



Workshop Registration Instructions and Class Codes

Basic Search Options: Activity Catalog Item, Programs, or All

1. Sign into Edison
2. Click on the ELM tab
3. Click on Learning Home
4. Click on Finding Learning
5. In search bar type in the Course name or code and hit enter
6. 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. Click on Advanced Search tab
6. Enter Course Code (see below)
7. Search Class selection from the list provide.
8. Click on Enroll, Launch, or Plan for Later (if class full)

Level 1 - Individual Contributor

Catalog Item Name

Documenting Performance
Employee Essentials
G.R.E.A.T. Customer Service
Writing SMART Goals
Performance Management 2.0
Respectful Workplace for All Staff

Course Code

DP1000
EE1000
CFW1000
WSG1000
PM20EMP
RWAS1000

Level 1 - Manager/Supervisor

Catalog Item Name

Documenting and Rating Performance
G.R.E.A.T. Customer Service
Performance Coaching
Performance Management 2.0
Pro-Active Onboarding
Respectful Workplace for All Staff
Sexual Harassment
S.M.A.R.T. Planning and Coaching for Higher Performance
Supervisor Essentials

Course Code

DRP1000
CFW1000
PC1000
PM20SUP
PAOB1000
RWAS1000
SHTG1000
SMART1000
NSE1000

Level 2 - Individual Contributor

Catalog Item Name

Being an Effective Team Member
Change Management
Effective Communication
Peer Relationships
Planning and Priority Setting
Quality Decision Making
Written Communications

Course Code

BETM1000
CHMG1000
EC1000
PRRN1000
PAPS1000
QDMG2014
WC1000

Level 2 - Manager/Supervisor

Catalog Item Name

Building Effective Teams
Change Management
Competency and Behavioral Based Interviewing
Developing Direct Reports and Others
Effective Communication
Planning and Priority Setting
Written Communications
Quality Decision Making
Self-Management

Course Code

BET1000
CHMG1000
CBBIW1000
DDR1000
EC1000
PAPS1000
WC1000
QDMG2014
SM1000

Level 3 - Individual Contributor

Catalog Item Name

Boss Relationships
Conflict Management
Effective Presentation Skills
Emotional Intelligence
Managing Up

Course Code

BOSS1000
CMGT2000
EPSkills1000
EI1000
MUP1000

Level 3 - Manager/Supervisor

Catalog Item Name

Conflict Management
Difficult Conversations
Effective Presentation Skills
Emotional Intelligence
Leadership Theory and Practice
Managing Up

Course Code

CMGT2000
DC1000
EPSkills1000
EI1000
LTP1001
MUP1000

Level 4 - Individual Contributor

Catalog Item Name

Being an Influencer
Creativity and Innovation
Critical Thinking and Problem Solving

Course Code

BI1000
CRI1000
CTPS1000

Level 4 - Manager/Supervisor

Catalog Item Name

Being an Influencer
Creating a Culture of Continuous Improvement
Developing the Art of Collaboration
Developing Organizational Agility

Course Code

BI1000
CCI1000
DAC1000
DOA1000

Executive Courses

<u>Catalog Item Name</u>	<u>Course Code</u>
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 Courses

<u>Catalog Item Name</u>	<u>Course Code</u>
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