


UN3192 1 of 4 22 nd August 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Classroom and Webinar) – September 2022	
Purpose	To inform ESR users of the Education events scheduled in September 2022.	
Intended Audience	All ESR users	

SUBJECT

Further to UN3181 please find below the schedule for the delivery of education events in September 2022. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

We are pleased to advise that face-to-face classroom training is being offered 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.

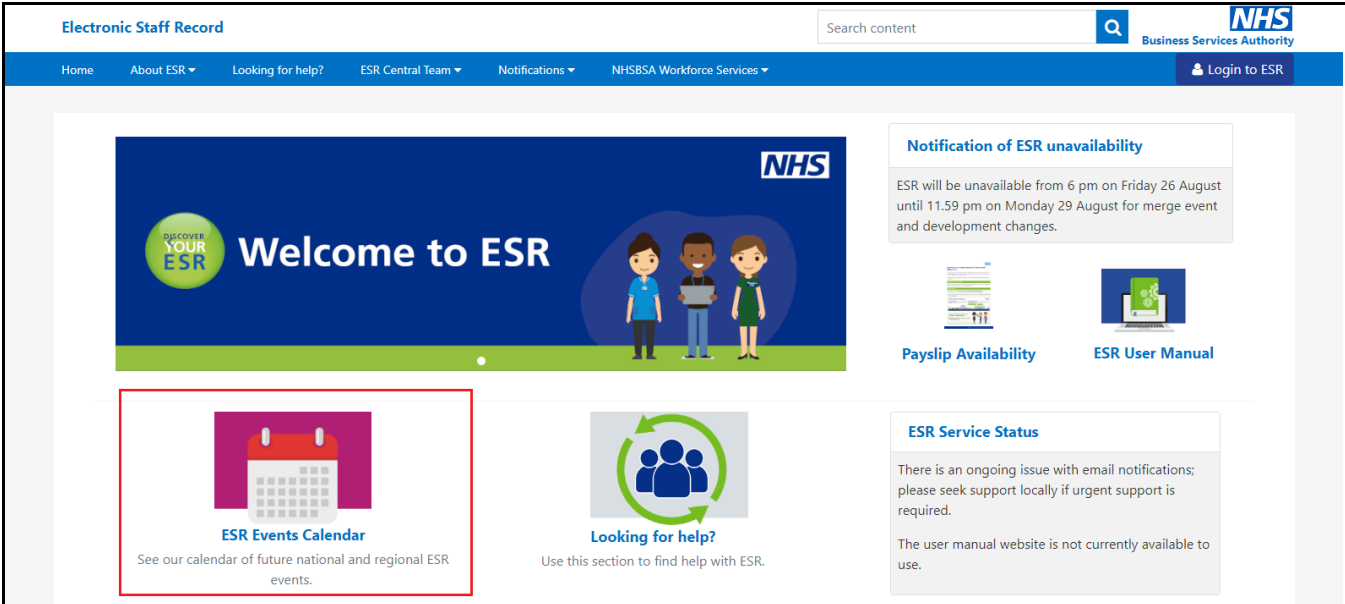
Detailed joining instructions will be provided following registration.

NOT PROTECTIVELY MARKED

UN3192 2 of 4 22 nd August 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Classroom and Webinar) – September 2022	
Purpose	To inform ESR users of the Education events scheduled in September 2022.	
Intended Audience	All ESR users	

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. At the top, there is a search bar and the NHS Business Services Authority logo. The navigation menu includes 'Home', 'About ESR', 'Looking for help?', 'ESR Central Team', 'Notifications', and 'NHSBSA Workforce Services'. A 'Login to ESR' button is also present. The main content area features a large 'Welcome to ESR' banner with the NHS logo and an illustration of three people. Below the banner, there are several tiles: 'ESR Events Calendar' (highlighted with a red box), 'Looking for help?' (with a circular arrow icon), 'Notification of ESR unavailability' (with a text box), 'Payslip Availability' (with a document icon), 'ESR User Manual' (with a laptop icon), and 'ESR Service Status' (with a text box).

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 as soon as possible in order that your place can be re-allocated.

NOT PROTECTIVELY MARKED


UN3192 3 of 4 22 nd August 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Classroom and Webinar) – September 2022	
Purpose	To inform ESR users of the Education events scheduled in September 2022.	
Intended Audience	All ESR users	

**SCHEDULE
SEPTEMBER 2022**

CLASSROOM - WARWICK	DATE	TIME
ESR BI – Creating BI Content	13/09/2022	9:30am – 4:30pm
ESR BI - Customising National BI Content	14/09/2022	9:30am – 4:30pm
OLM - Creating Catalogue Content	27/09/2022	9:30am – 4:30pm
OLM - Enrolments and Subscriptions	28/09/2022	9:30am – 4:30pm

WEBINAR - ONLINE	DATE	TIME
ESR BI – Creating BI Content	01/09/2022	10:00am – 11:30am
ESR BI - Customising National BI Content	01/09/2022	2:00pm – 3:30pm
Recruitment - Manage Vacancies	06/09/2022	10:00am – 11:30am
Recruitment - Manage Applicants	06/09/2022	2:00pm – 3:30pm
HR - New Starters	08/09/2022	10:00am – 11:30am
HR - New Starters	08/09/2022	2:00pm – 3:30pm
OLM - Creating Catalogue Content	20/09/2022	10:00am – 11:30am
OLM - Enrolments and Subscriptions	20/09/2022	2:00pm – 3:30pm
OLM - Introduction to e-Learning	21/09/2022	2:00pm – 3:30pm
HR - Assignment Changes and Leavers	22/09/2022	10:00am – 11:30am
HR - Assignment Changes and Leavers	22/09/2022	2:00pm – 3:30pm

NOT PROTECTIVELY MARKED

UN3192 4 of 4 22 nd August 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Classroom and Webinar) – September 2022	
Purpose	To inform ESR users of the Education events scheduled in September 2022.	
Intended Audience	All ESR users	

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 September 2022.

NOT PROTECTIVELY MARKED