



Workshop Registration Instructions and Class Codes

Basic Search Options:

Activity Catalog Item, Programs, or All

1. Repeat steps 1-3
2. Choose a search option (as listed above)
3. Type in the actual name of the course, press the Enter key, or
4. Click Search Activities

Advanced Search

1. Sign into Edison
2. Click on the ELM tab
3. Click on Search Catalog
4. Click on the Advanced Search tab
5. Then, type in the course code in the code field
6. Click Search

Catalog Item Name / Course Codes for Level 1 Learning Pyramid

Customer Focused Government Workshop	CFW1000
Customer Focused Government - Content Workshop	CFGT1000
Fundamentals of Facilitation	FUNFAC1000
How to Facilitate Certification	HTF1000
Performance Coaching	PC1000
Performance Coaching - Content Workshop	PCT4T1000
Planning and Priority Setting	PAPS1000
Planning and Priority Setting - Content Workshop	PAPST4T1000
Pro-Active Onboarding-Online	PAOB1000
Quality Decision Making	QDMG2014
Quality Decision Making - Content Workshop	QDMT4T1000
Respectful Workplace for Managers	RWMG1000
Respectful Workplace Certification/ Recertification - Content Workshop	RWRC1000
Sexual Harassment Training-Online (Coming Soon)	SHTG1000
STAR Principles of G.R.E.A.T. Customer Service (Coming Soon)	HR-CUSTF
Navigating Practices and Policies for Supervisors-Online	HRNPP1000
S.M.A.R.T. Performance Planning	STW100
S.M.A.R.T. Performance Planning - Content Workshop	STFM1000
Get S.M.A.R.T.er: Coaching for Higher Performance	GSPM1000
Get S.M.A.R.T.er: Coaching for Higher Performance - Content Workshop	GST4T1000
Performance Management-Online	PMGT0101

Catalog Item Name / Course Codes for Level 2 Learning Pyramid

Change Management	CHMG1000
Change Management - Content Workshop	CHMG2000
Competency and Behavioral Based Interviewing	CBBIW1000
Competency and Behavioral Based Interviewing - Content Workshop	CABBIT4T100
Effective Communication	EC1000
Effective Communication - Content Workshop	ECT4T1000
Managing Virtual Teams - Online	MVTO1000
Pre-Supervisory Training: Is this for me?	PST1000
Self-Management	SM1000
Self-Management - Content Workshop	SMT4T1000

Catalog Item Name / Course Codes for Level 3 Learning Pyramid

Leadership Theory and Practice - Content	LTP1000
Effective Presentation Skills - Content	EPS1000
Conflict Management - Content	CFMG1000
Managing Up - Content	MU1000

Catalog Item Name / Course Codes for Level 4 Learning Pyramid

Becoming a Leader of Influence
Developing the Art of Collaboration
Developing Organizational Agility
Developing the Mindset of a Lifelong Learner
Creating a Culture of Continuous Improvement