



Webinar Name	Date/Time	Who it is aimed at	What it covers
How to Use Assess	Thursday 04 July – 2:00pm GMT	This webinar is aimed at new or current Administrators who would like training on how to use all the main functionalities on Assess.	This webinar will cover the following: Organisation and Hierarchy maintenance Creating pathways and assigning users Using the CPD Log
Pathways	Tuesday 09 July – 11:00am GMT	This webinar is aimed at Administrators who would like training on how to build pathways to assign to their users.	This webinar will cover the following: How to build pathways using learning modules and assessments Registering users onto pathways User maintenance on pathways Setting up email reminders
How to Use Assess	Thursday 11 July – 2:00pm GMT	This webinar is aimed at new or current Administrators who would like training on how to use all the main functionalities on Assess.	This webinar will cover the following: Organisation and Hierarchy maintenance Creating pathways and assigning users Using the CPD Log
Reports for beginners	Friday 12 July – 11:00am GMT	This webinar is aimed at Administrators and Managers who would like to set up and run pre-set reports.	This webinar will cover the following: An overview of the pre-set reports that are available How to run a report and use the filter options How to 'Save as' and edit one of the pre-set reports How to export your report
Advanced Reports	Tuesday 16 July – 11:00am GMT	This webinar is aimed at Administrators already familiar with how to run pre-set reports who would like to learn how to create their own bespoke reports.	This webinar will cover the following: Selecting data sources and parameters Field selections How to filter and sort your reports

<u>How to Use Assess</u>	Thursday 18 July – 2:00pm GMT	This webinar is aimed at new or current Administrators who would like training on how to use all the main functionalities on Assess.	This webinar will cover the following: Organisation and Hierarchy maintenance Creating pathways and assigning users Using the CPD Log
<u>IDD</u>	Friday 19 July – 11:00am GMT	This webinar is aimed at Administrators who would like to find out more about IDD and how they can use Assess to fulfil their organisations IDD requirements	This webinar will cover the following: Overview of IDD training requirements Using the 15-hour CPD tool Using the IDD pathways IDD reports and dashboards
<u>Reports for beginners</u>	Tuesday 23 July – 11:00am GMT	This webinar is aimed at Administrators and Managers who would like to set up and run pre-set reports.	This webinar will cover the following: An overview of the pre-set reports that are available How to run a report and use the filter options How to 'Save as' and edit one of the pre-set reports How to export your report
<u>How to Use Assess</u>	Thursday 25 July – 2:00pm GMT	This webinar is aimed at new or current Administrators who would like training on how to use all the main functionalities on Assess.	This webinar will cover the following: Organisation and Hierarchy maintenance Creating pathways and assigning users Using the CPD Log
<u>Pathways</u>	Friday 26 July – 11:00am GMT	This webinar is aimed at Administrators who would like training on how to build pathways to assign to their users.	This webinar will cover the following: How to build pathways using learning modules and assessments Registering users onto pathways User maintenance on pathways Setting up email reminders