

Learner - How to Register for an Instructor Led Class

Log into the UHN eLearning Centre at: <http://intranet/education/elearning/>.

Use the Search field Search by name or course code for the class you would like to attend and click **Go**. Use the * as a wildcard.

OR

Click the sub - category under the Main title in the Catalogue to see all available offerings.

You will now see a list of all available Instructor Led Courses for that category. Click on the name of the **Instructor Led Course** so that it highlights in Blue.

Click the arrow directly to the left of the course name to see if that course has a current class offering. If this course has an class offering, you will it listed and a date under Start date.

If you click on the Instructor Led Class name you can see the class details below.

Activity Name	Activity Type	Code	Start Date
▶ Keys to Inspiring Confidence	Instructor Led Course	UHUHC0211	
▶ Keys to Personal Productivity	Instructor Led Course	UHUHW0161	
▶ Keys to Productive Team Meetings	Instructor Led Course	UHUHM040I	
▶ Keys to Receiving Feedback Constructively	Instructor Led Course	UHUHM042I	
▶ Keys to Receiving Feedback Constructively	Instructor Led Class	UHUHM042I	12/07/2011
▶ Keys to Receiving Feedback Constructively	Instructor Led Class	UHUHM042I	08/08/2011
▶ Keys to Setting SMART Goals	Instructor Led Course	UHUHW013I	
▶ Keys to Speaking Persuasively	Instructor Led Course	UHUHC020I	
▶ Keys to Taking Control of Your Life & Energy	Instructor Led Course	UHUHW017I	
▶ Keys to Time Management	Instructor Led Course	UHUHW015I	

1+1 Keys to Receiving Feedback Constructively

Description: Learn and Enhance Your Skills in: • Overcoming your fear of receiving feedback • Controlling your natural instinct to defend your... with an open mind • Responding constructively usi...

Locations: RFE 3S-439 (TGH)

Start Date: July 12, 2011 10:15:00 AM EDT

End Date: July 12, 2011 11:45:00 AM EDT

Training organisation: UHN - Global

Content Type: Organizational & Employee Development

Media type: Facilitated

Date published: June 21, 2011 5:24:12 PM EDT

Status: Not registered

Cost information: View Details

You will notice that once you click on the Instructor Led Class name, the **Register** buttons disappears. This is because you must register through the Instructor Led Course.

Click back on the Instructor Led Course name highlighting it in blue, and click the **Register** button.

Note: You are not registered yet!

