



# 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 Employee Self Service
4. Click on Learning
5. Click on Search Catalog
6. Click on the Advanced Search tab
7. Then, type in the course code in the code field
8. Click Search

## Terminology:

**Content Workshop = Train the Trainer**

**Blended = Classroom and Online**

## Catalog Item Name / Course Codes for Level 1 Learning Pyramid

G.R.E.A.T. Customer Service	<b>CFW1000</b>
G.R.E.A.T. Customer Service - <b>Content Workshop</b>	<b>CFGT1000</b>
Navigating Practices and Policies for Supervisors – Online	<b>HRNPP1000</b>
Performance Coaching	<b>PC1000</b>
Performance Coaching – <b>Content Workshop</b>	<b>PCT4T1000</b>
Performance Management-Online	<b>PMGT0101</b>
Planning and Priority Setting	<b>PAPS1000</b>
Planning and Priority Setting - <b>Content Workshop</b>	<b>PAPST4T1000</b>
Pro-Active Onboarding – Online	<b>PAOB1000</b>
Quality Decision Making	<b>QDMG2014</b>
Quality Decision Making – <b>Content Workshop</b>	<b>QDMT4T1000</b>
Respectful Workplace for Managers	<b>RWVG1000</b>
Respectful Workplace Certification/ Recertification – <b>Content Workshop</b>	<b>RWRC1000</b>
Sexual Harassment Training – Online	<b>SHTG1000</b>
S.M.A.R.T. Performance Planning	<b>STW100</b>
S.M.A.R.T. Performance Planning – <b>Content Workshop</b>	<b>STFM1000</b>
Get S.M.A.R.T.er: Coaching for Higher Performance	<b>GSPM1000</b>
Get S.M.A.R.T.er: Coaching for Higher Performance – <b>Content Workshop</b>	<b>GST4T1000</b>
STAR Principles of G.R.E.A.T. Customer Service – Blended	<b>HR-CUSTF</b>

## Catalog Item Name / Course Codes for Level 2 Learning Pyramid

Building Effective Teams	BET1000
Building Effective Teams - <b>Content Workshop</b>	BETT4T1000
Change Management	CHMG1000
Change Management - <b>Content Workshop</b>	CHMG2000
Competency and Behavioral Based Interviewing	CBBIW1000
Competency and Behavioral Based Interviewing - <b>Content Workshop</b>	CABBIT4T100
Effective Communication	EC1000
Effective Communication - <b>Content Workshop</b>	ECT4T1000
Self-Management	SM1000
Self-Management - <b>Content Workshop</b>	SMT4T1000

## Catalog Item Name / Course Codes for Level 3 Learning Pyramid

Leadership Theory and Practice - <b>Content</b>	LTP1000
Effective Presentation Skills - <b>Content</b>	EPS1000
Conflict Management - <b>Content</b>	CFMG1000
Managing Up - <b>Content</b>	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

## Facilitation and Professional Development / Course Codes

Fundamentals of Facilitation	FUNFAC1000
How to Facilitate Certification	HTF1000
Pre-Supervisory Development: Is this for me?	PST1000