

Stepping Stones FAQs

How long is Stepping Stones?

- This is a 9-month class, with classes each week (2 hours).

Where is the class held?

- All classes will be at the UWF Training Center (Plant Services Building).

What happens if I miss class?

- If you miss a class due to illness or planned absence, we will work with you to get you the content you missed. There is not a “max” number of classes you can miss and still pass. We will work with you to ensure you are getting the full benefit of the program. However, if you miss 3 or more classes in a row without explanation or pre-planning, you will need to re-apply for the next year.

Does my supervisor need to approve me taking the class?

- Yes. We require a supervisor’s assessment as part of your application and they will need to approve any release time for your attendance to this class.

Can I apply if I’m on a corrective action plan or probation?

- Employees on corrective action cannot be accepted into the program. If an employee is on a CAP and the timeframe ends, they can apply for the next year.

Can I apply if I’m a probationary employee?

- You can apply as a probationary employee. However, your supervisor will need to complete an assessment and they may not be able to recommend you if they have not seen enough of your work. If they recommend you AND there are available spots, you may be accepted to the program.

What time are the classes?

- We have not finalized our schedule yet; however, we will plan for a morning class (9-11am) and an afternoon class (1-3pm). Classes will be once per week, for 2 hours.

When is the application deadline?

- January 5, 2024 – you can send it to steppingstones@uw.edu, give it to your supervisor/manager and they will forward it on, or you can complete the application [online](#).

What is a Capstone and do I have to do it?

- A Capstone Project is a demonstration of your learning throughout the program. It can be anything you pick to work on – either personally or professionally. You will also give a presentation at the end of the program about your project and how it contributed to your

leadership learning through the year.

And yes, you have to do it. 😊

You can read more about the Capstone requirements & past projects [here](#).

Can I pick who I get to shadow?

- Yes and no. You can definitely give input into who you might like to shadow and we will do our best to pair people with leaders to match learning goals, but we also want to give you a chance to meet people outside of your own circle.

What do I get if I complete the program?

- A couple things!
 - You will qualify for 6 months of supervisory credit through UW Central HR, to go towards the minimum 1-year requirement for supervisor positions.
 - A certificate of completion
 - A sense of satisfaction because of personal and professional growth
 - Lots of high fives

Who do I ask if I have more questions?

- Sarah Lewis-Assink, 206.221.6110 or steppingstones@uw.edu or you can talk with your supervisor or manager.