# **Booking a Course from CorePortal**

- 1. Log in to your Core HR portal.
- 2. Click the Learning and Development tab.

### Searching by Keyword

1. Type a keyword in the **Keywords** field – for example, *Communications*:

My Profile	Book a Course     Trainin     Suggest a b	ng Gap?
0 Time	Category Select Category *	
Payment	Q Search	
Expenses	I≡My Training History Selected	***
-	View All Courses -	
Learning and Development	Communicating In Challenging Situation     O No Duration     Vio Venue	9 - Pending ····
ō	A Guide To The Official Languages Act 20 16. O No Duration • No Venue	03 Pending ***
Pension	FEB         Managing Your Finances- How Much Tax           02         Ø 1 Hour         Ø Deu Alpha Campus	To Scheduled ***
	Decise Thinking For Resinners	and the second

2. Any courses available that include that keyword are listed in the Search Results. You click the **green +** button to book the course.



Rook a	Course				
Search	for a Training Course				20
From Date: To Date: Location:	Select	Search	Category: Type: Vew At	Select	•
Your query o	ommunications returned 1	resulta.		Displayin	g results 1-1 (Page 1 of 1)
# Cours	e Details				Actions
1. Gettin "A Goo can ha as You be reco instant toois (	a the Best out of DCU Ha gle+ Hangout is a web-base ng out at one time in a virtu rube and Google Docs, a Ha rded and uploaded to You'Ti messages with Colleagues. Email & Google+). Code, DC18631 (Sacesard	noouts and Chats d video communicatio sal room. It can be used inpolit can become a use ube for future reference. Exchange real time note Computer Skille.	ns tool similar to simply to conver ful collaboration Google Chat lets s on the network	Skype. Up to 15 people e or, by using apps such tool. Also, Hangouts can you send and receive using Google's suite of	40

3. The **Request a Course Booking** screen appears.

You are requesting a booking on the Co to book.	mmunicating In Challenging Situations - Dcu035 t	raining course. Please select an instance
# Instance Details	Availability	Selected
<ol> <li>Jist May 2019 to 31st May 2 Objectives: "At the end of this v able to: - Apply a three-step appr conversations have successful ou ways that we communicate - Rea communication style on difficult o Understand the biggest challenge provides - which challenges are in</li> </ol>	Spaces Available orkshop, you will be bach to ensure difficult comes - Recognise is the impact of our priversations - s in providing guality sure control and what	
Please enter a reason for training: Why do you need this training? Det	Please select	•
	Submit	





Booking Information		
You are requesting a booking on the Con to book.	municating In Challenging Situations - Dcu035 training co	urse. Please select an instance
# Instance Details	Availability	Selected
Alst May 2019 to 31st May 2019     Objectives: "At the end of this wo able to: - Apply a three-step approx conversations have successful outly ways that we communicate - Reals communication style on difficult co Understand the biggest challenges centres - which challenges are in a  Please enter a reason for training:	Spaces Available     Spaces Available     chose neure difficult     mes - Recognise     the impact of our     versations -     n providing quality     ver control and what     Continuous Professional Development	•
Please select an approver:	Donna Manager	•]
Why do you need this training? Deta	reasons below:	

5. If your booking was successful, the **Courses Requested** screen appears.

	Your booking request was successfully added		
	Courses Requested		-
You	have 3 courses requested. Disp	laying results 1-3 (Page 1 of 1)	
	Course Details	Actions	
L	MS Excel - Intermediate This course is designed for participanths who have experience of using MS Excel. <i>Course Code: OCUBRI Course ID: CF0075</i>   <i>Request ID: 114</i> Requested on: 35th January 2019   Approver: Joseph Maxwell Starts: 21st March 2019   Ends: 21st March 2019 Training Reason: Employee Request Booking Comments: Test		
2	Aurora Lesdership & Development Programme "Aurora is a leadership development programme for women, designed to help address the issue of th under-expresentation of women in service posts in the higher education sector. A highly-innovative programme, it was developed by the UK's Leadership Foundation. The objective of the programme is to embed a leadership mindset whereby women identify as leaders and seek appropriate opportunities to develop capabilities, skills and networks to support them in their developing careers. Participants a matched with a mentor for the duration of the programme." <i>Course Courde Course ID: Ventilist</i> / Approver; Donna Manager Training Reason; 2zr - Probation Form Booking Comments; Haldo0	ne 🗶 es aro	
3.	Communication in Challenoing Situations - DCU035 We're human, We get upset, hustrated, and often have complex guestions or needs. We all encoun challenging situations with those we work with. Such situations can be difficult and stressful to hand Which is why Learning & Development have developed a workshop that clearly models the skills and behaviours needed to navigate workglace challenges. This innovative working the stills which a substationships - Provide you with a toolking or communicating confidently and building positive working relationships - Provide you	ter 🗶	

## Searching by Category

1. You can find out what courses are available in the various categories by selecting an option from the **Category** drop-down list. Here, for example, you select **CAREER DEVELOPMENT** and click **Search**.

My Profile	+ Book a Course	•••	€ Training Gap?	
0	Keywords Enter Kayword	-	Suggest a new course or work:	shop
Time	Category Select Category ACADEMIC DEVELOPMENT	-		
Payment.	AD HOC BESPOKE	3		
	EMy Tra			
Expenses	selected OPERATIONAL			
•	View All Cour INFORMATION			
Learning	Date C. COMPUTER - C	iallen;	sing Situations - Pending	•••
Development	EQUALITY & DIVERSITY	usel Len	guages Act 2003	

2. All courses in the Career Development category are listed in the **Search Results** pane.

оок а	Course					
Search	for a Training Course					
Keywords						
From Date:			Category:	CAREER DEVELOPMENT		•
To Date:		3	Type:	Select		•
Location:	Select.	•				
E. Search	Results	_			_	
Vour query	Results eturned 3 results, se Details			Displaying resu	ts 1-3 (Page 1 of 1 Actions	-
E. Search Your query Coun 1. CV C This is job as Coun Scher	Results eburned 3 results, e Details Inic for Admin, Support & eminar will benefit administra plication form and receive ty code: DURS2 (Category: Wed Dates: No Scheduled Co	Technical Staff ative, support and tes son how to improve Carrier Development zerses	chnical staff who we the impact of their	Displaying resu to examine their CV or CV and UnkedIn profile.	Its 1-3 (Page 1 of 1 Actions	1)

3. The same process booking documented in *Searching by Keyword* above applies (steps 3-5).





## Searching by Location

1. To get a listing of all courses by campus, select the campus from the **Location** drop-down list.

My Profile	• Book a Course	Training Gap?      Suggest a new course or workshop.	
() Time	Keywords Enter Keywords. Category Select Category.		
Payment	Location DCU GLASNEVIN - D404, DCU GLASNEVIN CAMPUS		
Expenses	DCU ALL HALLOWS CAMPUS Selected CAMPUS		
Learning and Development	New All Cour CAMPUS CAMPUS COURT BUILDING	ging Situations - Pending	
ō	MAY A DOUIST al Lan 16 C PATRICKS lenue	rguages Act 2003 Pending ***	
Pension	FEB         Managing Your Finances-1           02         © 1 Hour         ♥ Dcu Alpha	low Much Tax To Campus	
	DEC. Dasian Thinking Enc Rasin		

2. A list of courses available on the campus appears in the Search Results.

A CONTRACTOR OF A CONTRACT	Course	_	_	_	
Keywords:					1
From Date:		Category:	Select		•
To Date:		Type:	Select		•
Location: DCU GLASN	EVIN CAMPUS ·				111
	Search	View All			
5 Coareb Decuite					
Search Results					
Your query returned I results.			Displaying s	eauits 1-1 (Page )	( of 1)
# Course Details				Actions	
a the second sec	talienomo Situations - DCU035			× 0	
<ol> <li>Communicating in Cl We're human, We get challenging situations w Which is why Learning behaviours needed to n with a toolat for commo with the opportunity to Chorae Choir DCXX03 Scheduled Dates 32-M</li> </ol>	upset, frustrated, and often have or ith those we work with. Such situat & Development have developed a way avigate workplace challenges. This unicating confidently and building pr rework your approach to handling or Category. Parsonal And Profession ap-2019	mplex questions o lons can be difficul orkshop that clear innovative worksho pilitive working relu lifficult conversatio of Development	r needs. We all encounter t and stressful to handle. y models the skills and to aims to: - Equip you tionships - Provide you ns"		
<ol> <li>Commonicating in Cl We're human, We get challenging situations w Which is why Learning i behaviours needed to r with a toolist for common with the opportunity to <i>Chorae Chalter DCN335</i> <i>Scheduled Dates: 31-M</i></li> </ol>	upset, thustrated, and often have or tith those we work with. Such situat & Development have developed a w avigate workplace challenges. This iniciating confidently and building p rework your approach to handling o category: Aeroanal And Profession ap-2019	Implex questions o lans can be difficul orkshop that clear nonvative worksh patitive working rel lifficult conversatio of Devolgoment	r needs. We all encounter, t and stressful to handle, y models the skills and to aims to: - Equip you itionships - Provide you ns		

3. The process booking documented in **Searching by Keyword** above applies (steps 3-5).

## Training history

Courses that you have taken or are pending appear in the My Training History section.

Click the Ellipsis (...) button to reveal options available to filter the list:



#### Other questions

• Accepted or rejected: How do I know the status of my training request?

Once you manager has accepted or rejected your request you will be notified by email.

- What happens if too many people apply for the course?
- If there are too many applications, you will receive an email from Learning and Development notifying you.
- What happens if to the course is cancelled?

If the course is cancelled, you will receive an email from Learning and Development notifying you.

#### • What if the course is postponed?

If the course is postponed, you will receive an email from Learning and Development notifying you.

