UN3776 1 of 4 2nd July 2026	Electronic Staff Record Programme USER NOTICE	
Title	ESR Education Schedule (MS Teams) – August 2026	
Purpose	To inform ESR users of the Education events scheduled in August 2026.	
Intended Audience	All ESR users	

SUBJECT
Further to UN3760 please find below the schedule for the delivery of education events in August 2026. 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 August 2026 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 August, a separate notice will be issued providing more details.

Face-to-Face Training

We are now accepting expressions of interest for face-to-face training (classroom) sessions for 2026. For full details 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.

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
AUGUST 2026

STANDARD WEBINARS – MS TEAMS	DATE	TIME
Recruitment - Manage Vacancies	04/08/2026	10:00am – 11:30am
Recruitment - Manage Applicants	04/08/2026	2:00pm – 3:30pm
HR - New Starters	06/08/2026	10:00am – 12:00am
HR - New Starters	06/08/2026	2:00pm – 4:00pm
ESR BI – Creating BI Content	11/08/2026	10:00am – 12:00am
ESR BI – Creating BI Content	11/08/2026	2:00pm – 4:00pm
ESR BI – Customising National BI Content	13/08/2026	10:00am – 12:00am
ESR BI – Customising National BI Content	13/08/2026	2:00pm – 4:00pm
OLM - Creating Catalogue Content	18/08/2026	10:00am – 12:00am
OLM - Enrolments and Subscriptions	18/08/2026	2:00pm – 4:00pm
HR – Assignment Changes and Leavers	20/08/2026	10:00am – 12:00am
HR – Assignment Changes and Leavers	20/08/2026	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

NEXT UPDATE

The next communication regarding the ESR Education Schedule will be issued in August 2026.