Title	ESR Education – Revision to Face-to-Face Training
Purpose	To invite ESR users to host face-to-face training.
Intended Audience	All ESR users

SUBJECT
Expressions of interest to host face-to-face training.

DETAIL
In February 2024 the ESR Education Team introduced regional face-to-face training. Expressions of interest were received from 12 Organisations, of which 6 went on to host classroom training.

In January 2025 we conducted a series of user workshops to evaluate the ongoing requirement for regional training events, alongside the continued online webinars and guidance available.

The feedback concluded that, whilst face-to-face delivery was a valuable offering, barriers such as time, travel and cost were key factors to the low uptake.

We are therefore pleased to extend face-to-face delivery to individual Organisations, along with providing the existing option to host a regional event. This provides the opportunity for you to receive hands-on classroom training, at your Organisation.

Please note that there is a minimum attendance requirement of 5 delegates to enable face-to-face delivery to be undertaken by the Education Team.

We are offering the following courses*:

- ESR Business Intelligence (ESR BI) – Creating BI Content – 1 day
- ESR Business Intelligence (ESR BI) – Customising National BI Content – 1 day
- Oracle Learning Management (OLM) – Creating Catalogue Content – 1 day
- Oracle Learning Management (OLM) – Enrolments and Subscriptions – 1 day

It is important to note that the content offered in the classroom is the same curriculum as offered in our online webinars, with the addition of hands-on practice. For further details please see the ESR Events Calendar.

We can offer you 2 consecutive days in your allocated month where we can provide any combination of the courses listed above.

*If you should have a requirement for an alternative training course not listed above, please contact us to discuss - esr.is-esrcoursereg@nhs.net

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To host an event, you **MUST** agree to meeting these requirements:

Host Organisation Responsibilities

When putting forward an expression of interest to act as a host Organisation for face-to-face training you are agreeing to the following:

- You will act as a host for training for your Organisation.

- There are a minimum of 5 delegates available to attend.

- You will co-ordinate attendance, which can include delegates from neighbouring Organisations if required.

- You can provide a room for us to deliver the training which has a minimum capacity of 6 delegates, including the trainer. NOTE: The room does not have to provide training PCs as there is the option for delegates to use their own device.

- On confirmation that your Organisation is booked for classroom training you will complete a declaration that commits your Organisation to acting as a host and this will be signed by an appropriate director (Finance, HR, Workforce).

During the courses we will use a training environment that requires access to the Health and Social Care Network (HSCN). Connectivity checks will be provided to the host, and individual attendees if using their own device, on confirmation of the events taking place.

ACTION REQUIRED

If you are interested in hosting classroom training courses please provide your expression of interest as follows:

1. **Email -** esr.is-esrcoursereg@nhs.net
2. **Email Title -** Expression of Interest – FTF Training
3. **Email Body -** please confirm:
   a. Your Organisation, room capacity, number of delegates and availability
   b. Your contact details
   c. The courses you would like to be delivered at your site

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There is a 6-week lead time to arrange the training therefore it is imperative you can meet the requirements set out in this notice before providing an expression of interest.

As courses will be scheduled on a first come, first served basis you must be committed to working with us to co-ordinate the training and be flexible in the dates you can accommodate.

You will initially be provided with the month we can deliver at your Organisation and be asked to provide the dates you have available in that period.

Failure to respond in a timely manner will result in your allocated month being offered to another Organisation and will require you to re-submit your interest to host.

FURTHER INFORMATION

If you would like to discuss the role of the host Organisation further or should have any questions on the content of this notice please contact esr.is-esrcoursereg@nhs.net

If you would like to discuss our new Education programme further, please contact the IBM CRMs at esr.is-esrcrm@nhs.net or your Regional NHS Functional Account Manager.

NEXT UPDATE
None.