

NHS ESR - OLM

Course Objectives

This course takes candidates through the full management cycle of employee learning, from the building of course details to the assigning of delegates to a class.

Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"> • Sales Consultants • Support Engineer • Functional Implementer • End users 	<ul style="list-style-type: none"> • Basic PC Skills 	2 Days

Course Contents

Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

Creating Suppliers and Resources

- Enter a new supplier
- Enter a new resource

Creating Courses

- Create a New Course
- Add a Learning Competency
- Add a Category
- Add other information
- Define Learner Access

Create Offerings

- Specify the delivery mode of the course
- View and Amend Instructor Competencies
- View and Amend Resource Checklist
- Add Learner Access

Creating Scheduled Classes

- Create a Class
- Add Sessions
- View a list of enrolments
- Book Resources
- Copy a class

Creating One Time Classes

- Create a One Time Class

Create Learning Paths

- Create a Learning Path
- Create Sections
- Add Components

Booking Class Resources

- Book Resources on to a Class

Creating Customers

- Create a customer organisation
- Create a customer contact

Searching for Classes

- Search for a Class

Student Enrolments

- Enrol Students

Class Waiting List

- Add Employees to the Waiting List
- Remove Employee from the Waiting List

Enrolment Cancellations

- Cancel a Student Enrolment
- Enrol a Student from the Waiting List

Update Student Records

- Update Student Competencies
- View Attendance Details and Enrolment History

Record Other Learning

- Record Details of External Training Events Attended