



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 Learning Home
4. Click on the Find Learning
5. Then, type in the course code in the code field
6. Click Search

Facilitation and Professional Development / Course Codes

ADAAA for Managers and Supervisors	ADAAA1000
Documenting Performance - Online	DP1000
Fundamentals of Facilitation	FUNFAC1000
How to Facilitate Certification	HTF1000
How to Facilitate Teach Back	HTFTB1000
Performance Management 2.0 for Employees – Online	PM20EMP
Pillar 1: The Role of Human Resources	PILL11000
Pillar 2: Legal Issues in Human Resources	PILL21000
Pillar 3: Human Resources Administration	PILL31000
Pre-Supervisory Development: Is this for Me?	PST1000
Pre-Supervisory Development: Is this for Me?	PST1001
Supervisor Essentials	NSE1000
Supervisor Essentials Training for Trainers	SUPT4T1000

Catalog Item Name / Course Codes for Level 1 Learning Pyramid

Get S.M.A.R.T.er: Coaching for Higher Performance	GSPM1000
Get S.M.A.R.T.er: Coaching for Higher Performance Training for Trainers	GST4T1000
G.R.E.A.T. Customer Service	CFW1000
G.R.E.A.T. Customer Service Training for Trainers	CFGT1000
Performance Coaching Training for Trainers	PCT4T1000
Performance Coaching	PC1000
Performance Management 2.0 for Supervisors – Online	PM20SUP
Pro-Active Onboarding – Online	PAOB1000
Respectful Workplace for All Staff	RWAS1000
Respectful Workplace Training for Trainers	RWT4T1000
Sexual Harassment Training – Online	SHTG1000
S.M.A.R.T. Performance Planning	STW100
S.M.A.R.T. Performance Planning Training for Trainers	STFM1000
Supervisor Documenting and Rating Performance	DRP1000

Catalog Item Name / Course Codes for Level 2 Learning Pyramid

Building Effective Teams	BET1000
Building Effective Teams Training for Trainers	BETT4T1000
Change Management	CHMG1000
Change Management Training for Trainers	CHMG2000
Competency and Behavioral Based Interviewing	CBBIW1000
Competency and Behavioral Based Interviewing Training for Trainers	CABBIT4T100
Developing Direct Reports and Others	DDR1000
Developing Direct Reports and Others Training for Trainers	DDRT4T1000
Effective Communication	EC1000
Effective Communication Training for Trainers	ECT4T1000
Planning and Priority Setting	PAPS1000
Planning and Priority Setting Training for Trainers	PAPST4T1000
Quality Decision Making	QDMG2014
Quality Decision Making Training for Trainers	QDMT4T1000
Self-Management	SM1000
Self-Management Training for Trainers	SMT4T1000

Catalog Item Name / Course Codes for Level 3 Learning Pyramid

Conflict Management	CMGT2000
Conflict Management Training for Trainers	CFMG1000
Effective Presentation Skills	EPSkills1000
Effective Presentation Skills Training for Trainers	EPS1000
Leadership Theory and Practice	LTP1001
Leadership Theory and Practice Training for Trainers	LTP1000
Managing Up	MUP1000
Managing Up Training for Trainers	MU1000

Catalog Item Name / Course Codes for Level 4 Learning Pyramid

Becoming a Leader of Influence - Online	BLI1000
Developing the Art of Collaboration - Online	DAC1000
Developing Organizational Savvy - Online	DOA1000
Developing the Mindset of a Lifelong Learner - Online	DML1000
Creating a Culture of Continuous Improvement - Online	CCI1000

Alternative Workplace Solutions (AWS) / Course Codes

Change Leadership for AWS Supervisors	CLAWS1000
Teaming and Engaging in the AWS Culture	TEVE1000
Alternative Workplace Solutions for Employees	AWSE1000
Alternative Workplace Solutions for Supervisors	AWSS2000

Performance Management 2.0 Competencies / Course Codes

Boss Relationships	BOSS1000
Building Effective Teams	BET1000
Comfort Around Higher Management	CAHM1000
Conflict Management	CMGT2000
Courageous	CRGS1000
Drive for Results	DFRS1000
Effective Presentation Skills	EPSkills1000
G.R.E.A.T. Customer Service	CFW1000
Innovative	INNV1000
Integrity and Trust	INAT1000
Mission Driven	MNDV1000
Peer Relationships	PRRN1000
Political Savvy	PLSY1000
Self-Knowledge	SFKG1000
Strategic Agility	SRAG1000