


UN3335 1 of 4 7 th August 2023	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – September 2023	
Purpose	To inform ESR users of the Education events scheduled in September 2023.	
Intended Audience	All ESR users	

SUBJECT

Further to UN3322 please find below the schedule for the delivery of education events in September 2023. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

Following the continued success of the standard webinar sessions, we are pleased to announce that the online sessions during September 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
- 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, further details will be provided in due course.


Ad-Hoc Webinar Events

In addition to the standard webinars, we will also be offering the following ad-hoc session in August:

- ESR BI - Permissions

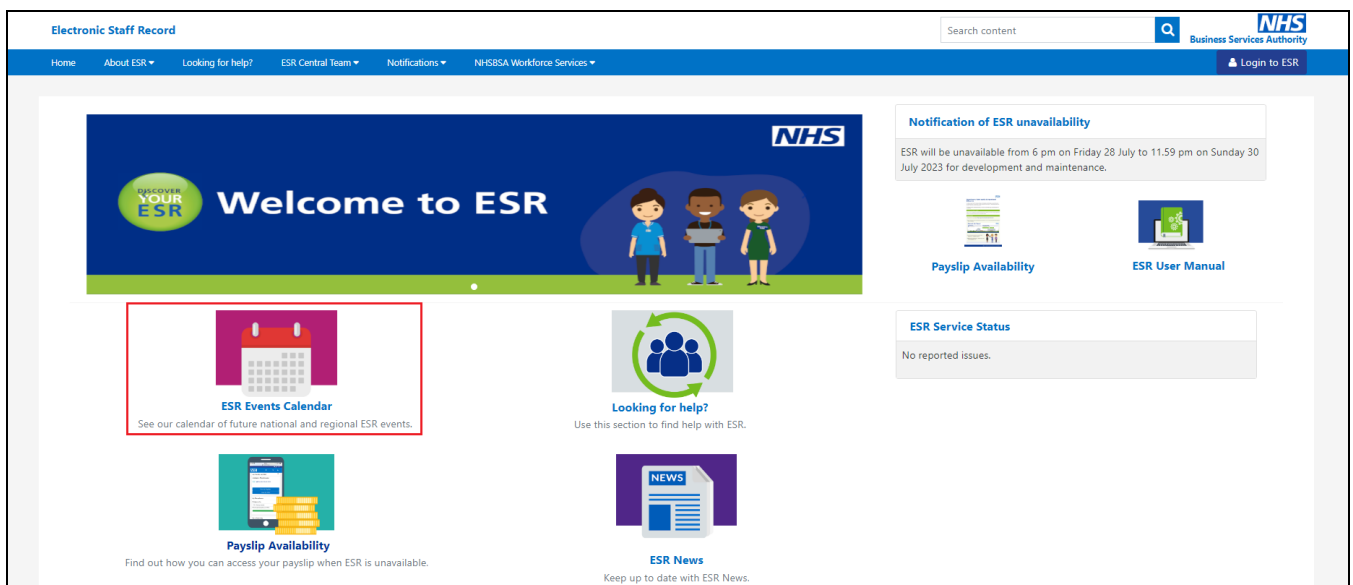
A separate notice will be issued this month providing more details.

NOT PROTECTIVELY MARKED

UN3335 2 of 4 7 th August 2023	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – September 2023	
Purpose	To inform ESR users of the Education events scheduled in September 2023.	
Intended Audience	All ESR users	

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.

NOT PROTECTIVELY MARKED

UN3335 3 of 4 7 th August 2023	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (Webinar) – September 2023	
Purpose	To inform ESR users of the Education events scheduled in September 2023.	
Intended Audience	All ESR users	

**SCHEDULE
SEPTEMBER 2023**

STANDARD WEBINARS - ONLINE	DATE	TIME
Recruitment - Manage Vacancies	05/09/2023	10:00am – 11:30am
Recruitment - Manage Applicants	05/09/2023	2:00pm – 3:30pm
HR - New Starters	06/09/2023	10:00am – 12:00am
HR - New Starters	06/09/2023	2:00pm – 4:00pm
ESR BI - Creating BI Content	07/09/2023	10:00am – 12:00am
ESR BI - Creating BI Content	07/09/2023	2:00pm – 4:00pm
OLM - Creating Catalogue Content	13/09/2023	10:00am – 12:00am
OLM - Enrolments and Subscriptions	13/09/2023	2:00pm – 4:00pm
ESR BI – Customising National BI Content	19/09/2023	10:00am – 12:00am
ESR BI – Customising National BI Content	19/09/2023	2:00pm – 4:00pm
HR - Assignment Changes and Leavers	20/09/2023	10:00am – 12:00am
HR - Assignment Changes and Leavers	20/09/2023	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.

NOT PROTECTIVELY MARKED

<p>UN3335</p> <p>4 of 4</p> <p>7th August 2023</p>	<p>Electronic Staff Record Programme</p> <p>USER NOTICE</p>	
<p>Title</p>	<p>ESR Education Schedule (Webinar) – September 2023</p>	
<p>Purpose</p>	<p>To inform ESR users of the Education events scheduled in September 2023.</p>	
<p>Intended Audience</p>	<p>All ESR users</p>	

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-ESRCourseReq@nhs.net

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in September 2023.