



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

Catalog Item Name/ Course Codes for Individual Contributor Level 1 Learning Pyramid

Documenting Performance	DP1000
Employee Essentials	EE1000
G.R.E.A.T. Customer Service	CFW1000
Writing SMART Goals	WSG1000
Performance Management 2.0	PM20EMP
Respectful Workplace for All Staff	RWAS1000

Catalog Item Name / Course Codes for Manager/Supervisor Level 1 Learning Pyramid

Documenting and Rating Performance	DRP1000
G.R.E.A.T. Customer Service	CFW1000
Performance Coaching	PC1000
Performance Management 2.0	PM20SUP
Pro-Active Onboarding	PAOB1000
Respectful Workplace for All Staff	RWAS1000
Sexual Harassment	SHTG1000
S.M.A.R.T. Planning and Coaching for Higher Performance	SMART1000
Supervisor Essentials	NSE1000

Catalog Item Name/ Course Codes for Individual Contributor Level 2 Learning Pyramid

Being an Effective Team Member	BETM1000
Change Management	CHMG1000
Effective Communication	EC1000
Peer Relationships	PRRN1000
Planning and Priority Setting	PAPS1000
Quality Decision Making	QDMG2014
Written Communications	WC1000

Catalog Item Name / Course Codes for Manager/Supervisors Level 2 Learning Pyramid

Building Effective Teams	BET1000
Change Management	CHMG1000
Competency and Behavioral Based Interviewing	CBBIW1000
Developing Direct Reports and Others	DDR1000
Effective Communication	EC1000
Planning and Priority Setting	PAPS1000
Written Communications	WC1000
Quality Decision Making	QDMG2014
Self-Management	SM1000

Catalog Item Name / Course Codes for Individual Contributor Level 3 Learning Pyramid

Boss Relationships	BOSS1000
Conflict Management	CMGT2000
Effective Presentation Skills	EPSkills1000
Emotional Intelligence	EI1000
Managing Up	MUP1000

Catalog Item Name / Course Codes for Manager/Supervisor Level 3 Learning Pyramid

Conflict Management	CMGT2000
Difficult Conversations	DC1000
Effective Presentation Skills	EPSkills1000
Emotional Intelligence	EI1000
Leadership Theory and Practice	LTP1001
Managing Up	MUP1000

Catalog Item Name/ Course Codes for Individual Contributor Level 4 Learning Pyramid

Being an Influencer	BI1000
Creativity and Innovation	CRI1000
Critical Thinking and Problem Solving	CTPS1000

Catalog Item Name/ Course Codes for Manger/Supervisor Level 4 Learning Pyramid

Being an Influencer	BI1000
Creating a Culture of Continuous Improvement	CCI1000
Developing the Art of Collaboration	DAC1000
Developing Organizational Agility	DOA1000

Catalog Item Name/ Course Codes for Executive Track Learning Pyramid

Documenting and Rating Performance	DRP1000
Executive Essentials	EXE1000
G.R.E.A.T. Customer Service	CFW1000
Performance Coaching	PC1000
Performance Management 2.0	PM20SUP
Proactive Onboarding	PAOB1000
Respectful Workplace for All Staff	RWAS1000
Sexual Harassment	SHTG1000
S.M.A.R.T. Planning and Coaching for Higher Performance	SMART1000
Political Savvy	HR-PS1000
Mastering the Art of Influence	MAI1000
Strategic Agility	HR-SA1000
Transformational Leadership	HR-TL1000

Facilitation and Professional Development/Course Codes

How to Facilitate Certification	HTF1000
How to Facilitate Certification Teach Back	HTFTB1000
Pillar 1: The Role of Human Resources	PILL11000
Pillar 2: Legal Issues in Resources	PILL21000
Pillar 3: Human Resources Administration	PILL31000
Pre-Supervisory Development	PST1000
Supervisor Essentials T4T	SUPT4T1000
ADAAA for Managers and Supervisors	ADAAA1000
Teaming and Engaging AWS for Supervisors	TEVE1000