


UN3181 1 of 4 11 <sup>th</sup> JULY 2022	Electronic Staff Record Programme <b>USER NOTICE</b>	
<b>Title</b>	ESR Education Schedule (Classroom and Webinar) – August 2022	
<b>Purpose</b>	To inform ESR users of the Education events scheduled in August 2022.	
<b>Intended Audience</b>	All ESR users	

## SUBJECT

Further to UN3162 please find below the schedule for the delivery of education events in August 2022. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

## DETAIL

Following an initial 2 month trial at our Warwick venue, we are pleased to advise that face-to-face classroom training is being extended for a further month at our Midlands site as follows:

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

### 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

Each course is restricted to a maximum of 8 delegates. In addition we will require a minimum of 5 delegates for the course to go ahead. Should the minimum number of attendees not be met you will be notified at least 5 working days prior to the training and the course will be cancelled.


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

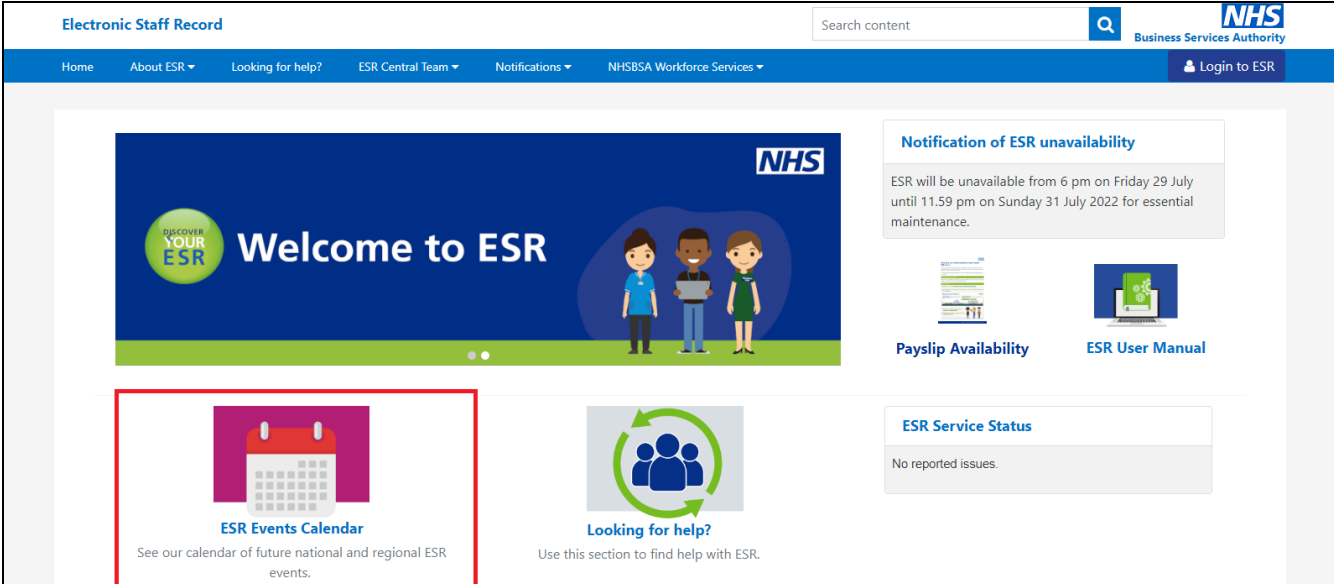
Each Webinar will last for 90 minutes and is limited to 20 attendees to enable delegates to ask questions. Questions will be answered during the session where possible, any questions not answered will be followed up after the event.

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.



The screenshot shows the ESR website interface. The 'ESR Events Calendar' tile is highlighted with a red border. The tile contains a calendar icon and the text: 'ESR Events Calendar. See our calendar of future national and regional ESR events.'

Places will be allocated on a first come, first serve basis and nominations may 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](mailto:ESR.IS-ESRCourseReg@nhs.net) as soon as possible in order that your place can be re-allocated.

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**SCHEDULE  
AUGUST 2022**

<b>CLASSROOM - WOKING</b>	<b>DATE</b>	<b>TIME</b>
ESR BI – Creating BI Content	09/08/2022	9:30am – 4:30pm
OLM - Creating Catalogue Content	10/08/2022	9:30am – 4:30pm
ESR BI - Customising National BI Content	24/08/2022	9:30am – 4:30pm
OLM - Enrolments and Subscriptions	25/08/2022	9:30am – 4:30pm

<b>WEBINAR - ONLINE</b>	<b>DATE</b>	<b>TIME</b>
Recruitment - Manage Vacancies	02/08/2022	10:00am – 11:30am
Recruitment - Manage Applicants	02/08/2022	2:00pm – 3:30pm
HR - New Starters	03/08/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	03/08/2022	2:00pm – 3:30pm
ESR BI – Creating BI Content	04/08/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	04/08/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	16/08/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	16/08/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	17/08/2022	10:00am – 11:30am
HR - New Starters	18/08/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	18/08/2022	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](mailto:ESR.IS-ESRCourseReg@nhs.net)

**NEXT UPDATE**

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