UN3515 1 of 3 31st October 2024	Electronic Staff Record Programme USER NOTICE	NHS
Title	ESR Education Schedule Additional Webinars – November 2024	
Purpose	To inform ESR users of further MS Teams Education events scheduled in November 2024.	
Intended Audience	All ESR users	

SUBJECT

Further to UN3501 the ESR Education Team are pleased to offer a series of additional webinars in November 2024. These sessions are offered to all Employing Authorities at no additional charge as part of the ongoing ESR contract.

DETAIL

The additional MS Teams sessions in November 2024 are as follows:

STANDARD WEBINARS – MS TEAMS	DATE	TIME
HR – New Starters	19/11/2024	10:00am – 12:00am
HR – Assignment Changes and Leavers	19/11/2024	2:00pm – 4:00pm
ESR BI – Creating BI Content	20/11/2024	10:00am – 12:00am
ESR BI – Customising National BI Content	20/11/2024	2:00pm – 4:00pm

Each webinar will last 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 sessions in November, a separate notice will be issued providing more details.
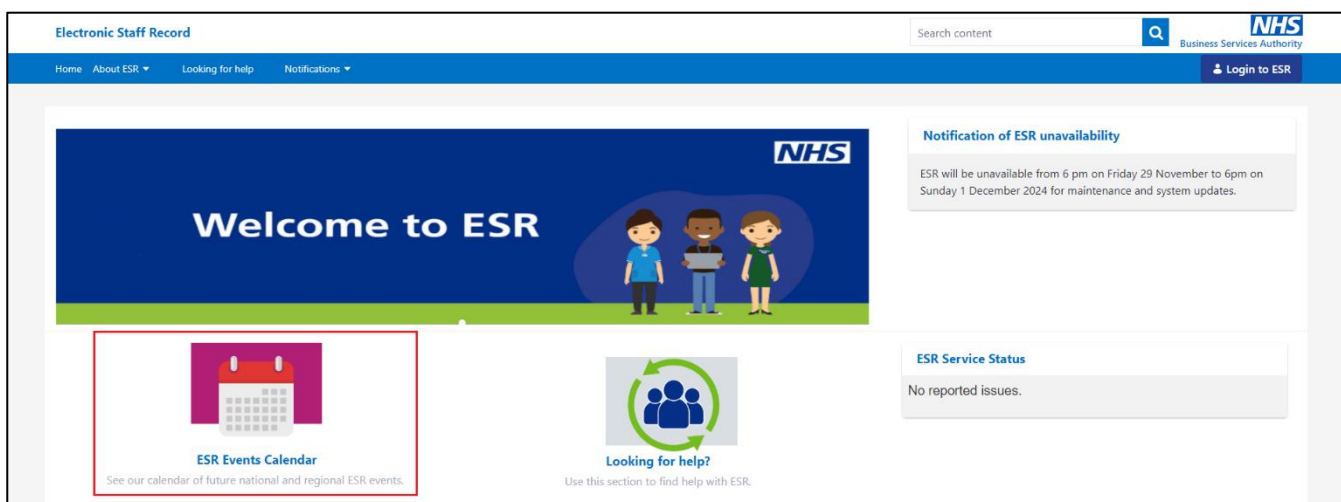
Regional Face-to-Face Training

Regional face-to-face training is now complete for 2024.

We are currently planning classroom sessions for 2025. If you would like to put forward an expression of interest to host regional training please see the ESR Hub for further details.

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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.

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.

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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 November 2024.