


UN3129 1 of 3 07 th FEB 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Webinars – March 2022	
Purpose	To inform ESR users of the Education Webinars scheduled in March 2022.	
Intended Audience	All ESR users	

SUBJECT

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

DETAIL

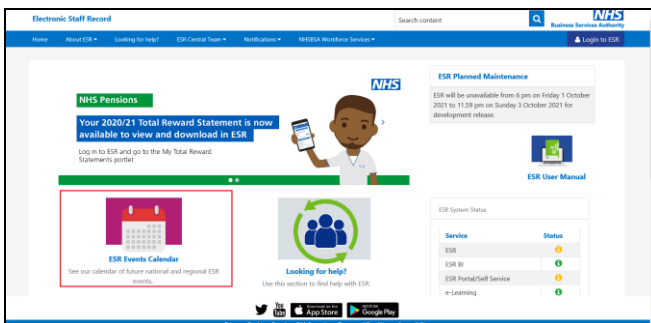
The ESR Education Team continue to deliver a series of functional Webinar events to support Organisations in their use of ESR. The Webinars offered are as follows:

- 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. Bookings are limited to 20 attendees with a restriction of 2 delegates per Employing Authority. This is to ensure a fair allocation of available places where there is high demand for a Webinar. 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. **NOTE:** If you have a confirmed booking and are no

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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 March 2022

WEBINAR	DATE	TIME
MARCH 2022		
Recruitment - Manage Vacancies	01/03/2022	10:00am – 11:30am
Recruitment - Manage Applicants	01/03/2022	2:00pm – 3:30pm
HR - New Starters	02/03/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	02/03/2022	2:00pm – 3:30pm
ESR BI – Creating Catalogue Content	08/03/2022	10:00am – 11:30am
ESR BI – Creating Catalogue Content	08/03/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	09/03/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	09/03/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	10/03/2022	2:00pm – 3:30pm
HR - New Starters	29/03/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	29/03/2022	2:00pm – 3:30pm
ESR BI - Customising National BI Content	30/03/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	30/03/2022	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 March 2022.