



MAKING THE MOST OF E-KSF REPORTS

Designed for KSF leads, Learning and Development Managers, HR Directors, Managers, Union Learning Representatives

Workshop Overview

The e-KSF system contains a comprehensive set of freely available reports to help you manage the KSF process, and also get great insights into organisational development by aggregating KSF review and PDP data. Combining e-KSF data with information from the ESR system in England and Wales, and the SWISS system in Scotland, gives the potential for even more powerful analysis.

This workshop is aimed at people in local NHS organisations, and SHAs/Boards, who want to find out more about how to run reports and, more importantly, how to use the data in these reports to inform great KSF roll-out and effective training and development delivery.

Workshop Programme

The workshop is structured into the following core sections:

Session	What you will learn: -
Introduction to e-KSF reports	<ul style="list-style-type: none"> • What reports are available on e-KSF • How to run reports on e-KSF
Configuring e-KSF for effective reporting	<ul style="list-style-type: none"> • How to configure e-KSF to maximise the effectiveness and use of reports. Where data comes from to feed reports (including data from ESR)
Managing e-KSF using reports	<ul style="list-style-type: none"> • How to use e-KSF reports to help manage the KSF process
KSF monitoring returns	<ul style="list-style-type: none"> • How to use e-KSF reports to easily complete national KSF monitoring returns
Aligning training and development	<ul style="list-style-type: none"> • How to use e-KSF reports to align Training and Development provision to staff development needs
Using e-KSF for equality and diversity requirements	<ul style="list-style-type: none"> • How to use e-KSF reports to make sure you meet the Equality and Diversity requirements • How to align with the Widening Participation in Learning Strategy
Using e-KSF to negotiate with internal & external suppliers	<ul style="list-style-type: none"> • How to use e-KSF reports to better negotiate with internal and external suppliers
Maximising the impact of your training budget	<ul style="list-style-type: none"> • How to use e-KSF reports to maximise the impact of your training budget
Planning your future Learning and Development provision	<ul style="list-style-type: none"> • How to use e-KSF reports to plan your future training provision
New e-KSF reports for managers	<ul style="list-style-type: none"> • How to encourage managers to utilise e-KSF reports to manage their own staff development
Selling the benefits of e-KSF to your organisation	<ul style="list-style-type: none"> • Who would be interested in e-KSF reporting data • Where else can you use e-KSF reporting data
Combining e-KSF with a Learning Management System	<ul style="list-style-type: none"> • What additional data could you obtain when integrating e-KSF with a Learning Management System? • What options are there currently for organisations
Questions and Answers	<ul style="list-style-type: none"> • We will use this time to identify any specific queries that individuals may have.



Key benefits of commissioning this workshop from the e-KSF Team: -

Some of the key benefits of opting to run this workshop in-house are as follows: -

- You will gain a refresher on how to run all the reports on e-KSF to ensure you know how to do this confidently.
- You will understand where the data comes (including information from ESR) so that you can ensure your organization has e-KSF configured to deliver the maximum amount of data for planning training provision.
- We will teach you how to make sense of the reports to improve the effectiveness of your training and development function.
- You will gain an insight into how to ensure that your training provision is in line with the needs of the organization and thus ensure training budgets are maximized moving forwards.
- You will be investing in what is otherwise a 'free' system provided by the Department of Health so that you are able to realise more value from the system.
- You will be learning directly from the national e-KSF team to ensure that the latest information and reporting functionality is trained and fully understood.

Workshop Prerequisites

There are no prerequisites for running this workshop and it will be of equal benefit to organisations that are currently live with ESR and those that are in the later roll out waves. Equally there will be benefit to organisations regardless of their stage of implementation with e-KSF.

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.