

E-KSF TRAIN THE TRAINER 3 DAY WORKSHOP

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

Workshop Overview

This 1 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 the organisation. Each delegate will have an individual PC to benefit from the highly interactive, 'hands on' training day.

Workshop Prerequisites

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

Workshop Programme

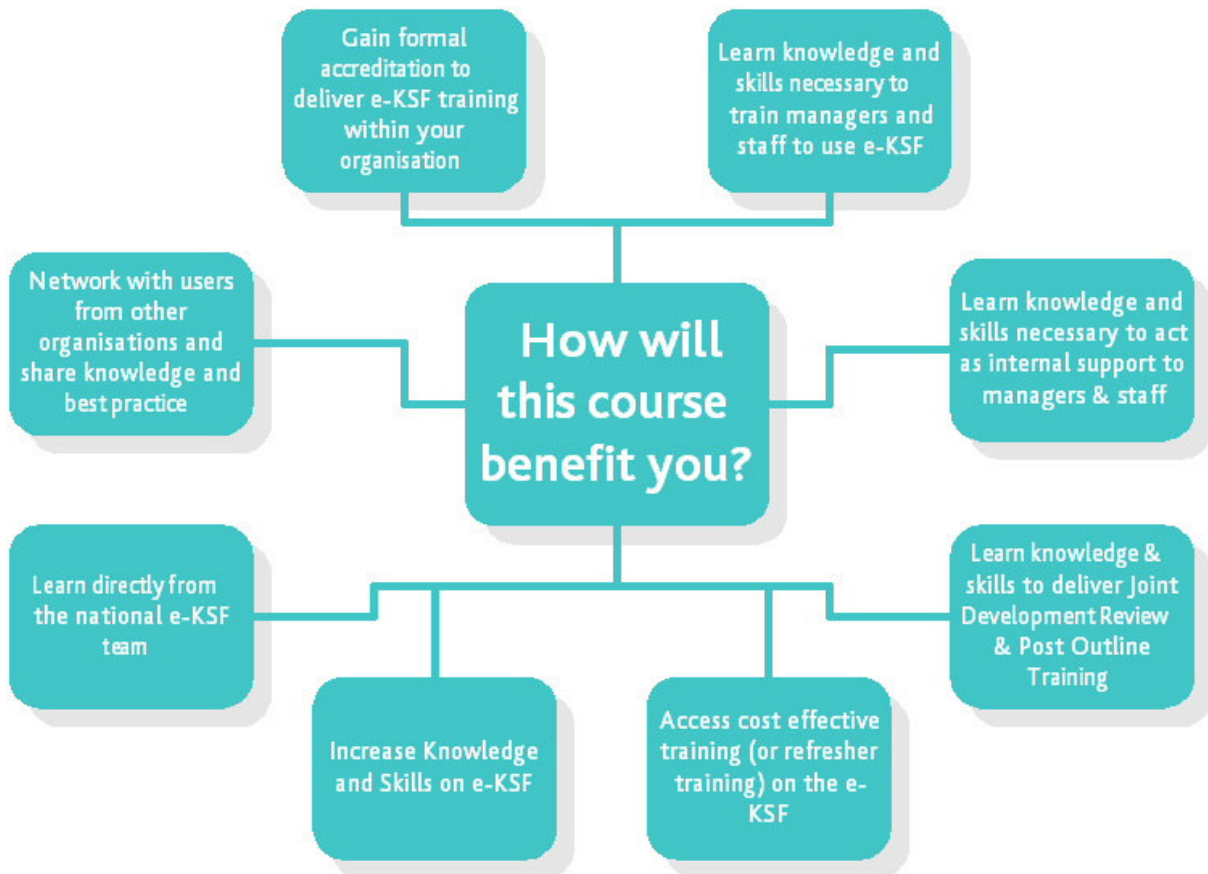
The workshop is structured into the following core sections:

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 eKSF • 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 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 & 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 eKSF	<ul style="list-style-type: none"> • How to access the e-KSF • Tips for managing user access within your organization
Structure of the eKSF Website	<ul style="list-style-type: none"> • The main functions of the e-KSF
User levels in eKSF	<ul style="list-style-type: none"> • To understand the 5 different levels of access to e-KSF
Post Outlines	<ul style="list-style-type: none"> • To understand how to create a post outline on e-KSF
Post Outline Libraries	<ul style="list-style-type: none"> • To effectively utilise the local, shared and national post outline libraries
Assigning Outlines to Staff	<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.

Workshop Sections | **What will you learn?**
Day 3 - The eKSF Development Review Process

<p>Planning Information</p> <p>Recording the Joint Development Review</p> <p>Objective Setting</p> <p>Recording the PDP & links to Learning Activities</p> <p>Printing the JDR & PDP Manager Homepage Questions and Answers Delegate Accreditation</p>	<ul style="list-style-type: none"> • How to set the schedule of meetings associated with the Joint Development Review (JDR) process • How to record the JDR • How to understand the JDR process if the reviewee does not meet their gateway review. • How to understand the process to record and sign off objectives • How an individual’s objectives can be integrated with the organisations’ objectives • How to record and sign off an individual’s Personal Development Plan (PDP) • How to link learning activities within the PDP • How to understand the print and paper based process options • To understand additional manager functionality <p>Delegate Accreditation;</p> <ul style="list-style-type: none"> • To verify understanding of the KSF Outline process • To verify understanding of the KSF JDR process • To verify competence using eKSF
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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 for 3 Day Workshop
7 th -9 th November 2006	Leeds – TBC	£750 per delegate
21 st -23 rd November 2006	London – TBC	£750 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 this workshop 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: ____ / ____ / ____