

# LMS

## STEP-BY-STEP (DROP AN ENROLLMENT)

### 1. Login to [LMS](#)




- click on **Learning** on the left-hand menu.
- Click on **Current Learning**.

**Current Learning**

Current learning is a list of courses, offerings, certifications, and curricula for which you are registered.

**All** | Courses | Certifications | Curricula | Mandatory

Sort By: Registration Date

 <b>DDM Seminar Series - Effective Communication from Leaders - Lynn Perry Wooten</b> (00267042,Version:NIHTC) Course ID: NIHTC6104-FY24-2 Session Information: 03/14/2024 - 03/14/2024 - Thu 11 AM-12:30 PM(01:30 hours)	Status: Waitlisted  Registration Date: 03/04/2024	<a href="#">View Details</a> <a href="#">Drop</a>
 <b>Crucial Conversations</b> (00259950,Version:FY24) Course ID: OHR6550 Session Information: 08/13/2024 - 08/13/2024 - Tue 9 AM-3 PM(06:00 hours)	Status: Confirmed Registration Date: 02/21/2024	<a href="#">View Details</a> <a href="#">Drop</a>

### 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.

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# LMS

## Drop Course: Crucial Conversations

Drop Charge 0.00 USD

Title Crucial Conversations

Delivery Type Virtual Class

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.

Abstract -

Domain NIH OHR

Drop Policy N/A

Drop

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