Title	ESR Education Schedule (Classroom and Webinar) – June and July 2022
Purpose	To inform ESR users of the Education events scheduled in June and July 2022.
Intended Audience	All ESR users

SUBJECT

Further to UN3138 please find below the schedule for the delivery education events in June and July 2022. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

All face-to-face ESR training was postponed in March 2020 due to the Coronavirus pandemic, at which point online webinars were introduced to ensure an ongoing education provision.

Following an easing of government guidelines we are pleased to announce that from June 2022 ESR Education will move to a blended approach of delivery that will combine online learning and face-to-face classroom sessions.

The pandemic has brought about new ways of working and we believe this approach provides you with the flexibility to attend a face-to-face course and/or online webinar as suits your personal needs and circumstances.

The re-instatement of classroom events will initially be trialled at our Midlands site as follows:

Midlands – ESR Training Room, IBM Globe House, Warwick Technology Park, CV34 6NZ

The trial period will last for a minimum of 2 months following which we will consider extending classroom delivery to our North and South locations.

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Classroom Events

- ESR BI - Creating BI Content – 1 day
- ESR BI - Customising National BI Content – 1 day
- OLM - Creating Catalogue Content – 1 day
- OLM - Enrolments and Subscriptions – 1 day

During the trial period, courses will be restricted to a maximum of 7 delegates. Masks, whilst not mandatory, will be provided and wall mounted hand sanitiser units will be available throughout the building. Detailed joining instructions will be provided following registration.

Webinar Events

- 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. Detailed joining instructions will be provided following registration.

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ACTION REQUIRED

To register for a classroom or webinar event please access the ESR Events Calendar on the ESR Hub.

Places will be allocated on a first come, first serve basis and nominations will be restricted to 2 delegates per Employing Authority to help ensure a fair allocation of available places where there is high demand for an event. All places will be confirmed by e-mail within 5 working days.

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
JUNE 2022

CLASSROOM - WARWICK	DATE	TIME
ESR BI – Creating BI Content	14/06/2022	9:30am – 4:30pm
OLM - Creating Catalogue Content	15/06/2022	9:30am – 4:30pm
ESR BI - Customising National BI Content	29/06/2022	9:30am – 4:30pm
OLM - Enrolments and Subscriptions	30/06/2022	9:30am – 4:30pm

WEBINAR - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	08/06/2022	10:00am – 11:30am
Recruitment - Manage Applicants	08/06/2022	2:00pm – 3:30pm
HR - New Starters	09/06/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	09/06/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	21/06/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	21/06/2022	2:00pm – 3:30pm
ESR BI – Creating BI Content	22/06/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	22/06/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	23/06/2022	10:00am – 11:30am
HR - New Starters	28/06/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	28/06/2022	2:00pm – 3:30pm

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JULY 2022

CLASSROOM - WARWICK	DATE	TIME
ESR BI – Creating BI Content	13/07/2022	9:30am – 4:30pm
OLM - Creating Catalogue Content	14/07/2022	9:30am – 4:30pm
ESR BI - Customising National BI Content	27/07/2022	9:30am – 4:30pm
OLM - Enrolments and Subscriptions	28/07/2022	9:30am – 4:30pm

WEBINAR - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	05/07/2022	10:00am – 11:30am
Recruitment - Manage Applicants	05/07/2022	2:00pm – 3:30pm
HR - New Starters	06/07/2022	10:00am – 11:30am
HR - New Starters	06/07/2022	2:00pm – 3:30pm
ESR BI – Creating BI Content	07/07/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	07/07/2022	2:00pm – 3:30pm
HR - Assignment Changes and Leavers	19/07/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	19/07/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	20/07/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	20/07/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	26/07/2022	2:00pm – 3:30pm

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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 event.

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 July 2022.