

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.

Course Offerings by Category Expand all Collapse all

▼ [Formal Presentations & Public Speaking](#)

Storytelling (Using Data to Make Your Point) on 10/30

Getting Results Through Effective Listening on 11/27

Delivering Your Message with Impact on 11/27

▶ Interpersonal Skills & Communications

▶ Management & Leadership

▶ Productivity & Software

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

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Be aware of "phishing" emails. CUIT will never ask for your password or private personal information via email. Use the main Columbia home page to navigate to password services. [Click here for more information.](#)

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

UNI

PASSWORD

UNI Help clear

By using these resources, you agree to abide by [Columbia University's Acceptable Usage of Information Resources Policy.](#)

- Your selected course description will appear. Select **Enroll**

Getting Results Through Effective Listening
(ID: 00013821)

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

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 \(9:30 AM - 12:30 PM EST\)](#) >

- When prompted, **Enter** in your Chart String and select **Save**.

*Note: You will be required to enter your Department Number **AND** your Project Number. **For example:**

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):

CANCEL SAVE

- The Registration Confirmation page displays, select **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

CLOSE PRINT

- Your registration is complete and you will receive a course email confirmation.