

## How to Use the Catalog

### 1. Search for a Specific Course from Your Training Profile

- Enter the Course ID in the Course ID box and hit Enter or click on the Apply Button.
- Click on the Course Title to learn more about the course, or
- Click on the Hyperlink at the Bottom to follow the external link to the Course.

### 2. Search for a Type of Course

- Enter a Keyword in the Keyword Search box, such as coaching, and hit Enter or click on the Apply button.
- Click on a Course Title to learn more about a course, or
- Click on the Hyperlink at the Bottom to follow the external link to the Course.

### 3. Search by Competency

- Using the Training Profile as a guideline, type a competency in the Content: Competencies box, such as Business Acumen, and hit Enter or click on the Apply Button.
- Click on a Course Title to learn more about a course, or
- Click on the Hyperlink at the bottom to follow the external link to the course.

