

E-KSF CHAMPIONS WORKSHOP

Designed Specifically for KSF Leads & HR Directors / Managers

Workshop Overview

This 1 day workshop has been designed to help KSF leads and HR Directors / Managers to learn how to communicate the wider benefits to the organisation of using the e-KSF. The workshop will also facilitate you to develop practical next step actions and learn how to continue to implement and embed the KSF using the e-KSF as a facilitator.

Workshop Prerequisites

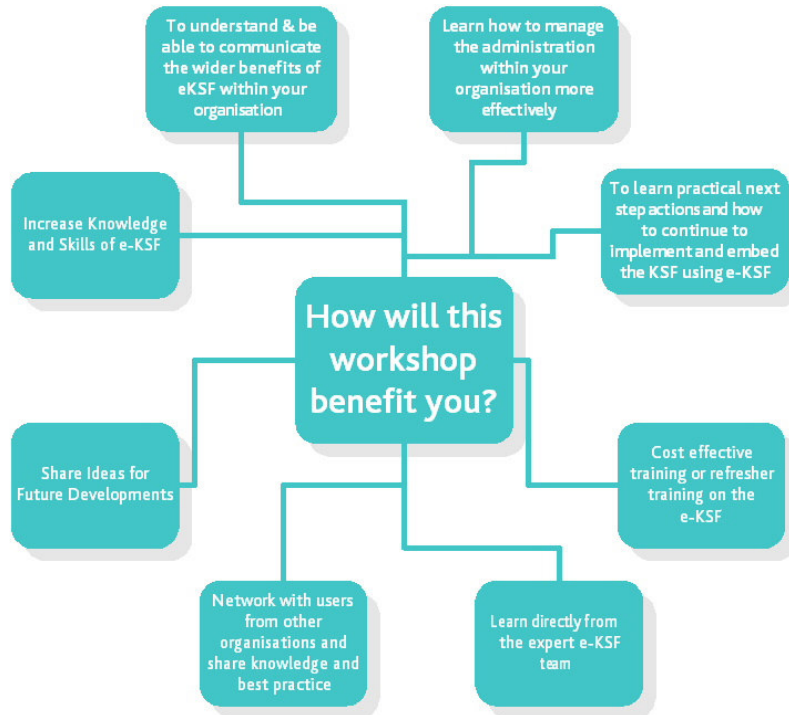
Although there are no specific prerequisites to attend this workshop to obtain maximum benefits from the day we recommend individuals have a working knowledge and understanding of the KSF.

Workshop Programme

The workshop will be of benefit to you if you are just beginning to consider implementing the e-KSF or if you have already started the implementation and want to learn about how to overcome problems or embed the tool most successfully. The workshop is structured into the following core sections:

Workshop Sections	What will you learn?
Overview of KSF	<ul style="list-style-type: none"> • Why the e-KSF was developed and where it fits within the overall strategy • Who manages the development • What future development plans exist
Your Expectations	<ul style="list-style-type: none"> • This section of the workshop is designed to allow you to raise any questions or issues relating to the implementation and management of e-KSF you may have experienced so that we can ensure that we resolve these for you within the course of the workshop.
The Role of e-KSF Lead	<ul style="list-style-type: none"> • To identify the need and role of an e-KSF Lead
Project Structure	<ul style="list-style-type: none"> • To identify the layers of support required within your organisation to successfully implement the e-KSF
Technical Problems and Solutions	<ul style="list-style-type: none"> • What technology the e-KSF tool uses • Where e-KSF fits within your overall systems infrastructure • What options are available to your organisation for the integration of existing systems (Pre and Post ESR) • What minimum IT requirements your organisation needs to run the e-KSF • How to configure systems (Internet Explorer and Adobe Acrobat)
Engaging Stakeholders, Managers and Staff	<ul style="list-style-type: none"> • How to engage your senior stakeholders, managers and staff as part of the e-KSF implementation process
Setting up e-KSF	<ul style="list-style-type: none"> • How to manage Occupational grouping , Organisation structures, Organisation objectives, Budget codes and sources of funding and Staff data on the e-KSF
e-KSF and the NHS Agenda	<ul style="list-style-type: none"> • How e-KSF can provide evidence for the relevant audits required by the DoH, NHS and other external bodies.
Rollout and Risks	<ul style="list-style-type: none"> • To identify the best model for rolling out e-KSF • To recognise the risks associated with various models
Embedding the e-KSF in the Joint Development Review and PDP processes	<ul style="list-style-type: none"> • How e-KSF can be used to manage your Joint Development Review and PDP creation processes.
Project Planning and RACI Chart	<ul style="list-style-type: none"> • To create an outline project plan and RACI chart for your organisation
Your Next Steps	<ul style="list-style-type: none"> • To create an action list for your organisation
Questions & Answers	

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 e-KSF implementation experts, along with sharing knowledge across the network of attendees.

Max Group Size:

The workshop will be restricted to 25 people.

When are workshops taking place?

The following workshops have been scheduled:

Date	Venue	Cost
12 th October 2006	Birmingham - TBC	£250 per delegate
18 th October 2006	Leeds – TBC	£250 per delegate
29 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: ____ / ____ / ____