive Work Culture Class Format: Quarterly Course – 8 hours Quarters Typically Offered: winter, spring, summer, autumn	

ELECTIVES

Take one course from each of the competency areas (*Self Development, Creating Exceptional Performance, Planning for Self & Others, Professional Communication*)

COURSE	QUARTER & YEAR COMPLETED
Self-Development (select one from the following four courses)	
Emotional Intelligence Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter, spring, summer	
Making the Move from Peer to Supervisor Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter, summer	
Managing Stress Class Format: Quarterly Course – 6 hours Quarters Typically Offered: autumn	
Developing Assertiveness Skills Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, summer	
Creating Exceptional Performance (select one from the following five courses)	
Training, Coaching and Mentoring for Success <i>(formerly “Essential Coaching and Training Skills”)</i> Class Format: Quarterly Course – 6 hours Quarters Typically Offered: winter, summer	
Managing Corrective Action the UW Way <i>(formerly “Dealing with Workplace Behavior Problems”)</i> Class Format: Quarterly Course – 7 hours Quarters Typically Offered: winter	
How to Give and Receive Feedback Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
Motivating Employees Class Format: Quarterly Course – 7 hours Quarters Typically Offered: autumn	
Directing and Delegating Work Class Format: Quarterly Course – 4 hours Quarters Typically Offered: spring, autumn	

(Electives continued next page)

ELECTIVES CONTINUED

COURSE	QUARTER & YEAR COMPLETED
Planning for Self and Others (select one from the following six courses)	
Cultivating Cultural Competence Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
Managing Paper, Projects, and Priorities Class Format: Quarterly Course – 5 hours Quarters Typically Offered: winter, summer	
Building Better Teams Class Format: Quarterly Course – 6 hours Quarters Typically Offered: spring, autumn	
Project Management Essentials Class Format: Quarterly Course – 12 hours Quarters Typically Offered: winter, spring, summer	
Working Across Generations Class Format: Quarterly Course – 4 hours Quarters Typically Offered: winter	
Accomplishing More With Less Class Format: POD Webinar – 4.5 hours Quarters Typically Offered: winter, spring, summer, autumn	
Professional Communication (select one from the following three courses)	
Planning and Facilitating Effective Meetings Class Format: Quarterly Course – 4 hours Quarters Typically Offered: spring, autumn	
Presentation Excellence Class Format: Quarterly Course – 7 hours Quarters Typically Offered: 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 Ujima Donalson (ujima@uw.edu) for substitution possibilities.



■ pod@uw.edu ■ phone 206-543-1957 ■ fax 206-543-8700
www.uw.edu/admin/hr/pod/