

E-KSF TRAIN THE TRAINER 3 DAY WORKSHOP

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

Workshop Overview

This 3 day workshop has been designed to give Staff Side and organisational KSF / e-KSF Trainers with the knowledge and skills to deliver KSF / e-KSF training to managers and staff within an organisation. Each delegate will have an individual PC to benefit from the highly interactive, 'hands on' training day.

Workshop Prerequisites

There are no specific prerequisites to attend this workshop however to obtain the maximum benefits from the day we recommend individuals have a basic understanding of the KSF, good IT skills and the ability to deliver training.

Workshop Programme

The workshop is structured into the following core sections:

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

Workshop Sections	What will you learn?
Day 3 - The e-KSF Development Review Process	
Planning information	<ul style="list-style-type: none"> • How to set the schedule of meetings associated with the KSF Development Review process.
KSF Development Review	<ul style="list-style-type: none"> • How to record the KSF Development Review. • How to record a Short Term Action Plan (if an individual does not meet the foundation or second gateway).
Objective setting	<ul style="list-style-type: none"> • 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. • How an individual's objectives can be integrated with the organisations' objectives.
Personal Development Plans	<ul style="list-style-type: none"> • How to: <ul style="list-style-type: none"> ○ record and sign off an individual's Personal Development Plan (PDP) ○ link learning activities within the PDP ○ associate KSF dimensions to learning activities ○ record online evaluation as part of a continuous learning evaluation process.
Printing the KSF Development Review & PDP	<ul style="list-style-type: none"> • How to print: <ul style="list-style-type: none"> ○ pro-formas for paper based reviews ○ completed forms so that staff can use these as part of printed portfolios.
Manager reports	<ul style="list-style-type: none"> • How to create manager reports and use these can be used to manage a team and individuals with reviewer responsibility within your team.
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 3 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 £2,850+ VAT). For additional details on running this workshop in-house please contact your regional e-KSF Account Manager or email info@e-ksf.org.

Public Workshops

We also host public workshops for £250+VAT per delegate per day (total cost £750+VAT). For additional details on upcoming public workshops please contact info@e-ksf.org or look at www.think-workshops.co.uk for upcoming dates.