


UN3138 1 of 4 07 th MAR 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Webinars – April and May 2022	
Purpose	To inform ESR users of the Education Webinars scheduled in April and May 2022.	
Intended Audience	All ESR users	

SUBJECT

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

DETAIL

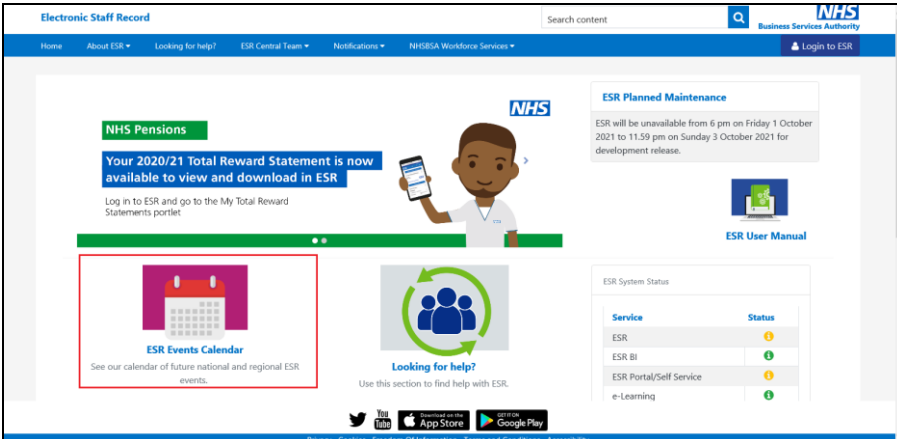
The ESR Education Team continue to deliver a series of functional Webinar events to support Organisations in their use of ESR. The Webinars offered are as follows:

- 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.



Service	Status
ESR	🟡
ESR BI	🟢
ESR Portal/Self Service	🟡
e-Learning	🟢

NOT PROTECTIVELY MARKED

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Webinar Prerequisite: ESR Familiarisation.


As part of the registration process you will be asked which of the following prerequisite statements apply to the person attending the event:

1. I am a new ESR User and will complete the ESR Familiarisation e-Learning prior to this event.
2. ESR Familiarisation not required - I have some experience of using ESR and can navigate around the system.

If statement 1 applies **please remember** to complete the [ESR Familiarisation](#) e-Learning on the ESR Hub prior to attending the webinar.

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.

PLEASE 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
April and May 2022

WEBINAR	DATE	TIME
APRIL 2022		
Recruitment - Manage Vacancies	06/04/2022	10:00am – 11:30am
Recruitment - Manage Applicants	06/04/2022	2:00pm – 3:30pm
HR - New Starters	07/04/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	07/04/2022	2:00pm – 3:30pm
ESR BI – Creating BI Content	12/04/2022	10:00am – 11:30am
ESR BI – Customising National BI Content	12/04/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	20/04/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	20/04/2022	2:00pm – 3:30pm
Recruitment - Manage Vacancies	21/04/2022	10:00am – 11:30am
Recruitment - Manage Applicants	21/04/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	27/04/2022	10:00am – 11:30am
ESR BI - Creating BI Content	28/04/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	28/04/2022	2:00pm – 3:30pm

MAY 2022		
Recruitment - Manage Vacancies	04/05/2022	10:00am – 11:30am
Recruitment - Manage Applicants	04/05/2022	2:00pm – 3:30pm
HR - New Starters	05/05/2022	10:00am – 11:30am
HR - New Starters	05/05/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	10/05/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	10/05/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	12/05/2022	2:00pm – 3:30pm
ESR BI - Creating BI Content	17/05/2022	10:00am – 11:30am
ESR BI - Creating BI Content	17/05/2022	2:00pm – 3:30pm
HR – Assignment Changes and Leavers	18/05/2022	10:00am – 11:30am
HR – Assignment Changes and Leavers	18/05/2022	2:00pm – 3:30pm
ESR BI - Customising National BI Content	31/05/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	31/05/2022	2:00pm – 3:30pm

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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

NEXT UPDATE

Following an easing of government guidelines, consultation is currently underway to reinstate face-to-face classroom based training.

Further information will be provided in the next communication regarding the ESR Education Schedule which will be issued in May 2022.