

E-KSF MANAGER TRAINING

Designed specifically for staff with management responsibility for staff

Workshop Overview

The e-KSF Managers training workshop has been designed to provide individuals with management responsibility for staff, sufficient knowledge of the e-KSF to create a KSF Post Outline, record the KSF Development Review, record Objectives and develop a Personal Development Plan. The workshop also provides an overview of the reports available to managers to enable them to manage the KSF process more efficiently. Each delegate will have an individual PC to benefit from this highly interactive, 'hands on' training session.

Workshop Prerequisites

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

Workshop Programme

The workshop is structured into the following core sections:

Section	What will you learn?
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.
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.
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.
Assigning reviewer rights	<ul style="list-style-type: none"> How to assign KSF reviewer rights to other individuals within your team.
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.



Section	What will you learn?
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 to manage your team and individuals with reviewer responsibility within your team
Questions & Answers	<ul style="list-style-type: none">• We will use this time to identify any specific queries that individuals 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.