

E-KSF ADMINISTRATORS WORKSHOP – DAY 2

Designed Specifically for e-KSF Administrators & KSF Leads

Workshop Overview

This workshop builds on the knowledge learned in the e-KSF Administrators Workshop Day 1 and has been designed to give e-KSF Administrators and KSF Leads the knowledge to act as internal support to managers and staff within the organisation. The second half of the workshop is a test to gain accreditation as an e-KSF Administrator. Each delegate will have an individual PC to benefit from the highly interactive, 'hands on' training day.

Workshop Prerequisites

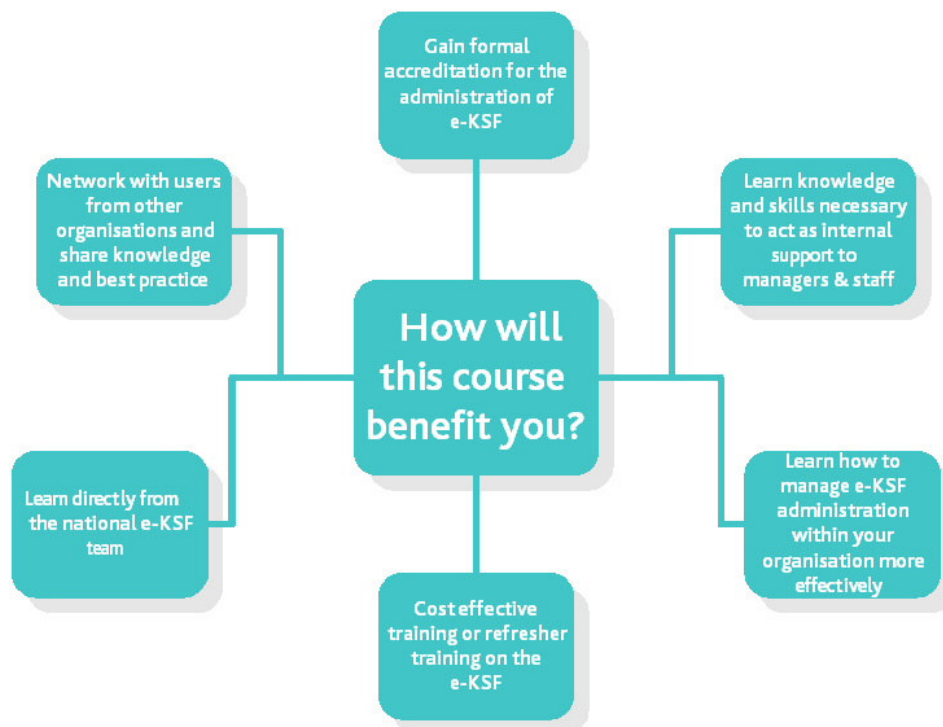
Delegates must have attended the e-KSF Administrators Workshop Day 1 in order to gain accreditation as an e-KSF Administrator.

Workshop Programme

The workshop is structured into the following core sections:

Workshop Sections	What will you learn?
Post Outlines	<ul style="list-style-type: none"> • How to create a post outline as a Manager • How to assign rights to individual(s) to read / write post outlines • How to customise a post outline as a Manager • How to approve post outlines as an Administrator
Post Outline Libraries	<ul style="list-style-type: none"> • To effectively 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 manager and an administrator • How 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 JDR • How 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 objectives • How 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	
Delegate Accreditation	<ul style="list-style-type: none"> • Practical assessment in order to gain accreditation as an e-KSF administrator

How will this course benefit you?



Who will run the workshop?

The group will be divided into two and facilitated by at least two trainers from the e-KSF National Account Management team, meaning that you will benefit from learning first hand from the tool experts, along with sharing knowledge across the network of attendees.

Max Group Size:

The workshop will be restricted to 21 people.

When are workshops taking place?

The following workshops have been scheduled:

Date	Venue	Cost
6 th October 2006	Birmingham – Amirs Suite, Aston University	£250 per delegate
17 th October 2006	Leeds – TBC	£250 per delegate
28 th November 2006	London – TBC	£250 per delegate

Additional Information

If you would like more information on the course more information then please contact the e-KSF team at info@e-ksf.org or by telephone on 07709 416157. If you cannot attend the workshops scheduled but are interested in attending please contact us to be added onto the mailing list.

How to book?

To book your place on any of these workshops then please complete the booking form and return to:

By Post: Lisa Brabbins, 1 Friary, Temple Quay, Bristol, BS1 6EA

By Fax: 0117 344 5004

By Email: lisa@think-associates.co.uk

Or fill in the booking form **online** at:



WORKSHOP BOOKING CONFIRMATION FORM

To confirm your place on a workshop then please complete the details below and return:

By Post: Lisa Brabbins, 1 Friary, Temple Quay, Bristol, BS1 6EA

By Fax: 0117 344 5004

By Email: info@think-associates.co.uk

Course Name: _____ Course Date: ____ / ____ / ____

Full Name: _____

Job Title: _____

Organisation: _____

Address 1: _____

Address 2: _____

City: _____

County: _____ Postcode: _____

Email: _____

Telephone Number: _____

Please state any special dietary requirements

Any additional comments:

Payment terms: Invoices will be raised to the address provided above following confirmation of your place on the workshop. If invoices need to be directed to someone else please advise above. Payment will be due 15 days following receipt of invoice.

Cancellation Policy: If this place is cancelled less than 14 days prior to the workshop fees will be refunded only if the released place is taken up by another participant.

Please tick here to confirm that you accept the payment and cancellation terms and conditions

Please tick here to confirm that you'd like to be kept informed of additional workshops and seminars which may be of interest to you.

Signature _____

Date: ____ / ____ / ____