



Winter Courses & Events

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

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

January

	DATE(S)	CODE	FEE
Project Management for the Non-Project Manager	Jan 5 & 12	Q1350	\$130
Foundations of Fiscal Reporting	Jan 10	Q0090	\$130
Managing Paper, Projects, and Priorities	Jan 10	Q0700	\$120
Keys to Handling Change	Jan 18	Q1320	\$120
Learning to Lead	Jan 24	Q0200	\$130
Medical Terminology	Jan 24, 31, & Feb 7	Q0180	\$140
Payroll: The Basics (Register by January 19)	Jan 26	Q0190	\$85
Supervising in a Diverse Workplace	Jan 26 & 27	Q0240	\$140
Managing Corrective Action the UW Way	Jan 30 & 31	Q0070	\$120
Recharge Center Seminar (Register by January 23)	Jan 30 & Feb 1	Q0590	\$90

February

Time Management	Feb 1	Q0510	\$90
Developing Dynamic Team Skills	Feb 2	Q1020	\$120
Strategic Planning Tools	Feb 7	Q1290	\$120
Leave Record Maintenance (Register by February 1)	Feb 8 & 9	Q0160	\$140
Discovering Your Dependable Strengths (Register by February 1)	Feb 8 & 15	Q0910	\$140
Managing Your Department's Money to Withstand Audit (Register by Jan 26)	Feb 9	Q0440	\$75
Communication Style: Creating Positive Relationships and Results	Feb 14	Q0030	\$120
Presentation Excellence	Feb 14 & 16	Q0620	\$130
Making the Move from Peer to Supervisor	Feb 22	Q0170	\$100
Project Management Essentials	Feb 23 & 24	Q0460	\$180
Facilities and Administrative Rate Calculation	Feb 28	Q0550	\$75
SAGE 101: Creating and Submitting eGC1s	Feb 28	Q0980	\$120
Unlocking Possibility	Feb 28	Q1330	\$85
SLP Level 2 - Leadership Agility Series: Stakeholders	Feb 29	SLP201	\$140
UW Hiring Processes: Introduction to UWHIRES	Feb 29	Q1050	\$100

March

Customer Service Excellence	March 1	Q0220	\$100
Emotional Intelligence (Register by February 23)	March 1	Q0110	\$180
Business Writing Fundamentals	March 5 & 12	Q0010	\$140
Conflict Management	March 6	Q1220	\$130
Master Process Planning	March 7	Q1160	\$130
Working Across Generations	March 7	Q0730	\$100
Compensation: The Basics	March 8	Q0600	\$90
Difficult People and Difficult Behavior: Tips, Tactics, and Tools	March 13	Q0050	\$120
Grammar Essentials	March 13 & 20	Q0880	\$120
Developing Assertiveness Skills	March 14 & 21	Q0000	\$120
Introduction to Research Administration	March 15	Q0121	\$90
Training, Coaching, and Mentoring for Success	March 16	Q0331	\$110
Increasing Your Influence	March 19	Q1240	\$100
Rapid Process Improvement	March 20	Q1180	\$115

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



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