


UN3231 1 of 5 26 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – November 2022 – January 2023	
Purpose	To inform ESR users of the Education events scheduled in November 2022 to January 2023.	
Intended Audience	All ESR users	

SUBJECT

Further to UN3220 please find below the schedule for the delivery of education events in November 2022 to January 2023. 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 any further face-to-face delivery pending 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

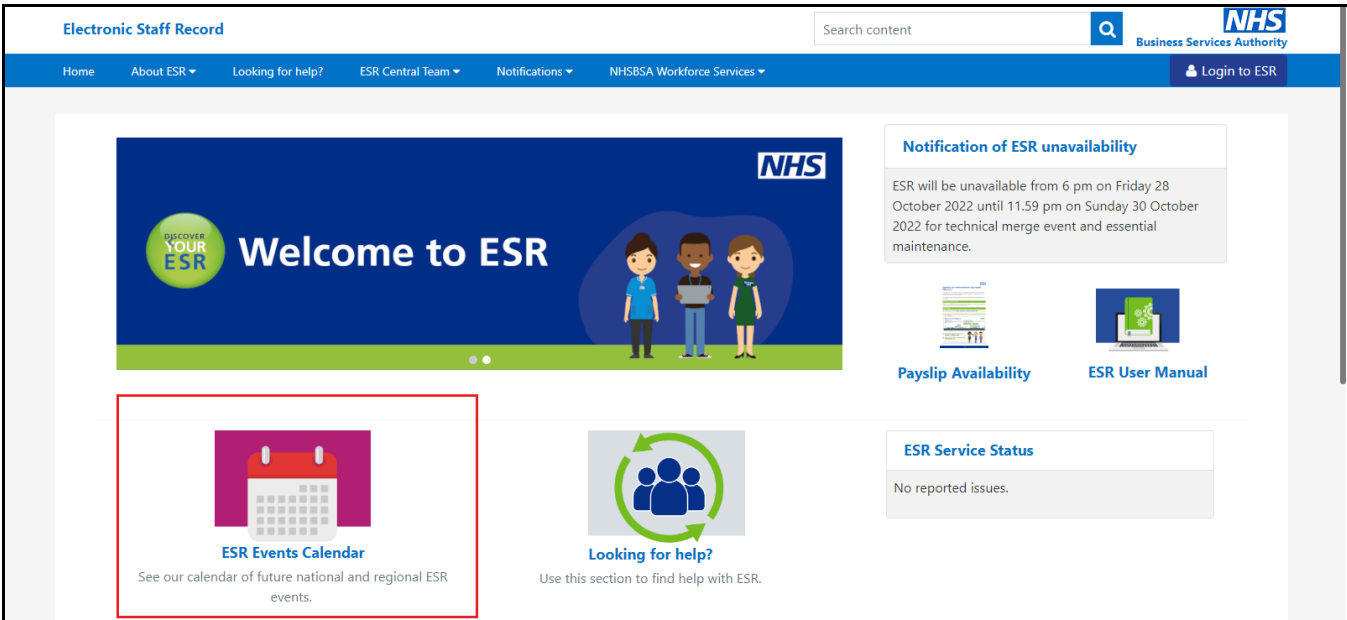
In addition to the standard webinars, we will also be offering ad-hoc ‘hot-topic’ sessions throughout November 2022 to January 2023 whilst the continuation of classroom training is under review.

Separate notices will be issued providing further details.

UN3231 1 of 5 26 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – November 2022 – January 2023	
Purpose	To inform ESR users of the Education events scheduled in November 2022 to January 2023.	
Intended Audience	All ESR users	

ACTION REQUIRED


To register for an 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 'Notification of ESR unavailability' tile states: 'ESR will be unavailable from 6 pm on Friday 28 October 2022 until 11.59 pm on Sunday 30 October 2022 for technical merge event and essential maintenance.' The 'ESR Service Status' tile shows 'No reported issues.'

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.

UN3231 1 of 5 26 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – November 2022 – January 2023	
Purpose	To inform ESR users of the Education events scheduled in November 2022 to January 2023.	
Intended Audience	All ESR users	


**SCHEDULE
NOVEMBER 2022**

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	02/11/2022	10:00am – 11:30am
Recruitment - Manage Applicants	02/11/2022	2:00pm – 3:30pm
HR - New Starters	03/11/2022	10:00am – 12:00am
HR - New Starters	03/11/2022	2:00pm – 4:00pm
ESR BI – Creating BI Content	08/11/2022	10:00am – 12:00am
ESR BI - Customising National BI Content	08/11/2022	2:00pm – 4:00pm
OLM - Creating Catalogue Content	09/11/2022	10:00am – 12:00am
OLM - Enrolments and Subscriptions	09/11/2022	2:00pm – 4:00pm
OLM - Introduction to e-Learning	10/11/2022	2:00pm – 4:00pm
HR - Assignment Changes and Leavers	15/11/2022	10:00am – 12:00am
HR - Assignment Changes and Leavers	15/11/2022	2:00pm – 4:00pm
ESR BI – Creating BI Content	23/11/2022	10:00am – 12:00am
ESR BI - Customising National BI Content	23/11/2022	2:00pm – 4:00pm

DECEMBER 2022

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	06/12/2022	10:00am – 11:30am
Recruitment - Manage Applicants	06/12/2022	2:00pm – 3:30pm
HR - New Starters	07/12/2022	10:00am – 12:00am
HR - Assignment Changes and Leavers	07/12/2022	2:00pm – 4:00pm
ESR BI – Creating BI Content	08/12/2022	10:00am – 12:00am
ESR BI – Creating BI Content	08/12/2022	2:00pm – 4:00pm
OLM - Creating Catalogue Content	13/12/2022	10:00am – 12:00am
OLM - Enrolments and Subscriptions	13/12/2022	2:00pm – 4:00pm
OLM - Introduction to e-Learning	14/12/2022	10:00am – 12:00am
HR - New Starters	20/12/2022	10:00am – 12:00am
HR - Assignment Changes and Leavers	20/12/2022	2:00pm – 4:00pm
ESR BI - Customising National BI Content	21/12/2022	10:00am – 12:00am
ESR BI - Customising National BI Content	21/12/2022	2:00pm – 4:00pm

NOT PROTECTIVELY MARKED

UN3231 1 of 5 26 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – November 2022 – January 2023	
Purpose	To inform ESR users of the Education events scheduled in November 2022 to January 2023.	
Intended Audience	All ESR users	

JANUARY 2023


STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	04/01/2023	10:00am – 11:30am
Recruitment - Manage Applicants	04/01/2023	2:00pm – 3:30pm
HR - New Starters	05/01/2023	10:00am – 12:00am
HR - New Starters	05/01/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	11/01/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	11/01/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	12/01/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	12/01/2023	2:00pm – 4:00pm
OLM - Introduction to e-Learning	17/01/2023	2:00pm – 4:00pm
HR - Assignment Changes and Leavers	18/01/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	18/01/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	24/01/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	24/01/2023	2:00pm – 4:00pm

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.

UN3231 1 of 5 26 th October 2022	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – November 2022 – January 2023	
Purpose	To inform ESR users of the Education events scheduled in November 2022 to January 2023.	
Intended Audience	All ESR users	

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 January 2023.