



E-KSF ADMINISTRATORS WORKSHOP PART TWO

Designed specifically for e-KSF Administrators & KSF Leads

Workshop Overview

This workshop builds on the content in the 'e-KSF administrators workshop part one' programme and has been designed to give e-KSF Administrators and KSF Leads a more in-depth understanding of how to manage the e-KSF and to act as internal support to managers and staff within the organisation by developing a more detailed understanding of the manager and reviewer functions on the tool.

Workshop Prerequisites

Individuals attending this workshop should have a good knowledge of the core e-KSF Administration functions and attendance at the 'e-KSF administrators workshop part one' workshop would be advantage.

Workshop Programme

The workshop is structured into the following core sections:

Session	What you will learn
Understanding structures within the e-KSF / ESR	<ul style="list-style-type: none">• To understand departmental structures and occupational codes within the e-KSF and the importance of the ESR supervisor field in relation to your staff data in e-KSF in reducing the e-KSF administration time.
Bulk upload function	<ul style="list-style-type: none">• How the bulk upload function can help you to:<ul style="list-style-type: none">○ manage staff not employed by your organisation who need access to e-KSF to review your staff○ edit staff data not held in ESR in bulk – e.g. email addresses.
Running reports	<ul style="list-style-type: none">• To understand what reports are available in the e-KSF and how to:<ul style="list-style-type: none">○ view and use reports within e-KSF,○ download data for local manipulation.• To understand where the e-KSF review outcomes can be found in ESR.
Managing practice & training accounts	<ul style="list-style-type: none">• How to manage the use of training accounts within e-KSF, including how to clean these for use <i>over and over again</i> during training sessions with managers.
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.
Managing and approving post outlines	<ul style="list-style-type: none">• To understand the KSF Post Outline processes in the e-KSF including the importance of the ESR position field in relation to your post outline data in e-KSF.• How to use the e-KSF to assign post outlines in bulk to staff in your organisation.
Assigning post outlines to staff	<ul style="list-style-type: none">• How to use the e-KSF to assign post outlines to staff (individually and in bulk).
Planning information	<ul style="list-style-type: none">• To understand how the e-KSF records the most basic step of any review - the dates when individuals meet.• How managers can report on this planning information.
The KSF Development	<ul style="list-style-type: none">• How to record the KSF development review, including how to add evidence.



Session	What you will learn
Review	<ul style="list-style-type: none">• How the joint sign-off process works in relation to the Development Review.
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 JDR & 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.
Questions & Answers	We will use this time to identify any specific queries that you may have.

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 workshop in-house for a fixed daily rate of £950+VAT (plus reasonable travel expenses) for up to 10 delegates per session. 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. For additional details on upcoming public workshops please contact info@e-ksf.org or look at www.think-workshops.co.uk for upcoming dates.