



Autumn Courses & Events

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

COURSES BY DATE (Click [here](#) to view an **ALPHABETICAL LISTING**)

October

	DATE(S)	CODE	FEE
Leadership Style Makes a Difference	Oct 4	Q0640	\$170
How to Give and Receive Feedback	Oct 5	Q0850	\$100
Punctuation Tune-Up	Oct 6	Q1090	\$100
Designing the End-User Experience	Oct 11	Q1310	\$130
NEW Grant and Contract Fiscal Administration: Compliance	Oct 11	Q0403	\$85
Basics of UW Procurement	Oct 13	Q0530	\$85
Managing Employee Performance	Oct 17 & 18	Q0570	\$120
Foundations of Fiscal Reporting	Oct 18 & 20	Q0090	\$130
Business Email Etiquette and Management	Oct 19	Q1280	\$100
Communications	Oct 21	Q0040	\$120
Learning to Lead	Oct 24	Q0200	\$130
Building Team Relationships	Oct 25	Q0280	\$115
Enhancing Workplace Creativity	Oct 27	Q1300	\$120

November

Supervision Basics	Nov 1 & 2	Q0490	\$140
Proofreading and Editing	Nov 1 & 3	Q0470	\$140
Employment Law and UW Policies	Nov 2 & 9	Q0350	\$120
Good Internal Practices and Fraud Prevention Tips	Nov 3	Q0390	\$100
Leadership for Leads	Nov 8	Q0420	\$115
Building a Positive Work Culture	Nov 8 & 10	Q0260	\$100
Building on Emotional Intelligence: Transforming Communication Through Empathy	Nov 9	Q0950	\$110
Managing Stress	Nov 15	Q0430	\$115
Payroll: the Basics (Register by November 8)	Nov 15	Q0190	\$85
Labor Relations Skills	Nov 16	Q0150	\$80
SLP Level 2 - Leadership Agility Series: Context-Setting	Nov 16	SLP200	\$140
Assessing Your Career Fit (Register by November 3)	Nov 17	Q1130	\$120
NEW Post-Award Financial Administration: Processes, Offices, and Best Practices	Nov 17	Q0404	\$85
Cultivating Cultural Competence	Nov 30	Q1200	\$115
UW Hiring Processes: Introduction to UWHIRES	Nov 30	Q1050	\$100

December

Motivating Employees (formerly Managing With Motivation)	Dec 1	Q1210	\$140
NEW Project Management for the Non-Project Manager	Dec 1 & 8	Q1350	\$130
Learning to Lead	Dec 2	Q0200	\$130
Conflict Resolution Skills for Health Care Professionals	Dec 6	Q0300	\$120
Planning and Facilitating Effective Meetings	Dec 7	Q0450	\$85
SAGE 101: Creating and Submitting eGC1s From A to Z	Dec 7	Q0980	\$120
Turning Negative Emotions Into Positive Outcomes	Dec 12	Q0060	\$120
Ethics Law and the U, The	Dec 13	Q0360	\$80
NEW Kaizen Methods and Practice	Dec 13	Q1251	\$130
Managing Your Department's Money to Withstand Audit (Register by November 30)	Dec 14	Q0440	\$75

REGISTER ONLINE: www.uw.edu/admin/hr/pod/courses



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