EVENTS & SESSIONS

Through Talent@GW you can search and register for events and sessions such as instructor-led training courses held at different times and locations. Some of these activities may require you to complete work before attending the session (pre-work) or submit work once the session is over (post-work). Follow the directions below for step-by-step guidance.

Search, register (request) for a session and view training details

1. Hover over Learning > select Browse for Training.

2. On the left hand side of the screen filter by Type of training. Select the Event icon to display a list of all Events.

3. Scroll down and select the training title of the item you would like to register for. The Training Details page appears.
4. Select **Request** for the training. Your Transcript page appears.

**NOTE:** The status will display as Registered on the transcript.

5. Select **View Training Details**. The Training Details page appears.

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**Complete pre/post-work**

1. Hover over **Learning > select View Your Transcript**.

2. Select **View Training Details** for the item that has pre/post-work to complete.

3. Scroll to the bottom of the Training Details page to locate the Pre/Post-Work section. Under the Option column select **Activate** for the first training item.
NOTE: The page refreshes and the status under Options changes from “Activate” and provides a link for:

- Select Session - if you are accessing a training
- Launch - which allows you to view the training item

After selecting the applicable link, the training/item appears in a pop-up window for you to view. Some items may have the option to “Mark Complete” after viewing, which you may select upon completion.