




How to Register for a Statewide Class that has a Cost

Created by Suzie Hagen 12/2020

- Access your [Learning Center](#) account and click the Search icon (the magnifying glass) in the top right corner 
- Type in the course/class name or part of the name you're looking for and click Enter
 - Type an asterisk (*) and Enter to see all available learning activities
 - Type quotation marks around your search criteria for more narrow results – example type “leading others” or “Excel”
 - Additional options to filter your search results appears in the left margin of your search results page
- Click on the learning activity name (the course or class name) to see the description/more details about the training
 - Or click the three dots  icon to the right of the learning activity and choose View Details
- Click the **Register** button (there will be more steps before you're actually registered so it's ok to click it)
- If there is a class scheduled with available seats the date and details will appear
 - *If there are no classes* scheduled you'll see a red “Registration Blocked” message – click the browser Back button to return to the course description/details page and click the Back to Search Results breadcrumb link to return to your search results
- Click **Add** next to the class date you want – **the class cost will appear** in the Registration Summary on the far right
- Notice the *Cancellation Policy* link above the Total – click it to see a pop up message then click close
- DES employees will see a yellow message that says “Warning: After you complete the registration process, your registration for all activities will be delayed because you're pending approval or on the waiting list for at least one of the activities.”
 - This means an approval request will be emailed to their supervisor to approve before they are enrolled – this will occur after they click Register in the next step
 - A similar message will populate for any agency that has an approval workflow process set up – most agencies will have one similar to DES's approval process
- **Click Register** in the bottom right corner **to submit your registration request** for the class (or click CANCEL to back out of the registration process and return to the course description page)
- If you click CANCEL you'll return to the training details page – click on the Search icon to search again  or click the Learning Center icon in the top center of the page to return to the homepage
 - You can see your submitted request by clicking on the Learning Center icon to return to the homepage > click Dashboard > in the Resume Learning section click View all > on your Training Schedule page click on the Waiting List or Pending Approval – once its' been approved you will see the record in the Current/Upcoming tab of your Training Schedule
 - It is recommended that you contact your supervisor to let them know you submitted a request for their approval so they know to look for it in their email inbox

WASHINGTON STATE
LEARNING
CENTER

Good Afternoon! ⚙️

ANNOUNCEMENTS

View the latest statewide announcements below.

- COVID-19 and DES Training offered at 1500 Jefferson

ANNOUNCEMENTS

MY TRAINING

Navigate to the learning dashboard where you can resume courses, see progress and access new training as soon as it's available.

DASHBOARD

MY TRANSCRIPT

Easily view and export your current transcript.

TRANSCRIPT

QUICK LINKS

Use the links below to access important sections of the Learning center.

- Library
- My Messages
- My Training Requests

WASHINGTON STATE
LEARNING
CENTER

Home / Search

WHAT ARE YOU LOOKING FOR TODAY?

LEARNING Search for Courses, Training, Videos, Books, and Audiobooks

Select a specific item to navigate to your area of interest. Search supports the use of the asterisk (*) wild card to represent one or more unspecified characters. If no results match your search, Search will return any results that closely match what you entered.

WASHINGTON STATE LEARNING CENTER

Search

LEARNING "Performance"

Filter Results Clear All 226 results for ""Performance"" Sort By: Best Match

Saved Searches >

Activity Type >

- ILT Course (216)
- WA STATE Curriculum (9)
- OnLine Course (1)

Duration (Minutes) >

Topics >

Credit Hours >

Language >

Activity Availability >

Start Date >

Location >

ONLINE COURSE

OFM Results through Performance Management (RPM) eLearning

In this course participants will be given an overview of the Results through Performance Tool. ...

OFM_RPM2020

ILT COURSE

WA-State Program Performance Management (2 days) - Virtual or In-person

Program Performance Management 01-14-PS29 This 2-day course identifies the how to set rea...

01-14-PS29

16h

ILT COURSE

WA-State Performance & Development Plan (PDP) (1/2 Day)

This course is designed to help guide an ongoing and cooperative relationship between the su...

DES 01-09-M325

4h

/ Back to Search Results

ILT Course

WA-STATE PERFORMANCE & DEVELOPMENT PLAN (PDP) (1/2 DAY)

4 Hour(s)

Completion Status

0%

REGISTER

WA-State Performance & Development Pl...

DETAILS **ACTIVITIES**

Full Description

This course is designed to help guide an ongoing and cooperative relationship between the supervisor and employee that focuses on results. This workshop will describe, in plain talk, how the PDP process is an integral part of performance management. You will learn tips and tools for goal setting, how to develop outcome performance measures, and conduct collaborative discussions, as well as practice using the state Performance & Development Plan forms.

Performance Objectives: Upon completion of this course you should be able to:

- Describe the PDP process and how it fits into performance management.
- Define the key results and key competencies expected in the position.
- Write measurable and/or behaviorally observable assessment statements.
- Prepare for conducting a collaborative feedback session.
- Create strategies for keeping the plan alive.

Competencies covered in this course: Performance Management

Intended Audience: Public Sector Supervisors & Managers

Note: If there are no classes available you'll see a red Registration blocked message – click the browser back button to return to the course description/details page and click the Back to Search Results Link to return to your search results:

[←](#) [→](#) [↻](#) sowa.sumtotal.host/core/learn/registration?userMode=0&activityId=130210&CallerURL=%2Flearning%2Fcore%2Factivitydetails%2FView...

[Apps](#) [Google](#) [LMS Login](#) [Learning Center PR...](#) [WLP Attend Policy](#) [LMS Upgrade Share...](#) [Stage - TLC](#) [IRS Security](#) [SurveyMon](#)

ACTIVITY REGISTRATION

✖ Registration blocked: See the status of selected activities for more details.

➔ **REGISTRATION S**

To remove a selected the list, click ✖

ILT COURSE REGISTRATION BLOCKED

WA-State Coaching for Performance (1 Day)

DES 01-09-M596 Unlimited

Filter: 🔍

Seat Availability: ▼

Location: ▼

Start (MM/dd/yyyy): 📅

End (MM/dd/yyyy): 📅

There are no available offerings in this time frame. Use the Offering drop-down to select a different time frame and search for available offerings.

Click Back to Search Results to search for another learning opportunity:

[←](#) [→](#) [↻](#) sowa.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https:%2F%2Fsowa.sumtotal.host%2Flearning%2Fcore%2Factivitydetails%2FViewActivityDet...

[Apps](#) [Google](#) [LMS Login](#) [Learning Center PR...](#) [WLP Attend Policy](#) [LMS Upgrade Share...](#) [Stage - TLC](#) [IRS Security](#) [SurveyMonkey](#) [DES Training](#)

[🏠 / Back to Search Results](#)

ILT Course

WA-STATE COACHING FOR PERFORMANCE (1 DAY) 🔗 ❤️

🕒 1 Day(s)

Completion Status

[REGISTER](#) ▼

[WA-State Coaching for Performance \(1 D...](#)

DETAILS **ACTIVITIES**

▼ **Full Description**

This workshop focuses on how you can coach effectively to foster a learning environment. The workshop discusses the importance and benefits of coaching, provides a framework for what successful coaching looks like and uses fun interactive exercise to help you as a coach apply your skills.

If there are scheduled classes, the date, seat availability and location will appear > to select the class date click ADD:

The screenshot shows the 'ACTIVITY REGISTRATION' page for the Washington State Learning Center. The main header includes navigation icons and the center's logo. Below the header, there are two tabs: 'ACTIVITY REGISTRATION' (active) and 'REGISTRATION SUMMARY'. The 'ACTIVITY REGISTRATION' tab displays a course card for 'WA-State Performance & Development Plan (PDP) (1/2 Day)' with ID 'DES_01-09-M325' and 'Unlimited' seats. Below this, there are filter options for 'Seat Availability' (set to 'Available'), 'Location' (set to 'VIRTUAL TRAINING'), 'Start' date (set to '12/17/2020'), and 'End' date (set to '12/17/2020'). A search bar is also present. The main content area shows a class card for 'WA-State Performance & Development Plan (PDP) (1/2 Day) - Virtual' with ID 'DES_01-7573'. This card indicates '16 Available Seats' and provides dates and times: '1/7/2021 8:00 AM PST' and '1/7/2021 4:30 PM PST'. A location tag shows '# VIRTUAL TRAINING, VIRTUAL TRAINING'. An 'ADD' button is located on the right side of the class card. At the bottom right, there are three buttons: 'CANCEL', 'EXPRESS INTEREST', and 'REGISTER'.

This screenshot shows the 'ACTIVITY REGISTRATION' page with a warning message at the top: 'Warning: After you complete the registration process, your registration for all activities will be delayed because you're pending approval or on the waiting list for at least one of the activities.' The course card for 'WA-State Performance & Development Plan (PDP) (1/2 Day)' (ID: DES_01-09-M325) is still visible. The filter options are the same as in the previous screenshot. The class card for 'WA-State Performance & Development Plan (PDP) (1/2 Day) - Virtual' (ID: DES_01-7573) now has a 'REQUIRES APPROVAL' status and a 'REMOVE' button instead of 'ADD'. The 'REGISTRATION SUMMARY' tab is active, showing a list of activities. The first item is the 'ILT COURSE' 'WA-State Performance & Development Plan (PDP) (1/2 Day)'. The second item is the 'ILT CLASS' 'WA-State Performance & Development Plan (PDP) (1/2 Day) - Virtual' with a close icon. Below the list, there is a 'Cancellation Policy' section and a 'Total : 120.00 US\$' label. The 'CANCEL', 'EXPRESS INTEREST', and 'REGISTER' buttons are at the bottom right.