

Register for an Instructor-led Course (Learner)

1. Click on your My Training tab 
2. Locate the Course Catalog on the left in the Navigation section. Click **(CPTP) Comprehensive Public Training Program**.



3. Click **CPTP Instructor-led Classes**.



4. Click the name of the class you are looking for

The following courses are assigned to the subject area currently displayed:

Course	Delivery Method
CPTP Addressing Emotions at Work	Classroom Training
CPTP Bldg Better Perf Thru Skill Devlpmt	Classroom Training
CPTP CLARIFYING PERFORMANCE EXPECTATIONS	Classroom Training
CPTP Conducting Effective Job Interviews	Classroom Training
CPTP Conducting Productive Perf Reviews	Classroom Training
CPTP Correcting Performance Problems	Classroom Training
CPTP Dealing with Change	Classroom Training

5. Scroll down to the dates offered. Select the **“To Registration”** link next to the date you desire (the location is listed in the third column from the left). If there are no dates you can work with, prebooking may be a good option. Please see the Prebook job aid.

Course Dates

Course dates for the next days: [Refresh Course Dates](#)

Schedule	Course	Location	Time	Free Places	Action/Status
01/17/2013 - 01/17/2013	CPTP Eff Conflict Resolution Strategies	Baton Rouge	08:15 -03:30	0	To Registration
02/27/2013 - 02/27/2013	CPTP Eff Conflict Resolution Strategies	New Orleans	08:15 -03:30	19	To Registration
04/09/2013 - 04/09/2013	CPTP Eff Conflict Resolution Strategies	Alexandria	08:15 -03:30	24	To Registration

If there are no courses scheduled or if the scheduled dates do not suit you, you can [prebook](#).

CPTP Job Aids

6. Check the top of the screen to see if you can request participation by finding and clicking the **request participation in this course link**. If not, your Training Coordinator must book using a special request form. If the link is there, and you click it, a window will pop up asking you to confirm. Also check General Description to see if the class is special for a certain agency.

Classroom Training : CPTP Eff Conflict Resolution Strategies 04/09/2013 - 04/C

[Course Catalog](#) > [Comprehensive Public Training Program](#) > [CPTP All Courses](#) > [CPTP Individual De: 04/09/2013](#)

The result of the booking check indicates that you may [request participation in this course](#). The check and on booking, see the section entitled 'Book' on this page.

