| UN3256

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19th January 2023 | Electronic Staff Record Programme

USER NOTICE | NHS |
|---|---|---|
| **Title** | ESR Education Schedule (Webinar) – February to May 2023 | |
| **Purpose** | To inform ESR users of the Education events scheduled in February to May 2023. | |
| **Intended Audience** | All ESR users | |

SUBJECT

Further to UN3231 please find below the schedule for the delivery of education events in February to May 2023. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

Recognising the current workforce pressures and following the continued success of the standard webinar sessions, we are pleased to announce that the online sessions during the period February to May 2023 are as follows:

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.

Classroom sessions

We are currently undertaking a review of the delivery of classroom sessions, to enable this to take place we are continuing to suspend the face-to-face delivery.

Ad-Hoc Webinar Events

In addition to the standard webinars, we will also be offering ad-hoc 'hot-topic' sessions during this period, whilst the continuation of classroom training is under review.

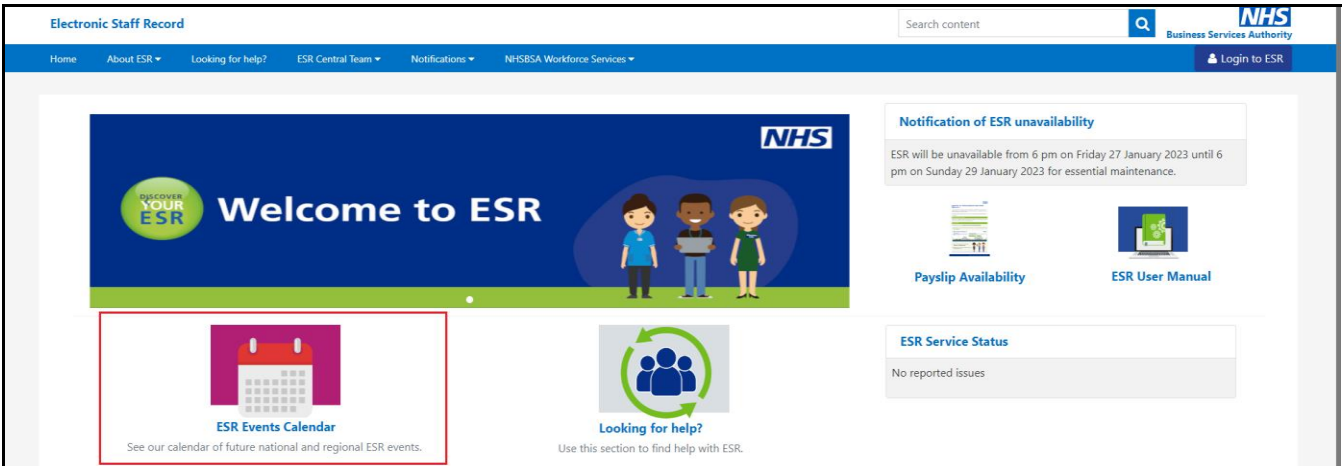A separate notice will be issued this month providing further details.

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ACTION REQUIRED

To register for an event please access 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.

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SCHEDULE
FEBRUARY 2023

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	01/02/2023	10:00am – 11:30am
Recruitment - Manage Applicants	01/02/2023	2:00pm – 3:30pm
HR - New Starters	02/02/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	02/02/2023	2:00pm – 4:00pm
ESR BI - Creating BI Content	07/02/2023	10:00am – 12:00am
ESR BI - Creating BI Content	07/02/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	08/02/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	08/02/2023	2:00pm – 4:00pm
OLM - Introduction to e-Learning	14/02/2023	10:00am – 12:00am
HR - New Starters	15/02/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	15/02/2023	2:00pm – 4:00pm
ESR BI - Customising National BI Content	22/02/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	22/02/2023	2:00pm – 4:00pm

MARCH 2023

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	01/03/2023	10:00am – 11:30am
Recruitment - Manage Applicants	01/03/2023	2:00pm – 3:30pm
HR - New Starters	02/03/2023	10:00am – 12:00am
HR - New Starters	02/03/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	07/03/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	07/03/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	08/03/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	08/03/2023	2:00pm – 4:00pm
OLM - Introduction to e-Learning	09/03/2023	2:00pm – 4:00pm
HR - Assignment Changes and Leavers	14/03/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	14/03/2023	2:00pm – 4:00pm

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ESR BI – Creating BI Content	15/03/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	15/03/2023	2:00pm – 4:00pm

APRIL 2023

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	04/04/2023	10:00am – 11:30am
Recruitment - Manage Applicants	04/04/2023	2:00pm – 3:30pm
HR - New Starters	05/04/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	05/04/2023	2:00pm – 4:00pm
ESR BI - Creating BI Content	12/04/2023	10:00am – 12:00am
ESR BI - Creating BI Content	12/04/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	13/04/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	13/04/2023	2:00pm – 4:00pm
OLM - Introduction to e-Learning	19/04/2023	10:00am – 12:00am
HR - New Starters	20/04/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	20/04/2023	2:00pm – 4:00pm
ESR BI - Customising National BI Content	25/04/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	25/04/2023	2:00pm – 4:00pm

MAY 2023

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	03/05/2023	10:00am – 11:30am
Recruitment - Manage Applicants	03/05/2023	2:00pm – 3:30pm
HR - New Starters	04/05/2023	10:00am – 12:00am
HR - New Starters	04/05/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	10/05/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	10/05/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	11/05/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	11/05/2023	2:00pm – 4:00pm
OLM - Introduction to e-Learning	16/05/2023	2:00pm – 4:00pm
HR - Assignment Changes and Leavers	23/05/2023	10:00am – 12:00am

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HR - Assignment Changes and Leavers	23/05/2023	2:00pm – 4:00pm
ESR BI – Creating BI Content	31/05/2023	10:00am – 12:00am
ESR BI - Customising National BI Content	31/05/2023	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 May 2023.