


UN3220 1 of 4 29 th September 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – October 2022	
Purpose	To inform ESR users of the Education events scheduled in October 2022.	
Intended Audience	All ESR users	

SUBJECT

Further to UN3192 please find below the schedule for the delivery of education events in October 2022. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

Due to the unexpectedly low uptake on the classroom courses scheduled between June and September it has been decided to suspend face-to-face delivery in October pending further review.

The following standard webinars will be provided during this period:

Standard 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 between 1 ½ and 2 hours 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.

Ad-Hoc Webinar Events

In addition to the standard webinars, we will also be offering ad-hoc ‘hot-topic’ sessions in October whilst the continuation of classroom training is under review.

A separate notice will be issued this month providing further details.

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ACTION REQUIRED


To register for an event please email ESR.IS-ESRCourseReg@nhs.net

Alternatively the webinars can be accessed via the [ESR Events Calendar](#) on the ESR Hub.

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

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**SCHEDULE
OCTOBER 2022**

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	05/10/2022	10:00am – 11:30am
Recruitment - Manage Applicants	05/10/2022	2:00pm – 3:30pm
HR - New Starters	06/10/2022	10:00am – 12:00am
HR - Assignment Changes and Leavers	06/10/2022	2:00pm – 4:00pm
ESR BI – Creating BI Content	11/10/2022	10:00am – 12:00am
ESR BI - Customising National BI Content	11/10/2022	2:00pm – 4:00pm
OLM - Creating Catalogue Content	12/10/2022	10:00am – 12:00am
OLM - Enrolments and Subscriptions	12/10/2022	2:00pm – 4:00pm
OLM - Introduction to e-Learning	13/10/2022	10:00am – 12:00am
HR - New Starters	18/10/2022	10:00am – 12:00am
HR - Assignment Changes and Leavers	18/10/2022	2:00pm – 4:00pm

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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 October 2022.