


UN3110 1 of 2 06 th DEC 2021	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Webinars – January 2022	
Purpose	To inform ESR users of the Education Webinars scheduled in January 2022.	
Intended Audience	All ESR users	

SUBJECT

ESR Education Webinars taking place in January 2022. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

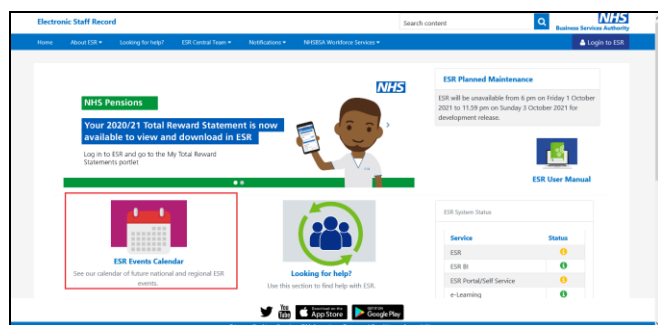
The ESR Education Team continue to deliver a series of functional Webinar events to support Organisations in their use of ESR. The Webinars offered are as follows:

- 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 January 2022

WEBINAR	DATE	TIME
JANUARY 2022		
Recruitment - Manage Vacancies	11/01/2022	10:00am – 11:30am
Recruitment - Manage Applicants	11/01/2022	2:00pm – 3:30pm
HR - New Starters	12/01/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	12/01/2022	2:00pm – 3:30pm
ESR BI – Creating Catalogue Content	13/01/2022	10:00am – 11:30am
ESR BI – Creating Catalogue Content	13/01/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	18/01/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	18/01/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	19/01/2022	2:00pm – 3:30pm
HR - New Starters	26/01/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	26/01/2022	2:00pm – 3:30pm
ESR BI - Customising National BI Content	27/01/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	27/01/2022	2:00pm – 3:30pm

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

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in January 2022.