

# E-KSF TRAIN THE TRAINER 2 DAY WORKSHOP

*Designed specifically for Staff side and Organisational KSF / e-KSF Trainers*

## Workshop Overview

This 2 day workshop has been designed to give Staff Side and Organisational KSF / e-KSF Trainers with the knowledge and skills to deliver e-KSF training to managers and staff within the organisation. Each delegate will have an individual PC to benefit from the two highly interactive, 'hands on' training days.

## Workshop Prerequisites

To obtain the maximum benefits from the day we recommend individuals have a good understanding of the KSF, good IT skills and the ability to deliver training.

*If you do not have a good working knowledge of KSF then you may wish to consider attending the 3 Day KSF /e-KSF Train the Trainer Workshop.*

## Workshop Programme

The workshop is structured into the following core sections:

Workshop Sections	What will you learn?
<b>DAY 1 – The KSF and Post Outlines</b>	
Overview of the NHS KSF and e-KSF	<ul style="list-style-type: none"> <li>• Why the e-KSF was developed, where it fits within the Agenda for Change (AfC) overall strategy and what targets exist for its implementation.</li> <li>• Who has been involved in the development of KSF and the e-KSF.</li> <li>• How the KSF is implemented through the development review process.</li> <li>• How the NHS KSF is used for career and pay progression.</li> <li>• How the KSF is used at foundation &amp; second gateway points in pay bands.</li> </ul>
Post Outline exercises	<ul style="list-style-type: none"> <li>• Using practical examples how to develop a broad and detailed KSF Post Outline.</li> </ul>
The KSF and Development Review	<ul style="list-style-type: none"> <li>• How the KSF is used in the development process as a whole.</li> <li>• How a KSF post outline is applied to individuals' development within the NHS through use of a case study and how learning needs can be assessed.</li> <li>• How to identify the issues that might occur when using development reviews with different groups of staff and ways of addressing those issues.</li> </ul>
<b>Day 2 – The e-KSF</b>	
Logging onto the e-KSF	<ul style="list-style-type: none"> <li>• How to access the e-KSF.</li> <li>• Tips for managing user access within your organisation.</li> </ul>
Structure of the e-KSF	<ul style="list-style-type: none"> <li>• The main functions available on the e-KSF.</li> </ul>
User levels in e-KSF	<ul style="list-style-type: none"> <li>• To understand the 5 different levels of access to e-KSF.</li> </ul>
Creating KSF Post Outlines	<ul style="list-style-type: none"> <li>• How to:               <ul style="list-style-type: none"> <li>○ create a post outline using eKSF, including examples of application and submit it for approval</li> <li>○ share Post Outlines internally for pre-approval consultancy.</li> </ul> </li> </ul>
Post Outline libraries	<ul style="list-style-type: none"> <li>• To understand what the local, shared and national Post Outlines libraries are and how these can be accessed and used.</li> </ul>

Assigning Post Outlines	<ul style="list-style-type: none"><li>• How to assign a post outline to an individual as a manager.</li></ul>
Planning information	<ul style="list-style-type: none"><li>• How to confirm pay-point, gateway and incremental dates.</li></ul>
KSF Development Review	<ul style="list-style-type: none"><li>• How to set the schedule of meetings associated with the KSF Development Review process.</li></ul>
Objective setting	<ul style="list-style-type: none"><li>• How to record the KSF Development Review.</li><li>• How to record a Short Term Action Plan (if an individual does not meet the foundation or second gateway).</li><li>• Whilst not part of the KSF, objective setting is key to any review, you will learn how to record objectives and achievements on the e-KSF.</li><li>• How an individual's objectives can be integrated with the organisations' objectives.</li></ul>
Personal Development Plans	<ul style="list-style-type: none"><li>• How to:<ul style="list-style-type: none"><li>○ record and sign off an individual's Personal Development Plan (PDP)</li><li>○ link learning activities within the PDP</li><li>○ associate KSF dimensions to learning activities</li><li>○ record online evaluation as part of a continuous learning evaluation process.</li></ul></li></ul>
Printing the KSF Development Review & PDP	<ul style="list-style-type: none"><li>• How to print:<ul style="list-style-type: none"><li>○ pro-formas for paper based reviews</li><li>○ completed forms so that staff can use these as part of printed portfolios.</li></ul></li></ul>
Manager reports	<ul style="list-style-type: none"><li>• How to create manager reports and use these can be used to manage a team and individuals with reviewer responsibility within your team.</li></ul>
Questions and answers	

### How will this course benefit you?

Within this workshop you will learn knowledge and skills necessary to:

- train managers and staff to use the e-KSF,
- act as internal support to managers and staff,
- deliver KSF Development Review and Post Outline training,
- increase overall knowledge and skills on the e-KSF.
- learn directly from the national e-KSF team.

### Who will run the workshop?

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

### What will the workshops cost?

#### In-House Training

We can run this 2 day workshop in-house at our fixed daily rate of £950+VAT (plus reasonable travel expenses) for up to 10 delegates per session. (Total Cost £1,900+ VAT). For additional details on running this workshop in-house please contact your regional e-KSF Account Manager or email [info@e-ksf.org](mailto:info@e-ksf.org).

#### Public Workshops

We also host public workshops for £250+VAT per delegate per day (total cost £500+VAT). For additional details on upcoming public workshops please contact [info@e-ksf.org](mailto:info@e-ksf.org) or look at [www.think-workshops.co.uk](http://www.think-workshops.co.uk) for upcoming dates.