


<p>UN3530</p> <p>1 of 4</p> <p>2<sup>nd</sup> December 2024</p>	<p>Electronic Staff Record Programme</p> <p>USER NOTICE</p>	
<p><b>Title</b></p>	<p>ESR Education Schedule (MS Teams) – January 2025</p>	
<p><b>Purpose</b></p>	<p>To inform ESR users of the Education events scheduled in January 2025.</p>	
<p><b>Intended Audience</b></p>	<p>All ESR users</p>	

### SUBJECT

Further to UN3519 please find below the schedule for the delivery of education events in January 2025. 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 in January 2025 are as follows:

#### MS Teams 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.


#### Ad-Hoc MS Teams Events

In addition to the standard webinars we will also be offering ad-hoc sessions in January, 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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## ACTION REQUIRED


To register for an event please access the [ESR Events Calendar](#) on the ESR Hub.



The screenshot shows the Electronic Staff Record (ESR) website. The header includes the NHS logo, a search bar, and navigation links like 'Home', 'About ESR', 'Looking for help', and 'Notifications'. A 'Login to ESR' button is also present. The main content area features a 'Welcome to ESR' banner with an illustration of three people. Below the banner are four main sections: 'ESR Events Calendar' (with a calendar icon), 'Looking for help?' (with a help icon), 'Notification of ESR unavailability' (stating ESR will be unavailable from 6 pm on Friday 20 December to 12 pm on Sunday 22 December 2024 for system updates), and 'ESR Service Status' (stating '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](mailto:esr.is-esrcoursereg@nhs.net) as soon as possible in order that your place can be re-allocated.

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**SCHEDULE  
JANUARY 2025**


<b>STANDARD WEBINARS – MS TEAMS</b>	<b>DATE</b>	<b>TIME</b>
Recruitment - Manage Vacancies	07/01/2025	10:00am – 11:30am
Recruitment - Manage Applicants	07/01/2025	2:00pm – 3:30pm
HR - New Starters	08/01/2025	10:00am – 12:00am
HR – Assignment Changes and Leavers	08/01/2025	2:00pm – 4:00pm
OLM - Creating Catalogue Content	14/01/2025	10:00am – 12:00am
OLM - Enrolments and Subscriptions	14/01/2025	2:00pm – 4:00pm
ESR BI – Creating BI Content	15/01/2025	10:00am – 12:00am
ESR BI – Customising National BI Content	15/01/2025	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.

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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](mailto:esr.is-esrcoursereg@nhs.net)

**NEXT UPDATE**

The next communication regarding the ESR Education Schedule will be issued in January 2025.