

E-KSF MANAGER TRAINING (HALF DAY SESSION)

Designed specifically for managers of Agenda for Change staff

Workshop Overview

The purpose of the e-KSF Manager training workshop is to provide individuals responsible for the creation of KSF Post Outlines with sufficient knowledge of the e-KSF to create KSF Post Outlines on the tool. The workshop will build on delegates basic KSF awareness knowledge.

Each delegate will have an individual PC to benefit from the highly interactive, 'hands on' training day.

Workshop Prerequisites

Knowledge of the KSF is a pre-requisite for attending this training, along with basic knowledge of IT.

Workshop Programme

The workshop is structured into the following core sections:

Workshop Sections	What will you learn?
Post Outline Libraries	<ul style="list-style-type: none">To understand how to utilise the local, shared and national post outline libraries
Post Outlines	<ul style="list-style-type: none">How to create a post outline as a ManagerHow to assign rights to individual(s) to read / write post outlinesHow to customise a post outline as a ManagerHow to approve post outlines as an Administrator
Assigning Outlines	<ul style="list-style-type: none">How to assign a post outline to an individual as a managerHow to set / confirm pay points, gateway information, incremental dates etc.

Who will run the workshop?

The workshop will be facilitated by an individual from the e-KSF National Account Management team, meaning that you will benefit from learning first hand from the tool experts.

E-KSF REVIEWER TRAINING (HALF DAY SESSION)

Designed specifically for reviewers of Agenda for Change staff

Workshop Overview

The purpose of the e-KSF Reviewer training workshop is to provide individuals with reviewer responsibility within the Trust to have sufficient knowledge of the e-KSF to record the Joint Development Review, record Objectives and develop the Personal Development Plan.

This workshop assumes that post outlines have been created on the e-KSF and are available in the local library to be assigned to staff. Each delegate will have an individual PC to benefit from the highly interactive, 'hands on' training day.

Workshop Prerequisites

Knowledge of the KSF is a pre-requisite for attending this training, along with basic knowledge of IT.

Workshop Programme

The workshop is structured into the following core sections:

Workshop Sections	What will you learn?
Post Outline Libraries	<ul style="list-style-type: none">To understand how to utilise the local, shared and national post outline libraries
Assigning Outlines	<ul style="list-style-type: none">How to assign a post outline to an individual as a managerHow to set paypoints, gateway information, incremental dates etc.
Planning Information	<ul style="list-style-type: none">How to set the schedule of meetings associated with the Joint Development Review (JDR) process
Joint Development Review	<ul style="list-style-type: none">How to record the JDRHow to understand the JDR process if the reviewee does not meet their gateway review.
Objective Setting	<ul style="list-style-type: none">How to understand the process to record and sign off objectivesHow an individual's objectives can be integrated with the organisations' objectives
Personal Development Plans	<ul style="list-style-type: none">How to record and sign off an individual's Personal Development Plan (PDP)How to link learning activities within the PDP
Printing the JDR & PDP	<ul style="list-style-type: none">How to understand the print and paper based process options
Questions & Answers	

Who will run the workshop?

The workshop will be facilitated by an individual from the e-KSF National Account Management team, meaning that you will benefit from learning first hand from the tool experts.

Please note: The e-KSF manager and reviewer training sessions can be combined to make a full one day programme for individuals with management / review responsibility.