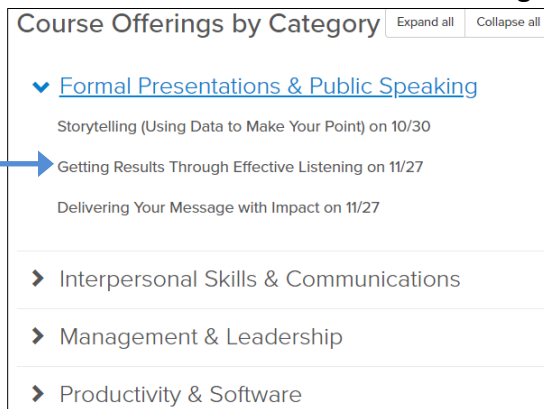


Register for a Course - Employee

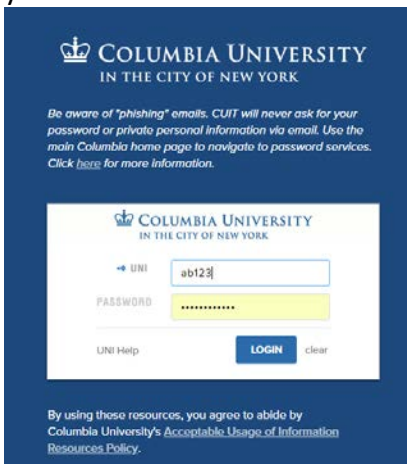
1. Access the Learning & Development Overview website:
<http://humanresources.columbia.edu/learning-development>
2. Hover your mouse over the **Learning & Development** tab and select **Course Offerings**.



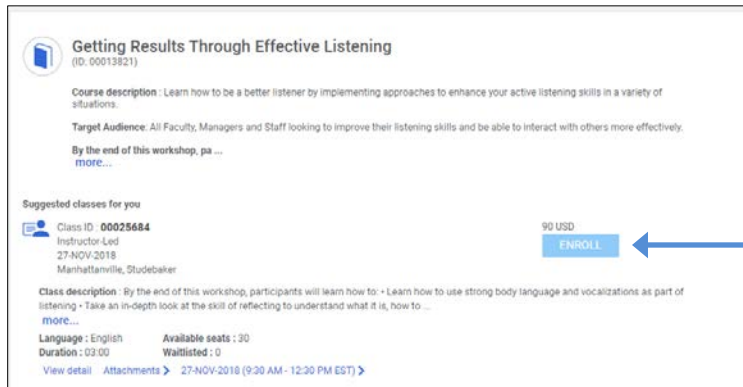
3. Select a course from the Course Offerings by Category list to sign-up for your selection.



4. The Enterprise Learning Management system (ELM) will launch in a new screen, enter in your **UNI** and **Password**.



5. Click **Login**.
6. Your selected course description will appear. Click on **Enroll**.




Getting Results Through Effective Listening
(ID: 00013921)

Course description: Learn how to be a better listener by implementing approaches to enhance your active listening skills in a variety of situations.

Target Audience: All Faculty, Managers and Staff looking to improve their listening skills and be able to interact with others more effectively.

By the end of this workshop, pa...
[more...](#)

Suggested classes for you

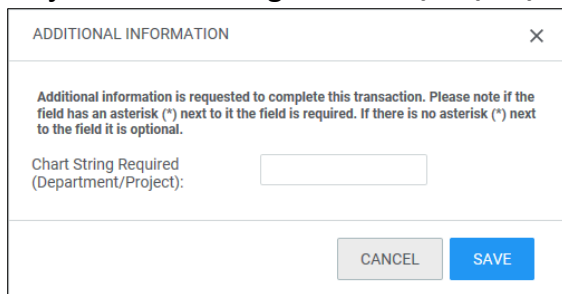
 Class ID: **00025684** 90 USD
Instructor Led
27-NOV-2018
Manhattanville, Studebaker **ENROLL**

Class description: By the end of this workshop, participants will learn how to: • Learn how to use strong body language and vocalizations as part of listening • Take an in-depth look at the skill of reflecting to understand what it is, how to ...
[more...](#)

Language: English **Available seats:** 30
Duration: 03:00 **Waitlisted:** 0

[View detail](#) [Attachments >](#) 27-NOV-2018 (9:30 AM - 12:30 PM EST) >

7. When prompted, enter in your Chartstring and click on **Save**.
*Note: You will be required to enter your Department Number **AND** your Project Number.
Department Numbers are 7 digits ex: 1234576
Project Numbers begin with UR/GG/PG/ or CP followed by 6 digits ex: UR009999

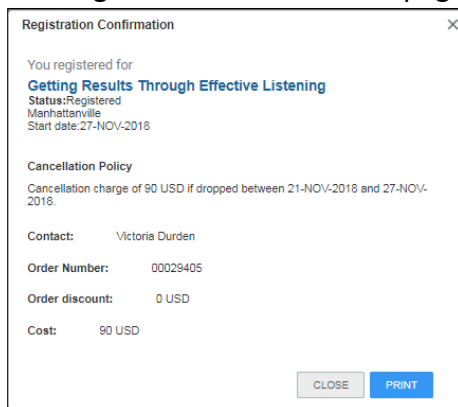


ADDITIONAL INFORMATION ×

Additional information is requested to complete this transaction. Please note if the field has an asterisk (*) next to it the field is required. If there is no asterisk (*) next to the field it is optional.

Chart String Required
(Department/Project):

8. The Registration Confirmation page displays, click on **Close**.



Registration Confirmation ×

You registered for
Getting Results Through Effective Listening

Status: Registered
Manhattanville
Start date: 27-NOV-2018

Cancellation Policy
Cancellation charge of 90 USD if dropped between 21-NOV-2018 and 27-NOV-2018.

Contact: Victoria Durden

Order Number: 00029405

Order discount: 0 USD

Cost: 90 USD

9. Your registration is complete; you will receive a course email confirmation.