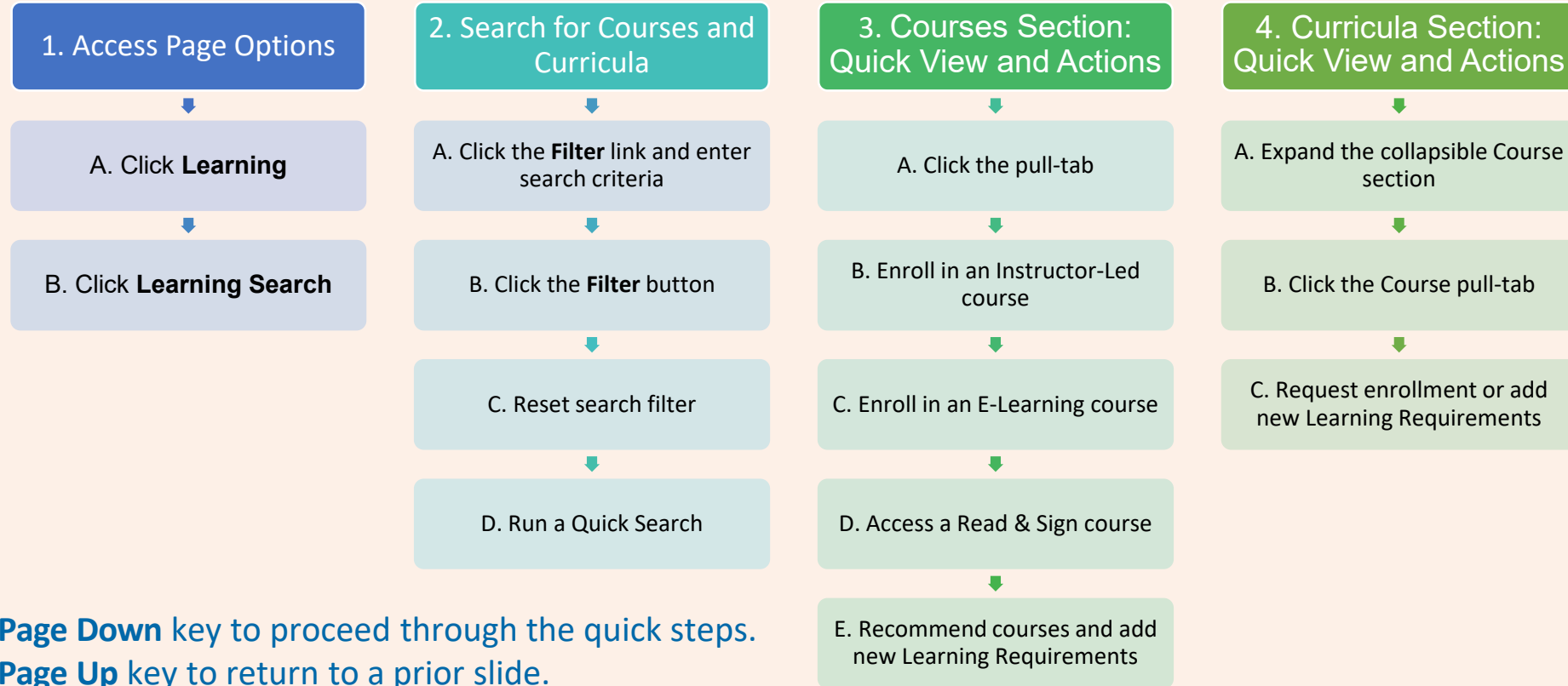


# Combined Search for Courses and Curricula

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.

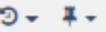


- Dashboard
- MY EMPLOYEES
- RECRUITING
- PERFORMANCE
- LEARNING**
- Learning Search
- Learning Profile
- Classes Enrolled In
- Classes Instructing
- Class Schedule
- Learning Requirements
- Training Wish List
- Tuition Assistance
- External Training
- SUCCESION
- CAREER CENTER
- REPORTS

## Learning

Employees

Search...



### Learning Search

Add Training Wish List

A

Click **Learning**.

B

Then, click **Learning Search**.

### Courses



Displaying 1 - 25 of 212     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

[15 Credits \(General\)](#) • [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

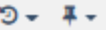
Tuition Assistance

External Training

## Learning

Employees

Search...



### Learning Search

Add Training Wish List

Filter

A

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

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

KEYWORD

WITH ALL

WITHOUT THE FOLLOWING

SKILL CATEGORY

-- Select --

SKILLS GAINED

COMPETENCY TYPES

-- Select --

JOB TITLE

AB - Administration

AB - Cardiothoracic Surgeon

AB - Doctor

AB - General Surgeon

There is no data to display.

DEPARTMENT

There is no data to display.

INSTRUCTOR

Select Instructor

LOCATION

AU

Austin, TX 73301 US

BC CA

Bleiberville, TX 78931 US

Bt LB

Service Engineering  
Taxation & Valuation  
Team Building  
Technical

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

Filter

Close

B

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



< Main Menu

## LEARNING

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Classes Instructing

Class Schedule

Learning Requirements

Training Wish List

Tuition Assistance

External Training

## Learning

Employees

Search...



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 10 25 50 100 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.



## LEARNING

Learning Search

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Classes Enrolled In

Classes Instructing

Class Schedule

Learning Requirements

Training Wish List

Tuition Assistance

External Training

## Learning

Employees

Search...



EMPLOYEES

CONTACTS

JOBS

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.

Add Training Wish List

Filter

## Courses

« < 1 2 3 4 5 ... > »

Displaying 1 - 25 of 212 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.



### 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

## Courses

« < 1 > »

Displaying 1 - 2 of 2 10 25 50 100 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 10 25 50 100 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.



## Courses

« < 1 2 3 4 5 ... > »

12 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.



### 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	CAPACITY	ACTIONS
<a href="#">AB - Basic Healthcare Class.1</a>	Enrolling	11/10/2015	11/10/2016	<ul style="list-style-type: none"> <li>S 9:00 AM-10:00 AM (PST)</li> <li>S 8:00 AM-9:00 AM (PST)</li> </ul>	(5/20)	
<a href="#">AB - Basic Healthcare Class.2</a>	Enrolling	2/7/2019	2/7/2020	<ul style="list-style-type: none"> <li>F 6:00 AM-7:00 AM (PST)</li> <li>F 5:00 AM-6:00 AM (PST) From 2/8/2019 To 2/7/2020</li> </ul>	50 (30/20)	



### AB - Intermediate Healthcare Course

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



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.

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

# Courses



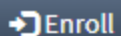
## Communication Techniques (AICC)

**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



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

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.

## Courses

« < ... 3 4 5 6 7 ... > »



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 tincidunt diam tortor, quis congue sem elementum.

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.

## Course Profile

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

LEARNING MANAGER Ismael\_ADM Administrator

EDUCATION UNITS  
CEUs - 4 (General)  
Credits - 4 (General)

TYPE Read and Sign

CURRICULA  
IN - FSO Cadetship Curriculum [Assocs: DFA>OP, JF, JR, JT (Diplomatic)]

PROGRAMS  
IN - FSI Diplomats Development Program

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

This course is not for your company/division

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

CLASS  
STATUS In Progress

START DATE 10/4/2017

END DATE N/A

## Curricula

« < 1 2 3 4 > »

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### 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.



#### ACTIONS

Request Enrollment

Enroll Students

Add New Learning Requirement

C

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



### PHP Curriculum (cert)

Require Manager Approval

➤ 1 Course



## Curricula

« < 1 2 3 4 > »



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.

Displaying 51 - 75 of 77 10 25 50 100 per page

### 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

- Learning Search
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- Training Wish List
- Tuition Assistance
- External Training

Learning Search

Add Training Wish List

Filter

TOPICS COVERED

Accounting

CLEAR FILTER

[Click Here](#)

Courses

⏪ ⏩ ⏴ ⏵

Displaying 1 - 4 of 6 10 25 50 100 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

⏪ ⏩ ⏴ ⏵

Displaying 1 - 2 of 2 10 25 50 100 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

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