

Name:

# Supervisory Skills Certificate

## UW Professional & Organizational Development Curriculum Guide

### CORE REQUIREMENTS

All of the following courses must be completed.

COURSE	QUARTER & YEAR COMPLETED
<p><b>Learning to Lead</b> <i>(Note: This should be one of the first two courses taken.)</i> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> winter, spring, summer</p>	
<p><b>Supervision Basics</b> <i>(Note: This should be one of the first two courses taken.)</i> <i>If you have taken SLP in the last 6 months, contact Ujima Donalson for substitute)</i> <b>Class Format:</b> Quarterly Course – 12 hours <b>Quarters Typically Offered:</b> autumn, spring</p>	
<p><b>Managing Employee Performance</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> spring, summer, autumn</p>	
<p><b>Supervising in a Diverse Workplace</b> <b>Class Format:</b> Quarterly Course – 12 hours <b>Quarters Typically Offered:</b> winter, summer</p>	
<p><b>Leadership Style Makes a Difference</b> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> autumn, spring</p>	
<p><b>Building a Positive Work Culture</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> autumn, spring</p>	

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

(Electives continued next page)

## ELECTIVES CONTINUED

COURSE	QUARTER & YEAR COMPLETED
<b>Planning for Self and Others</b> (select one from the following four courses)	
<b>Cultivating Cultural Competence</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> spring, autumn	
<b>Managing Paper, Projects, and Priorities</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Developing Dynamic Team Skills</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Project Management Essentials</b> <b>Class Format:</b> Quarterly Course – 14 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Professional Communication</b> (select one from the following three courses)	
<b>Planning and Facilitating Effective Meetings</b> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> autumn	
<b>Presentation Excellence</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> winter, summer	
<b>Business Writing Fundamentals</b> <i>(formerly "Better Business Writing")</i> <b>Class Format:</b> Quarterly Course – 9 hours <b>Quarters Typically Offered:</b> 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.



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