


UN3096 1 of 3 20 <sup>th</sup> OCT 2021	Electronic Staff Record Programme  USER NOTICE	
<b>Title</b>	ESR Education Webinars – Nov 2021 to Dec 2021	
<b>Purpose</b>	To inform ESR users of the Education Webinars scheduled between November and December 2021.	
<b>Intended Audience</b>	All ESR users	

## SUBJECT

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

## DETAIL

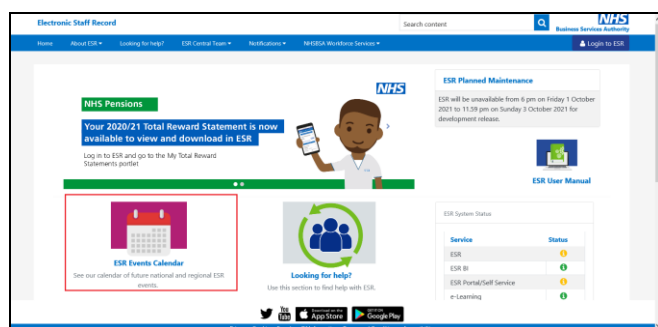
The ESR Education Team continue to deliver a series of functional Webinar events to support Organisations in their use of ESR. The Webinars offered are as follows:

- 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 and is limited to 20 attendees to enable 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.

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**SCHEDULE**  
**November to December 2021**

WEBINAR	DATE	TIME
<b>NOVEMBER 2021</b>		
ESR BI - Creating BI Content	02/11/2021	10:00am – 11:30am
ESR BI - Creating BI Content	02/11/2021	2:00pm – 3:30pm
Recruitment - Manage Vacancies	03/11/2021	10:00am – 11:30am
Recruitment - Manage Applicants	03/11/2021	2:00pm – 3:30pm
HR - New Starters	09/11/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	09/11/2021	2:00pm – 3:30pm
OLM - Creating Catalogue Content	16/11/2021	10:00am – 11:30am
OLM - Enrolments and Subscriptions	16/11/2021	2:00pm – 3:30pm
OLM - Introduction to e-Learning	18/11/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	23/11/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	23/11/2021	2:00pm – 3:30pm
HR - New Starters	24/11/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	24/11/2021	2:00pm – 3:30pm
<b>DECEMBER 2021</b>		
Recruitment - Manage Vacancies	01/12/2021	10:00am – 11:30am
Recruitment - Manage Applicants	01/12/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	02/12/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	02/12/2021	2:00pm – 3:30pm
HR - New Starters	07/12/2021	10:00am – 11:30am
HR - New Starters	07/12/2021	2:00pm – 3:30pm
OLM - Creating Catalogue Content	08/12/2021	10:00am – 11:30am
OLM - Enrolments and Subscriptions	08/12/2021	2:00pm – 3:30pm
OLM - Introduction to e-Learning	09/12/2021	2:00pm – 3:30pm
HR - Assignment Changes and Leavers	14/12/2021	10:00am – 11:30am
HR - Assignment Changes and Leavers	14/12/2021	2:00pm – 3:30pm
ESR BI - Creating BI Content	15/12/2021	10:00am – 11:30am
ESR BI - Customising National BI Content	15/12/2021	2:00pm – 3:30pm

NOT PROTECTIVELY MARKED

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### **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](mailto:ESR.IS-ESRCourseReg@nhs.net)

### **NEXT UPDATE**

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