UN3054 1 of 3 5 July 2021	Electronic Staff Record Programme USER NOTICE	**NHS**
Title	ESR Education Webinars – Aug 2021 to Oct 2021	
Purpose	To inform ESR users of the Education Webinars scheduled between August and October 2021.	
Intended Audience	All ESR users	

SUBJECT

ESR Education Webinars taking place between August and October 2021. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

The ESR Education Team continue to deliver a series of functional Webinar events to support Organisations in their use of ESR.

The Webinars offered are as follows:

- ESR BI - Creating BI Content
- ESR BI - Customising National BI Content
- HR - New Starters
- HR - Assignment Changes and Leavers
- OLM - Creating Catalogue Content
- OLM - Enrolments and Subscriptions
- OLM - Introduction to e-Learning
- Recruitment - Manage Vacancies
- Recruitment - Manage Applicants

Each Webinar will last for 90 minutes, which includes time for delegates to ask questions. Questions will be answered during the session where possible, any questions not answered will be followed up after the event.

ACTION REQUIRED

To register for an event please access the ESR Events Calendar on the ESR Hub.

All places will be confirmed by e-mail within 5 working days and Webex joining instructions will be issued in the week prior to the event start date.

FURTHER INFORMATION

PLEASE NOTE these courses are intended for any new staff within your Employing Authority or those requiring 'refresher' training.

If you have any questions, please email the ESR Education Team: ESR.IS-ESRCourseReg@nhs.net

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SCHEDULE
August to October 2021

WEBINAR	DATE	TIME
AUGUST 2021		
Recruitment - Manage Vacancies	04/08/2021	10:00am – 11:30am
Recruitment - Manage Applicants	04/08/2021	2:00pm – 3:30pm
HR - New Starters	05/08/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	05/08/2021	2:00pm – 3:30pm
OLM - Creating Catalogue Content	10/08/2021	10:00am – 11:30am
OLM - Enrolments and Subscriptions	10/08/2021	2:00pm – 3:30pm
HR - New Starters	12/08/2021	10:00am – 11:30am
HR - New Starters	12/08/2021	2:00pm – 3:30pm
OLM - Introduction to e-Learning	18/08/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	19/08/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	19/08/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	24/08/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	24/08/2021	2:00pm – 3:30pm
SEPTEMBER 2021		
Recruitment - Manage Vacancies	01/09/2021	10:00am – 11:30am
Recruitment - Manage Applicants	01/09/2021	2:00pm – 3:30pm
HR - New Starters	08/09/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	08/09/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	09/09/2021	10:00am – 11:30am
ESR BI - Creating BI Content	09/09/2021	2:00pm – 3:30pm
OLM - Creating Catalogue Content	14/09/2021	10:00am – 11:30am
OLM - Enrolments and Subscriptions	14/09/2021	2:00pm – 3:30pm
OLM - Introduction to e-Learning	16/09/2021	2:00pm – 3:30pm
ESR BI - Customising National BI Content	22/09/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	22/09/2021	2:00pm – 3:30pm
HR - New Starters	29/09/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	29/09/2021	2:00pm – 3:30pm

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WEBINAR	DATE	TIME
OCTOBER 2021		
Recruitment - Manage Vacancies	05/10/2021	10:00am – 11:30am
Recruitment - Manage Applicants	05/10/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	07/10/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	07/10/2021	2:00pm – 3:30pm
HR - New Starters	13/10/2021	10:00am – 11:30am
HR - New Starters	13/10/2021	2:00pm – 3:30pm
OLM - Creating Catalogue Content	19/10/2021	10:00am – 11:30am
OLM - Enrolments and Subscriptions	19/10/2021	2:00pm – 3:30pm
OLM - Introduction to e-Learning	20/10/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	26/10/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	26/10/2021	2:00pm – 3:30pm
HR - Assignment Changes and Leavers	27/10/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	27/10/2021	2:00pm – 3:30pm

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in October 2021.