1. Login to LMS
   - click on Learning on the left-hand menu.
   - Click on Current Learning.

2. There are two ways to drop a course:
   a. For online courses, next to the Launch Content button is a hyperlink titled “View Details”.
      - Click this link in order to bring up a window which will give more information about the training.
   b. For instructor led and online training courses you will see a Drop link to the right of the offering.
      - Click on the Drop link to cancel or drop the offering.
Drop Course: Crucial Conversations

Drop Charge: 0.00 USD
Title: Crucial Conversations
ID: 00259950
Start Date: 08/13/2024
End Date: 08/13/2024
Sessions: Tue 9 AM-3 PM
Location: Virtual
Language: English
Description: Learning to speak up effectively in conversations helps managers, or anyone, to achieve the results they are after. These conversations are no longer typical, but become crucial. Crucial conversations are common both in work situations and at home. The purpose of this course is to introduce participants to the concepts in the book Crucial Conversation, practice skills needed to successfully navigate Crucial Conversations, and discuss the application of these skills in the context of personal and professional development.

Domain: NIH OHR
Drop Policy: N/A