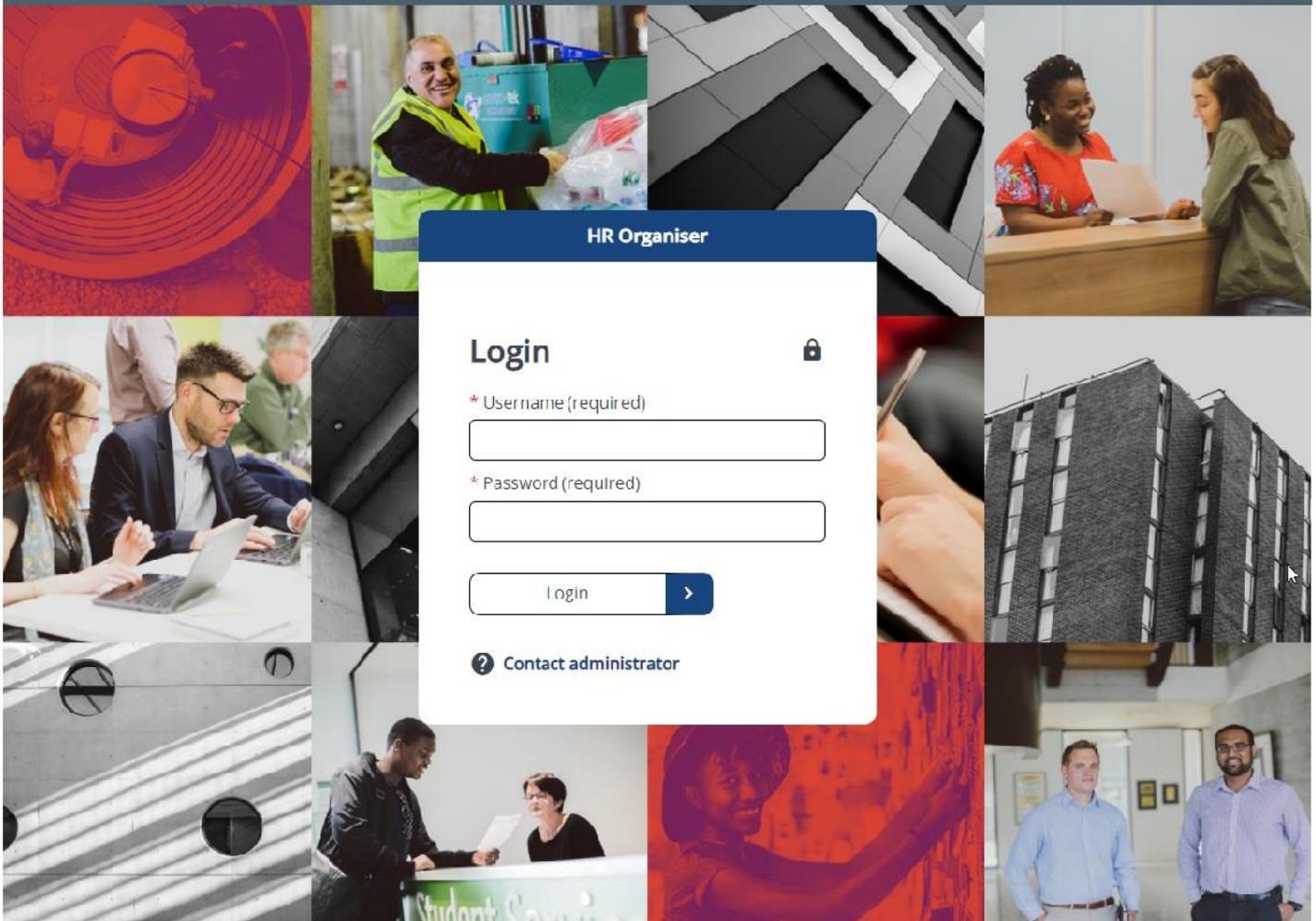


# HR Organiser

## Professional Development

[Log in here](#)



## Table of Contents

Booking a Course.....	2
Waiting Lists .....	3
Cancelling your Place .....	4
Evaluation Forms .....	5
Personal Learning Events.....	6
Contact Us .....	6

## Booking a Course

The current available courses will show on the 'Professional Development' page in HR Organiser. You can use keywords in the search to filter the results.

The screenshot shows the 'Professional Development' page with a 'Courses' tab selected. A search bar contains the keyword 'induction', which is circled in red. Below the search bar are date pickers for 'Start date' (16/02/2022) and 'End date'. A 'Search' button is visible. The results table below shows four induction networking events.

Learning activity ↑	Type	Duration	Events available
Induction networking event - excellence in research and education	zCareer development	1 Hours	1 event 23 May 2022 - 23 May 2022 11:30 - 13:00
Induction networking event - our estates our money and our governance	zCareer development	1.5 Hours	2 events 22 Feb 2022 - 22 Feb 2022 10:00 - 11:30...
Induction networking event - the student's experience	zCareer development	1.5 Hours	1 event 13 Jul 2022 - 13 Jul 2022 10:00 - 11:30
Induction networking event - welcome to the University from the Vice-Chancellor and...	zCareer development	1 Hours	1 event 16 Mar 2022 - 16 Mar 2022 11:30 - 13:00

To find out more about an event or to book your place, click on the activity title. The next page will provide a summary of the event and list any available dates; click on the 'Book onto course' button for the date you wish to attend.

Date ↑	Time	Tutor	Venue	Spaces	
23 May 2022 - 23 May 2022	11:30 - 13:00	Mrs Andrea Munson		100	<a href="#">Book onto course</a>

Choose the origin of request and reason from the drop down and click 'Save'. You will then be emailed confirmation of your booking and a diary event which you can add to your calendar.

## Waiting Lists

If you are unable to attend on any of the listed dates, or if they are fully booked, you can add yourself to the waiting list by clicking on the 'Add to waiting list' button.

Date ↑	Time	Tutor	Venue	Spaces	
23 May 2022 - 23 May 2022	11:30 - 13:00	Mrs Andrea Munson		100	<a href="#">Book onto course</a> <a href="#">Add to waiting list</a>

Again, enter the origin of request and reason, then save. You will be emailed when a space on the course becomes available.

To view the waiting lists you are on, click the 'My activities' tab from the main 'Professional Development' page and change the 'Learning activities' drop-down to 'Waiting list'. To remove yourself from a waiting list, click on the activity and then 'Delete'.

**Professional Development**

Courses    My activities

---

**Learning activities**

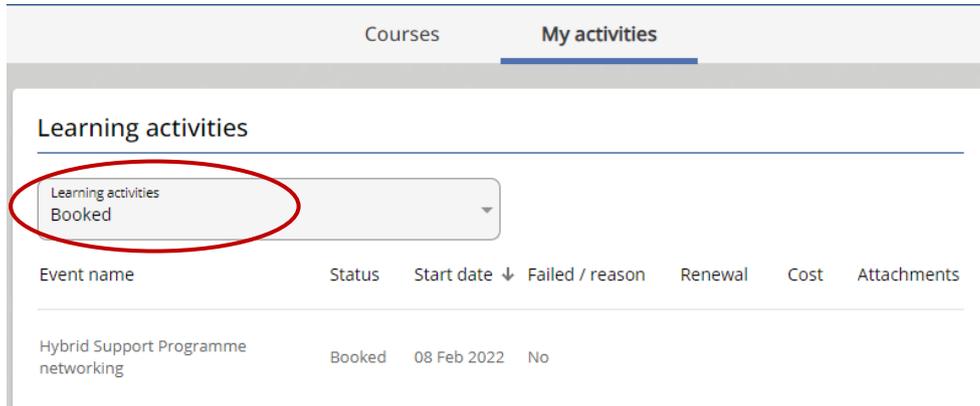
Learning activities  
Waiting list

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
PowerPoint for beginners	Waiting list					

+ Add personal learning

## Cancelling your Place

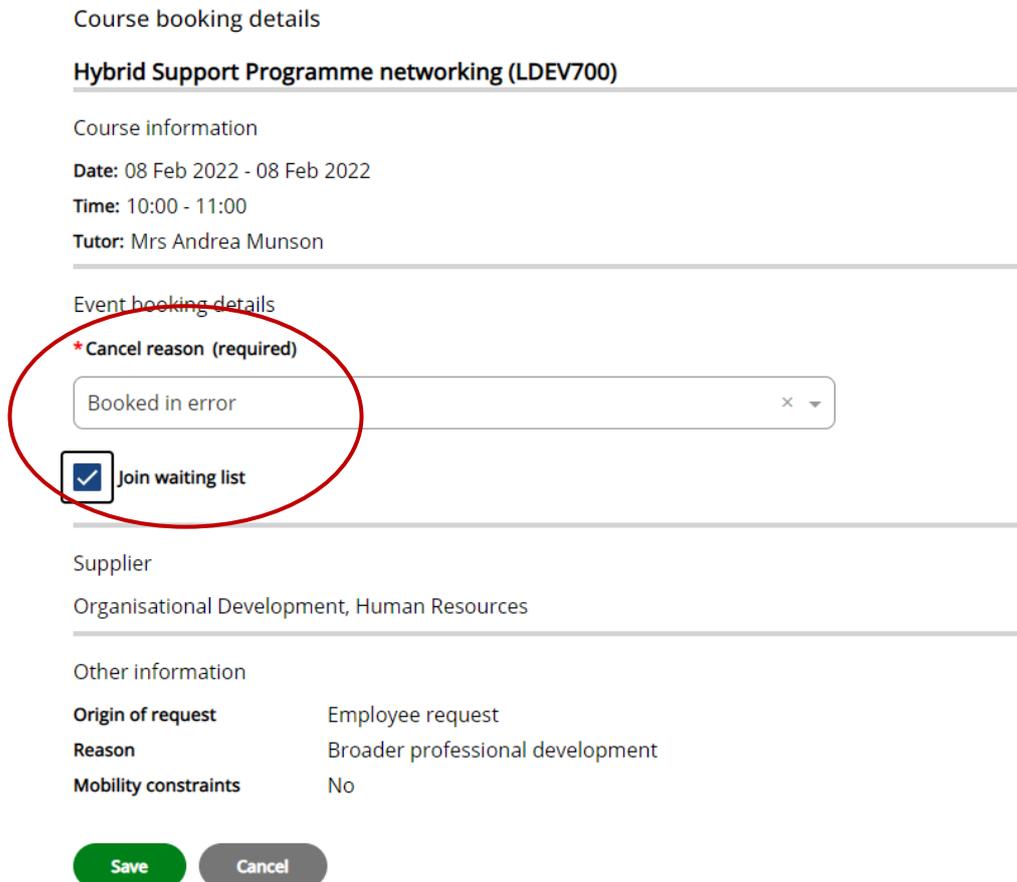
If you are no longer able to attend a course, again navigate to the 'My activities' tab, but this time choose 'Booked' from the drop-down. This will display any courses you are currently booked onto.



The screenshot shows the 'My activities' tab with a table of learning activities. A red circle highlights the 'Learning activities' dropdown menu, which is currently set to 'Booked'. The table below shows one activity: 'Hybrid Support Programme networking' with a status of 'Booked', a start date of '08 Feb 2022', and no failed reason.

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost	Attachments
Hybrid Support Programme networking	Booked	08 Feb 2022	No			

Click on the event name and enter a reason for cancelling in the 'Cancel reason' box. You can also choose to join the waiting list at this point by selecting the 'Join waiting list' checkbox. When you have completed the relevant details, click 'Save'.



The screenshot shows the 'Course booking details' page for 'Hybrid Support Programme networking (LDEV700)'. A red circle highlights the 'Cancel reason (required)' dropdown menu, which is set to 'Booked in error', and the 'Join waiting list' checkbox, which is checked. The page also shows course information, event booking details, supplier information, and other information.

**Course booking details**

**Hybrid Support Programme networking (LDEV700)**

Course information

**Date:** 08 Feb 2022 - 08 Feb 2022

**Time:** 10:00 - 11:00

**Tutor:** Mrs Andrea Munson

Event booking details

\*Cancel reason (required)

Booked in error

Join waiting list

Supplier

Organisational Development, Human Resources

Other information

**Origin of request** Employee request

**Reason** Broader professional development

**Mobility constraints** No

**Save** **Cancel**

## Evaluation Forms

After you have attended an event you will often be asked to complete an evaluation form. You will be emailed when these are available and ready to be completed. Any evaluation forms requiring completion will show in the 'Learning evaluations' section of the 'My activities' tab.

### Learning evaluations

All	✓ Current	Requires authorisation	Provisional	In progress	Completed
Learning evaluation template ↓	Event name	Event start date	Status	Due date	
Initial course feedback	Hybrid Support Programme networking	08 Feb 2022	Provisional	22 Feb 2022	

Click on the evaluation form template name to complete this. The first page will provide details of what is required; click 'Start' to complete the form. Any question with "(required)" next to it is mandatory and you will not be able to submit the form unless this is completed.

Initial course feedback (Your feedback) (1 of 1)

08/02/2022

Overview

Your feedback

	Not very confident	Fairly confident	Very confident
How confident do you feel to apply the content of the development opportunity? (required)	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Any further comments?

What skills/knowledge have you learnt? (required)

Example

Once you have completed the form click 'Summary' to return to the main page, and then click 'Submit'.

## Personal Learning Events

You can also record any training or development opportunities that were not scheduled and booked through HR Organiser by adding these as personal learning events. To do this, go to the 'My activities' tab and click the 'Add personal learning' button in the 'Learning activities' box. Enter the details of the course you attended and then click 'Save'.

### Personal learning event details

\* Event title (required)

Internal

\* Start date (dd/mm/yyyy) (required)

End date (dd/mm/yyyy)

Duration

Learning hours

Learning event code

Completed

Score

Save

Cancel

+ Add personal learning

## Contact Us

For general HR Organiser queries please contact the [Commercial Applications Helpdesk](#)

For any questions about the courses on offer, or your learning record, contact [develop@essex.ac.uk](mailto:develop@essex.ac.uk).