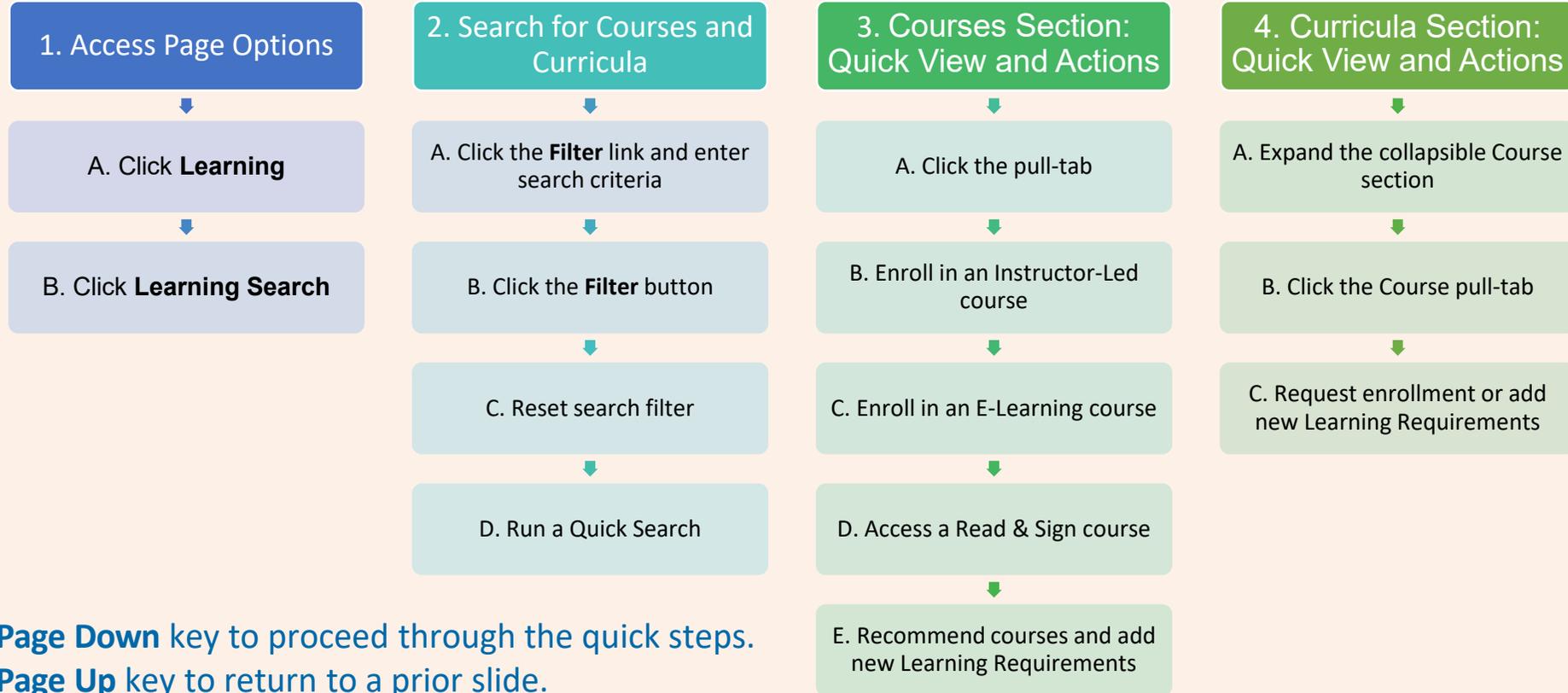


Combined Search for Courses and Curricula

The high-level steps required to use the Learning Search screen to search for and view courses and curricula are shown here. Each step includes sub-steps.



Navigation:

- Use the **Page Down** key to proceed through the quick steps.
- Use the **Page Up** key to return to a prior slide.

- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING**
- Learning Search
- Learning Profile
- Classes Enrolled In
- Classes Instructing
- Class Schedule
- Learning Requirements
- Training Wish List
- Tuition Assistance
- External Training
- SUCCESSION
- CAREER CENTER
- REPORTS

Learning Search

Add Training Wish List

A
Click **Learning**.

B
Then, click **Learning Search**.

Courses

Displaying 1 - 25 of 212 10 25 50 100 per page

	Instructor-led • 2 Classes • 10 CEUs (General) • 10 Credits (General) • Recommend This Course • Add New Learning Requirement The status of this course should be OPEN.
	AB - Basic Healthcare Course Instructor-led • 2 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement In this course you will understand more details about Healthcare domain
	AB - Intermediate Healthcare Course Instructor-led • 1 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement Intermediate Healthcare Course
	AB - Pharmacology Course Instructor-led • 1 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement Pharmacology Course

1. Access Learning Search > Steps A and B

... (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

- ← Main Menu
- LEARNING
- Learning Search
- Learning Profile
- Classes Enrolled In
- Classes Instructing
- Class Schedule
- Learning Requirements
- Training Wish List
- Tuition Assistance
- External Training

Learning Employees

Learning Search

[Add Training Wish List](#)

By default, the Learning Search screen displays all courses and curricula available to your user profile. You can use filters to find specific items.

Filter

A
Click **Filter**, then complete the relevant fields.

KEYWORD

WITH ALL

WITHOUT THE FOLLOWING

SKILL CATEGORY

SKILLS GAINED

COMPETENCY TYPES

JOB TITLE

- AB - Administration
- AB - Cardiothoracic Surgeon
- AB - Doctor
- AB - General Surgeon

DEPARTMENT

INSTRUCTOR

LOCATION

- AU
- Austin, TX 73301 US
- BC CA
- Bleiberville, TX 78931 US
- Bt LB

JOB FAMILY

- @The Bravo's!!!~>?~
- AB - Doctor
- AB - Healthcare Admin
- AB - Healthcare IT
- AB - Medical Receptionist

JOB ROLE

- AB - Admin
- AB - Medical
- AB - Support
- ALG - Admins
- ALG - Executives

B
Click **Filter** to display the narrowed down Courses and Curricula list based on your search criteria

- ← Main Menu
- LEARNING
- Learning Search
- Learning Profile
- Classes Enrolled In
- Classes Instructing
- Class Schedule
- Learning Requirements
- Training Wish List
- Tuition Assistance
- External Training

Learning Employees

Index / Class Enrollment

Learning Search

Add Training Wish List

Filter

COURSE TYPE

E-Learning

CLEAR FILTER

[Click Here](#)

C

Click to reset the search filter.

Courses

« < 1 > »

Displaying 1 - 4 of 4 per page

 **Communication Techniques (AICC)**
 E-Learning - 1 Classes - [Recommend This Course](#) - [Add New Learning Requirement](#)
 This Skillbuilder is designed to develop practical skills for effective communication techniques. Learning objectives are designed for the learner to: Understand the benefits of communicating effectively; Manage common workplace communication barriers; Create good first impressions; Use effective business greetings; Use formal and informal communication; Communicate clearly; Perform effective negotiating techniques; Know when and how to say "No"; and Communicate assertively

 **Interpersonal Communication (AICC)**
 E-Learning - 1 Classes - [Recommend This Course](#) - [Add New Learning Requirement](#)
 CORE Competency: Interpersonal Communication This iTest competency assessment features: Interpersonal Communication in the areas of Communication Techniques, Listening and Comprehension, Giving and Receiving Feedback and Workplace Relationship Etiquette. Specific areas addressed include: active listening, giving and receiving feedback, facilitating effective discussions, paraphrasing, and nonverbal communication.

- Main Menu
- LEARNING
- Learning Search
- Learning Profile
- Classes Enrolled In
- Classes Instructing
- Class Schedule
- Learning Requirements
- Training Wish List
- Tuition Assistance
- External Training

Learning **Employees** Search...

- EMPLOYEES
- CONTACTS
- JOB
- REQUISITIONS
- RÉSUMÉS
- CANDIDATES
- MENTORS
- LEARNING**

D

You can also select **Learning** to perform a Quick Search for courses and curricula by name from any page in Deltek Talent Management.

Courses

« < 1 2 3 4 5 ... > »

Displaying 1 - 25 of 212 per page

- 1 PA - Course001 (Long Title Test. Long Title Test. Long Title Test. Long Title Test)**
Instructor-led • 2 Classes • 10 CEUs (General) • 10 Credits (General) • Recommend This Course • Add New Learning Requirement
The status of this course should be OPEN.
- AB - Basic Healthcare Course**
Instructor-led • 2 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement
In this course you will understand more details about Healthcare domain
- AB - Intermediate Healthcare Course**
Instructor-led • 1 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement
Intermediate Healthcare Course
- AB - Pharmacology Course**
Instructor-led • 1 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement
Pharmacology Course
- AG - Course A**
Instructor-led • 2 Classes • 2 CEUs (General) • 2 Credits (General) • Recommend This Course • Add New Learning Requirement

2. Search for Courses and Curricula > Step D

Courses

« < 1 > »

Displaying 1 - 2 of 2 per page



AG - Course AA

Instructor-led • 2 Classes • 1 CEUs (General) • 1 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)



AG - Course DD

Instructor-led • 2 Classes • 1 CEUs (General) • 1 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

Your search results display under two main sections: the Courses section and the Curricula section.

Curricula

« < 1 > »

Displaying 1 - 2 of 2 per page



AG - Curriculum A

Phasellus condimentum varius arcu, id luctus odio faucibus sit amet. Sed vitae tortor nec elit lobortis gravida a eu augue. Sed in tincidunt erat. Nulla mollis fringilla odio, eget porttitor mi maximus id. Vivamus non.



➤ 3 Courses



AG - Curriculum D

Donec pellentesque placerat ullamcorper. Nullam aliquet tincidunt erat vel viverra. Duis egestas nulla vel sem blandit rhoncus. Praesent vestibulum libero vitae elit accumsan dapibus. Vivamus nec suscipit nibh, non eleifend.



Filter

Courses

« < 1 2 3 4 5 ... > »

10 25 50 100 per page

 **1 PA - Course001 (Long Title Test. Long Title Test. Long Title Test. Long Title Test)**
 Instructor-led • 2 Classes • 10 CEUs (General) • 10 Credits (General) • Recommend This Course • Add New Learning Requirement
 The status of this course should be OPEN.

For **Instructor-Led courses**, click the pull-tab to expand the course and reveal the table of classes associated with the course, along with other class information.

A

 **AB - Basic Healthcare Course**
 Instructor-led • 2 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement
 In this course you will understand more details about Healthcare domain



This course is not for your company/division

CLASS	STATUS	START DATE	END DATE	TIME	ENROLLMENT	ACTIONS
AB - Basic Healthcare Class.1	Enrolling	11/10/2015	11/10/2016	<ul style="list-style-type: none"> S 9:00 AM-10:00 AM (PST) S 8:00 AM-9:00 AM (PST) 	(5/20)	 
AB - Basic Healthcare Class.2	Enrolling	2/7/2019	2/7/2020	<ul style="list-style-type: none"> F 6:00 AM-7:00 AM (PST) F 5:00 AM-6:00 AM (PST) From 2/8/2019 To 2/7/2020 	50 (30/20)	 

Enroll yourself to a class by clicking **Enroll Self**. Enroll your employees by clicking **Enroll Direct Reports**.

B



 **AB - Intermediate Healthcare Course**
 Instructor-led • 1 Classes • 15 CEUs (General) • 15 Credits (General) • Recommend This Course • Add New Learning Requirement
 Intermediate Healthcare Course

Courses



Communication Techniques (AICC)

E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)

This SkillBuilder is designed to develop practical skills for effective communication techniques. Learning objectives are designed for the learner to: Understand the benefits of communicating effectively; Manage common workplace communication barriers; Create good first impressions; Use effective business greetings; Use formal and informal communication; Communicate clearly; Perform effective negotiating techniques; Know when and how to say "No"; and Communicate assertively



There is no student progress yet

Enroll

Launch Package Properties Editor

C

For **E-Learning courses**, click the pull-tab to expand the course and display course details.

Enroll yourself to a class by clicking **Enroll**.



Interpersonal Communication (AICC)

E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)

CORE Competency: Interpersonal Communication This iTest competency assessment features: Interpersonal Communication in the areas of Communication Techniques, Listening and Comprehension, Giving and Receiving Feedback and Workplace Relationship Etiquette. Specific areas addressed include: active listening, giving and receiving feedback, facilitating effective discussions, paraphrasing, and nonverbal communication.



People Management and Leadership (AICC)

E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)

CORE Competency: People Management and Leadership Fundamentals: This iTest competency assessment features: People Management in the areas of Management, Leadership, Delegation and counseling, coaching, ethical behavior, role modeling, leadership styles, delegation styles, when and how to delegate, interviewing

Courses



AG - Course AAA

Read and Sign • 1 Classes • 1 CEUs (General) • 1 Credits (General) • [Recommend This Course](#) • [Add New Learning Req](#)



AG - Course BBB

Read and Sign • 1 Classes • 1 CEUs (General) • 1 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)



For **Read & Sign courses**, click the pull-tab to expand the course and display course details.

D

From this expanded view, you can click the displayed file or URL and complete the read and sign requirement.

Clicking on the link in the "Read & Sign File/URL" column will open a modal window. You can open the file/visit the URL via the window. After doing so, you will have the opportunity to enter your signature in acknowledgement of having taken the action.

READ & SIGN FILE/URL

<https://www.google.com.ph>

CLASS STATUS

In Progress

START DATE

1/12/2016

END DATE

N/A

Courses

« < ... 3 4 5 6 7 ... > »

E Click these links to either **Recommend This Course** to other employees in your company or to **Add New Learning Requirements** for the course.

For all course types, click the Course Name to launch the Course Profile screen, view course details in full, and access all applicable actions for the course.

 **IN - RS Course 2 of LM1Only [Assocs: JF, JR JT (Non-Diplomatic)]**

Read and Sign • 1 Classes • 4 CEUs (General) • 4 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

 **IN - RS Course 3 (Multiple Items) [Assocs: JF, JR, JT (Diplomatic)]**

Read and Sign • 1 Classes • 4 CEUs (General) • 4 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)

 **Interpersonal Communication (AICC)**

E-Learning • 1 Classes • [Recommend This Course](#) • [Add New Learning Requirement](#)
CORE Competency: Interpersonal Communication This iTest competency assessment features: Interpersonal Communication Giving and Receiving Feedback and Workplace Relationship Etiquette. Specific areas addressed include: active listening, nonverbal communication.

 **JJ - Nordlings Internal**

Instructor-led • 2 Classes • 1 CEUs (General) • 1 Credits (General) • [Recommend This Course](#) • [Add New Learning Requirement](#)
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean lectus lectus, elementum ut metus et, lacinia lacus. Sed euismod, nunc sed diam tortor, quis congue sem elementum.

Course Profile

IN - RS Course 3 (Multiple Items) [Assocs: JF, JR, JT (Diplomatic)]

Enroll Direct Reports Recommend This Course More Options

LEARNING MANAGER	Ismael_ADM Administrator	This course is not for your company/division
EDUCATION UNITS	CEUs - 4 (General) Credits - 4 (General)	Clicking on the link in the "Read & Sign File/URL" column will open a modal window. You can open the file/visit the URL via the window. After doing so, you will have the opportunity to enter your signature in acknowledgement of having taken the action.
TYPE	Read and Sign	READ & SIGN N/A FILE/URL
CURRICULA	IN - FSO Cadetship Curriculum [Assocs: DFA>OP, JF, JR, JT (Diplomatic)]	CLASS In Progress STATUS
PROGRAMS	IN - FSI Diplomats Development Program	START DATE 10/4/2017 END DATE N/A
NEW HIRE ORIENTATION COURSE	No	
COURSE MAY BE RETAKEN	Yes	
COURSE RECURRING	No	
STATUS	Open	
EQUIPMENT	N/A	
TOPICS COVERED	N/A	
APPROVAL TYPES	N/A	
DESCRIPTION		

Curricula

 **PBA - Curriculum_Permanent_Retakeable**
Courses: PBA2 - Internal Course_Retakeable_NonPermanent PBA2 - External Course_Retakeable_NonPer
Employee006

▼ 3 Courses

A Each listed curriculum has a collapsible Course subsection. Click here to view all the courses associated with the curriculum, as well as detailed information about each course, including the classes available for enrollment.

 **PBA2 - Internal Course_Retakeable**
Instructor-led • 1 Classes • 10 CEUs (General) • 5 Credits (General) • Recommend This Course • Add New Learning Requirement

 **PBA2 - External Course_Retakeable**
Instructor-led • 1 Classes • 10 CEUs (General) • 5 Credits (General) • Recommend This Course • Add New Learning Requirement

 **PBA2 - Read and Sign Course_Retakeable**
Read and Sign • 1 Classes • 10 CEUs (General) • 5 Credits (General) • Recommend This Course • Add New Learning Requirement

B Click the pull-tab to expand the row and reveal course information. Similar to the Courses section, the information you will see in the expanded view may differ depending on the Course Type. From here, you also have access to **Actions**, which allow you to enroll yourself or your direct reports to a class.

C Click the **Actions** button to **Request Enrollment** for yourself, **Enroll Students**, or **Add New Learning Requirements** to the curriculum



ACTIONS
Request Enrollment
Enroll Students
Add New Learning Requirement

 **PHP Curriculum (cert)**
Require Manager Approval

➤ 1 Course

Curricula

« < 1 2 3 4 > »

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PBA - Curriculum_Permanent_Retakeable

Courses: PBA2 - Internal Course_Retakeable_NonPermanent PBA2 - External Course_Retakeable_NonPermanent PBA2 - Read and Sign Course_Retakeable_NonPermanent

> 3 Courses



PHP Curriculum (cert)

Require Manager Approval

> 1 Course



RB-Travel Curriculum

Require Manager Approval

Travel and Tourism

> 5 Courses



RC - Curriculum 101

Require Manager Approval

This is the description for curriculum 101.

> 1 Course



RC - Software Developer Curriculum

Require Manager Approval

Curriculum for Software Developer

Click the Curriculum Name to launch the Curriculum Profile screen, view curriculum details in full, and access all applicable actions for the curriculum.

Curriculum Profile

Create New Curriculum View All Curricula Add New Learning Requirement

PBA - Curriculum_Permanent_Retakeable

You are not enrolled in this curriculum.

Request Enrollment

DETAILS COURSES INSTRUCTORS STUDENTS

CURRICULUM STATUS

Open

OWNER

Pam Admin

REQUIRE MANAGER APPROVAL FOR ENROLLMENT

No

DESCRIPTION

Courses:

- PBA2 - Internal Course_Retakeable_NonPermanent
- PBA2 - External Course_Retakeable_NonPermanent
- PBA2 - Read and Sign Course_Retakeable_NonPermanent
- KC - Learning Technical Techniques

Users:

- User Employee005
- User Employee006

Learning Search

Add Training Wish List

Filter

TOPICS COVERED

Accounting

CLEAR FILTER

[Click Here](#)

This concludes the Combined Search for Courses and Curricula quick steps.

Courses

Navigation icons

Displaying 1 - 4 of 4 per page

-  **RC - Course A**
Instructor-led - 3 Classes - 3 CEUs (General) - 4 Credits (General)
-  **Role-Travel Course 1**
Instructor-led - 1 Classes - 3 CEUs (General) - 3 Credits (General)
Travel Course 1
-  **Role-Travel Course 3**
Instructor-led - 1 Classes - 3 CEUs (General) - 3 Credits (General) - Recommend This Course - Add New Learning Requirement
-  **SZ-Art Course 6**
Instructor-led - 1 Classes - 2 CEUs (General) - 3 Credits (General) - Recommend This Course - Add New Learning Requirement
SZ-Art Course 6 Desc

Curricula

Navigation icons

Displaying 1 - 2 of 2 per page

-  **RC - Software Developer Curriculum**
Require Manager Approval
Curriculum for Software Developer
[> 2 Courses](#)
-  **Role-Travel Curriculum**
Require Manager Approval
Travel Curriculum
[> 2 Courses](#)