

Book a Classroom Course

First, find a course

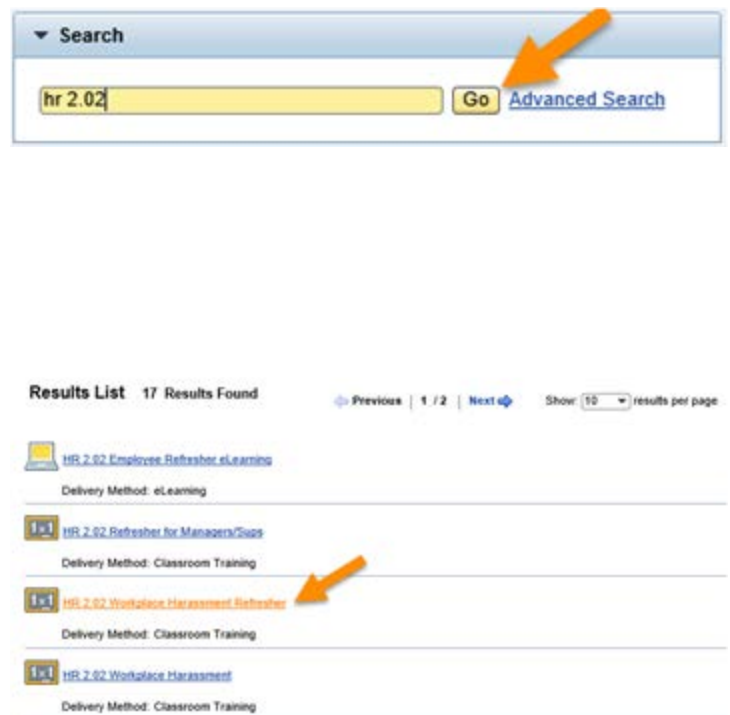
To book a classroom course in CityLearner, first find the course you want to take.

Search – Enter a key word into the Search Term box. Select the Go button with your mouse or press Enter on your keyboard. A list of courses containing your keyword will display (CityLearner searches for your keyword in course titles and course descriptions).

Select the course – click on the course link. The course description and general course information will display.

***Be sure to go to the View Tab in Internet Explorer and set your Zoom to 100%!**

A list of scheduled courses will open with the course description and other information about the course.



Search

hr 2.02 [Advanced Search](#)

Results List 17 Results Found [Previous](#) | 1 / 2 | [Next](#) results per page

- HR 2.02 Employee Refresher eLearning
Delivery Method: eLearning
- HR 2.02 Refresher for Managers/Sup
Delivery Method: Classroom Training
- HR 2.02 Workplace Harassment Refresher**
Delivery Method: Classroom Training
- HR 2.02 Workplace Harassment
Delivery Method: Classroom Training

Course Content

Prerequisite

Courses

[HR 2.02 Workplace Harassment](#) (Classroom Training)

Attainable Qualifications

[HR 2.02 for Employees](#) (Imparted Proficiency: Yes)

Select a Course Date

From: To:

Select	Schedule	Location	Language	Available Seats	Fee	Details
<input type="radio"/>	10/17/2017 - 10/17/2017	Portland City Hall	English	0/28	Free of Charge	Details
<input type="radio"/>	11/08/2017 - 11/08/2017	Water Bureau Interstate Auditorium	English	15/45	Free of Charge	Details
<input type="radio"/>	12/19/2017 - 12/19/2017	Portland City Hall	English	0/28	Free of Charge	Details

[More Information](#)

Book the course

In the **Select** column click the course date you wish to attend. Click the Details link to see course time and instructor information.

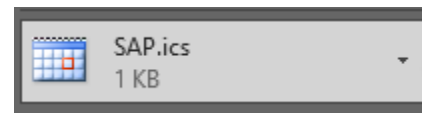
Select	Schedule	Location	Language	Available Seats	Fee	Details
<input type="radio"/>	10/17/2017 - 10/17/2017	Portland City Hall	English	0/28	Free of Charge	Details
<input checked="" type="radio"/>	11/08/2017 - 11/08/2017	Water Bureau Interstate Auditorium	English	15/45	Free of Charge	Details
<input type="radio"/>	12/19/2017 - 12/19/2017	Portland City Hall	English	0/28	Free of Charge	Details

Once you've selected a date, click the **Book** button. If you don't find a date and time that fits your schedule, you can Prebook the course. (This provides course demand data).

Once booked, you will receive an email confirmation with a calendar attachment. **Be sure to open the calendar attachment and accept the meeting request.** This will ensure the course date is added to your Outlook calendar.

If there is no course scheduled or the dates are not suitable you can [Prebook](#)

Book



donotreply@portlandoregon.gov
CityLearner: Course Booking Confirmation

SAP.ics
1 KB

*** This is an automated notification. Please do not reply to this message. ***

This email confirms you are scheduled to attend the following course:

Course Title: HR 2.02 Workplace Harassment
Course Date and Time: 09/20/2017 08:00 AM - 10:00 AM
Location: Portland Building
BES Conf Douglas Fir Room, 11th floor
1120 SW 5th Ave
Portland, OR 97204

Contact Person: [REDACTED]

Attendance / Cancellation Notes:

- Please be on time. Late arrival, leaving early, or missing more than 15 minutes may result in no credit for the course.
- You must cancel your registration as soon as possible if you are unable to attend, to allow others on the waitlist to attend.
- If your course is located in a Police facility, photo ID is required.
- [CLICK HERE](#) to log in to the CityLearner page for more information about this course or to cancel registration.

Outlook Calendar: A calendar notification is attached to this email. To add the course to your Outlook Calendar, please double-click the attachment.

- If a pop-up is displayed asking if you would like to Open or Save the attachment, click the Open button and then click Save and Close.
- If the appointment is directly displayed, click the Accept button.

Americans With Disabilities Act (ADA): If you want to request an ADA accommodation to participate in City-sponsored training, please notify the Bureau of Human Resources no less than five (5) days prior to the date of the event by contacting us at 503-823-3572 or TTY 503-823-6868; or email [BHR Training & Development](#) with *ADA Accommodation Request* in the subject line.

Questions? Need help? Email: [BHR Training & Development](#)