| UN3121

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11th JAN 2022 | Electronic Staff Record Programme

USER NOTICE | NHS |
|---|---|---|
| **Title** | ESR Education Webinars – February 2022 | |
| **Purpose** | To inform ESR users of the Education Webinars scheduled in February 2022. | |
| **Intended Audience** | All ESR users | |

SUBJECT

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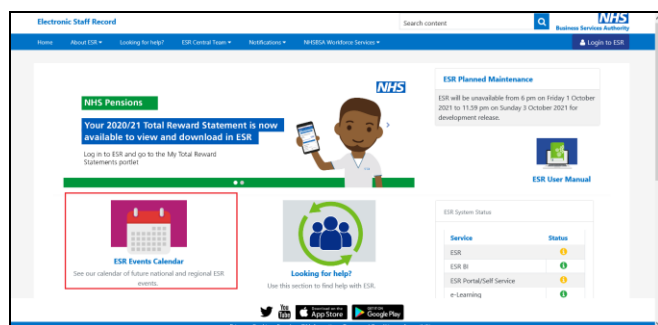
DETAIL

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.

UN3121 2 of 3 11th JAN 2022	Electronic Staff Record Programme USER NOTICE	**NHS**
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Intended Audience	All ESR users	

NOTE: If you have a confirmed booking and are no longer able to attend an event please email ESR.IS-ESRCourseReg@nhs.net as soon as possible in order that your place can be re-allocated.

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SCHEDULE
February 2022

WEBINAR	DATE	TIME
FEBRUARY 2022		
Recruitment - Manage Vacancies	02/02/2022	10:00am – 11:30am
Recruitment - Manage Applicants	02/02/2022	2:00pm – 3:30pm
HR - New Starters	03/02/2022	10:00am – 11:30am
HR - New Starters	03/02/2022	2:00pm – 3:30pm
ESR BI – Creating Catalogue Content	08/02/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	08/02/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	09/02/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	09/02/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	15/02/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	16/02/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	16/02/2022	2:00pm – 3:30pm
ESR BI – Creating Catalogue Content	22/02/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	22/02/2022	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 February 2022.