



## 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
Five Dysfunctions of a Team by Patrick Lencioni	FTD1000
Five Stages of Developing High Performing Teams	FST1000
Fundamentals of Facilitation	FUNFAC1000
How to Facilitate Certification	HTF1000
How to Facilitate Teach Back	HTFTB1000
Leading a Multi-Generational Workforce	LMG1000
Pre-Supervisory Development: Is this for Me?	PST1000
Pre-Supervisory Development: Is this for Me? – <b>Content Workshop</b>	PST1001
Respectful Workplace: “Reaffirming My Commitment” – <b>Online</b>	RMC1000
Respectful Workplace for Staff	RWST1000
Supervisor Essentials	NSE1000
Teaming and Engaging in a Virtual Environment	TEVE1000

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

Alternative Workplace Solutions (AWS) for participating Agencies	
Developing Direct Reports and Others	DDR1000
Developing Direct Reports and Others Training for Trainers	DDRT4T1000
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
Navigating Practices and Policies for Supervisors – <b>Online</b>	HRNPP1000
Performance Coaching	PC1000
Performance Coaching Training for Trainers	PCT4T1000
Performance Management 2.0 for Employees – <b>Online</b>	PM20EMP
Performance Management 2.0 for Supervisors – <b>Online</b>	PM20SUP
Pro-Active Onboarding – <b>Online</b>	PAOB1000
Respectful Workplace for Managers	RWMG1000
Respectful Workplace Certification/ Recertification Training for Trainers	RWRC1000
Sexual Harassment Training – <b>Online</b>	SHTG1000
STAR Principles of G.R.E.A.T. Customer Service	STAR1000
Start Principles of G.R.E.A.T. Customer Service Training for Trainers	START4T10
S.M.A.R.T. Performance Planning	STW100
S.M.A.R.T. Performance Planning Training for Trainers	STFM1000

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

Building Effective Teams	<b>BET1000</b>
Building Effective Teams Training for Trainers	<b>BETT4T1000</b>
Change Management	<b>CHMG1000</b>
Change Management Training for Trainers	<b>CHMG2000</b>
Competency and Behavioral Based Interviewing	<b>CBBIW1000</b>
Competency and Behavioral Based Interviewing Training for Trainers	<b>CABBIT4T100</b>
Effective Communication	<b>EC1000</b>
Effective Communication Training for Trainers	<b>ECT4T1000</b>
Planning and Priority Setting	<b>PAPS1000</b>
Planning and Priority Setting Training for Trainers	<b>PAPST4T1000</b>
Quality Decision Making	<b>QDMG2014</b>
Quality Decision Making Training for Trainers	<b>QDMT4T1000</b>
Self-Management	<b>SM1000</b>
Self-Management Training for Trainers	<b>SMT4T1000</b>

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

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

## Catalog Item Name / Course Codes for Level 4 Learning Pyramid

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