## CHARTA NEW COURSE



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## **Professional & Organizational Development | Summer 2024**

EXPLORE OPPORTUNITIES TO CHANNEL YOUR SKILLS AND CAREER IN A NEW DIRECTION

June Classes	Session Dates	Format	Fee
Supervising in a Diverse Workplace (Q0240)	June 25 & 27	Live Online	\$180
What's the Word: Inclusivity in Language (Q1780)	June 26	Live Online	\$130
Difficult People and Difficult Behavior: Tips, Tactics, and Tools (Q0050)	June 27	Live Online	\$160
July Classes	Session Dates	Format	Fee
Communication Style: Creating Positive Relationships and Results (Q0030)	July 2	Live Online	\$175
Managing Employee Performance (Q0570)	July 9 & 11	Live Online	\$160
SLP Level 2: Core Strengths — Results Through Relationships (SLP210)	July 9 & 10	Live Online	\$300
Compensation: The Basics (Q0600)	July 10	Live Online	\$125
Working Smarter (Q1470)	July 11	Classroom	\$180
Project Management Essentials (Q0460)	July 15 & 29	Live Online	\$230
Onboarding for Success (Q0100)	July 16	Classroom	\$140
Learning to Lead (Q0200)	July 16 & 18	Live Online	\$175
Managing Corrective Action at UW (Q0070)	July 17	Live Online	\$160
Conflict Management (Q1220)	July 17	Hybrid	\$170
Making the Move From Peer to Supervisor (Q0170)	July 18	Classroom	\$130
Building a Positive Work Culture (Q0260)	July 22 & 24	Live Online	\$190
Emotional Intelligence (Q0110)	July 23 & 25	Live Online	\$225
Exploring Cultural Competence (Q1200)	July 23 & 25	Live Online	\$160
August Classes	Session Dates	Format	Fee
Customer Service Excellence (Q0220)	August 1	Live Online	\$140
NEW Well-Being in Times of Uncertainty (Q1910)	August 1	Classroom	\$190
A Practical Approach to Anti-Racism (Q1770)	August 6 & 8	Live Online	\$200

Time Management (Q0510) August 7 Live Online \$150 Systems Wisdom (Q1640) August 13 Classroom \$200 Discovering Your Dependable Strengths (Q0910) August 14 & 21 Live Online \$230 UW Hiring Processes (Q1051) August 15 Live Online \$125 Communication Style: Creating Positive Relationships August 20 Live Online \$175 and Results (Q0030) Implementing Equitable Hiring Practices (Q0140) August 20 & 22 Classroom \$160 Effective Business Writing (Q1790) August 22 & 29 Live Online \$200 Strategic Planning Tools (Q1290) August 27 Live Online \$160 How the U(W) Works (Q1760) August 28 Hybrid \$130  September Classes Session Dates Format Fee Human-Centered Design for Innovation and Creative Problem Solving (SLP250) Managing Up (Q1740) September 10 Live Online \$160 Presentation Excellence (Q0620) September 17 & 19 Classroom \$180 Increasing Your Influence (Q1240) September 18 Hybrid \$140 New Professional Writing: The Art of Storytelling (Q1900) September 17 & 19 Live Online \$180 The Multi-Generational Workplace (Q0730) September 24 & 26 Live Online \$180 Basics of UW Procurement (Q0530) September 25 Live Online \$120 Self-Paced Online Learning Session Dates Fee Captivate Your Audience — Fundamentals of Content Writing (QA000) Ongoing \$75 Employee Experience Accelerator (QA003) Ongoing \$75 The Not-So-Simple Sentence — Revisiting Punctuation and Grammar (QA004) Ongoing \$75	August Classes, cont.	Session Dates	Format	Fee
Discovering Your Dependable Strengths (Q0910) August 14 & 21 Live Online \$230 UW Hiring Processes (Q1051) August 15 Live Online \$125 Communication Style: Creating Positive Relationships and Results (Q0030) Implementing Equitable Hiring Practices (Q0140) August 20 & 22 Classroom \$160 Effective Business Writing (Q1790) August 22 & 29 Live Online \$200 Strategic Planning Tools (Q1290) August 27 Live Online \$160 How the U(W) Works (Q1760) August 28 Hybrid \$130  September Classes Session Dates Format Fee Human-Centered Design for Innovation and Creative Problem Solving (SLP250) Managing Up (Q1740) September 10 Live Online \$160 Presentation Excellence (Q0620) September 17 & 19 Classroom \$180 Increasing Your Influence (Q1240) September 18 Hybrid \$140  NEW Professional Writing: The Art of Storytelling (Q1900) September 24 & 26 Live Online \$180 The Multi-Generational Workplace (Q0730) September 25 Live Online \$180 Self-Paced Online Learning Session Dates Fee Captivate Your Audience — Fundamentals of Content Writing (QA0000) Ongoing \$75 Employee Experience Accelerator (QA003) Goal Setting for Success (QA001)	Time Management (Q0510)	August 7	Live Online	\$150
UW Hiring Processes (Q1051)       August 15       Live Online       \$125         Communication Style: Creating Positive Relationships and Results (Q0030)       August 20       Live Online       \$175         Implementing Equitable Hiring Practices (Q0140)       August 20 & 22       Classroom       \$160         Effective Business Writing (Q1790)       August 22 & 29       Live Online       \$200         Strategic Planning Tools (Q1290)       August 27       Live Online       \$160         How the U(W) Works (Q1760)       August 28       Hybrid       \$130         September Classes       Session Dates       Format       Fee         Human-Centered Design for Innovation and Creative Problem Solving (SLP250)       September 5 & 12       Live Online       \$170         Managing Up (Q1740)       September 10       Live Online       \$160         Presentation Excellence (Q0620)       September 17 & 19       Classroom       \$180         Increasing Your Influence (Q1240)       September 18       Hybrid       \$140         New Professional Writing: The Art of Storytelling (Q1900)       September 17 & 19       Live Online       \$180         The Multi-Generational Workplace (Q0730)       September 24 & 26       Live Online       \$160         Basics of UW Procurement (Q0530)       September 25       Live On	Systems Wisdom (Q1640)	August 13	Classroom	\$200
Communication Style: Creating Positive Relationships and Results (Q0030)  Implementing Equitable Hiring Practices (Q0140)  Effective Business Writing (Q1790)  August 20 & 22  Classroom \$160  Effective Business Writing (Q1790)  August 22 & 29  Live Online \$200  Strategic Planning Tools (Q1290)  How the U(W) Works (Q1760)  August 28  Hybrid \$130  September Classes  Session Dates  Format  Fee  Human-Centered Design for Innovation and Creative Problems Solving (SLP250)  Managing Up (Q1740)  September 10  Live Online \$160  Presentation Excellence (Q0620)  Increasing Your Influence (Q1240)  New Professional Writing: The Art of Storytelling (Q1900)  September 17 & 19  Live Online \$180  The Multi-Generational Workplace (Q0730)  September 24 & 26  Live Online \$180  Basics of UW Procurement (Q0530)  September 25  Live Online \$120  Self-Paced Online Learning  Session Dates  Fee  Captivate Your Audience — Fundamentals of Content Writing (QA000)  Ongoing \$75  Employee Experience Accelerator (QA003)  Ongoing \$75	Discovering Your Dependable Strengths (Q0910)	August14 & 21	Live Online	\$230
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	The Not-So-Simple Sentence — Revisiting Punctuation and Grammar (QA004)		Ongoing	\$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 <u>online catalog</u> for information about the format of each class. For scheduled classes, register by the cutoff date shown online. For self-paced courses, register anytime and complete by the end of the quarter (9/25/24).

- **Self-paced online course.** Class content is delivered via a self-paced online course. After registering, participants receive a link and will have through the end of the quarter to complete the online 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 self-paced online learning.
- Classroom session. Class content will be delivered in-person at Roosevelt Commons East, and participations will 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.

