

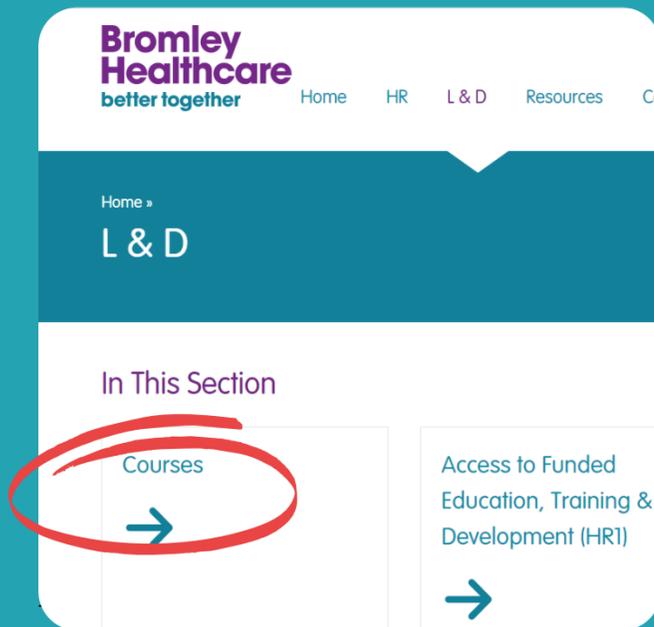
How To Book Face2Face & Virtual Training



How To Book Training

We are now moving to a course calendar approach. You will be able to access the training calendar and see any available face to face and virtual training sessions via MS Bookings.

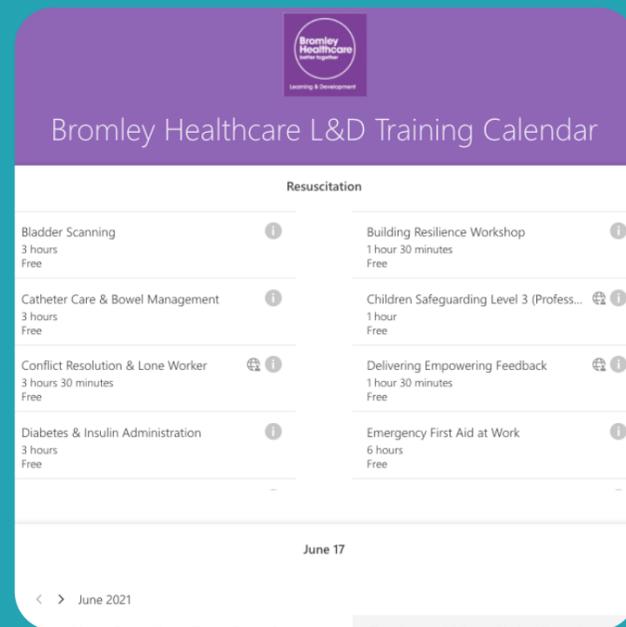
For more information: Watch Video Guide or Refer to FAQ's



Intranet

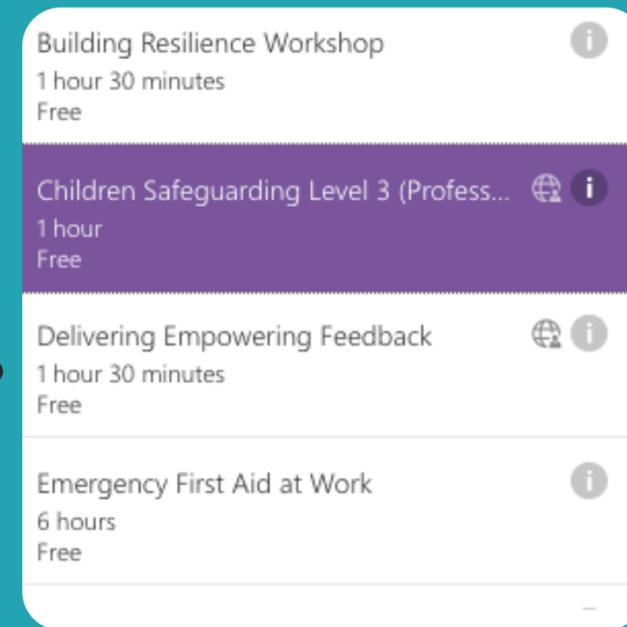
Navigate to the L&D page on the Bromley Healthcare Intranet and select:

- Courses



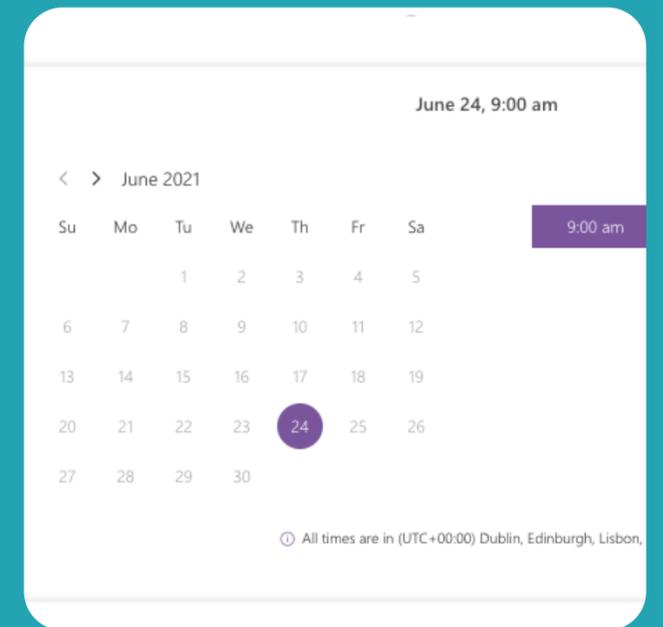
Navigate to Bromley Healthcare L&D Training Calendar

You can access the Bromley Healthcare L&D Training Calendar via a direct link, the L&D Intranet page or your ESR portal.



Select Training (aka 'Service')

Once on the Bromley Healthcare L&D Training Calendar, select the training you require. Clicking the information icon on the right-hand side of the training will give you more information (including any prerequisites).



Select Required Date & Time

Only the available dates and times for the desired training will be visible to you on the calendar. If the sessions are fully booked they will not appear or be selectable. Be sure to navigate to future months for any further availability.

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Add Your Details

Once you have selected an available date and time for your course Input your contact details. If you have an NHS email account please provide this. If not, please provide your personal email. It is important that this information is correct, as all confirmation details will be sent here.

Provide additional information
Department (optional)
L&D
Has your attendance to this session been approved by your Line Manager? (optional)
Yes
Book

Prerequisites

Please be advised that some training will include prerequisites to be completed first. It is essential that you ensure you have completed these before booking on to a session, otherwise you may be removed from the training with little notice. Click on the information icon (to the right of the training name) for any prerequisites.

Book

Click Book

And just like that, you are all set to go!

Thank you for booking with us!
You will get a confirmation message in email shortly
OK

Done!

An email confirmation will now be sent containing:

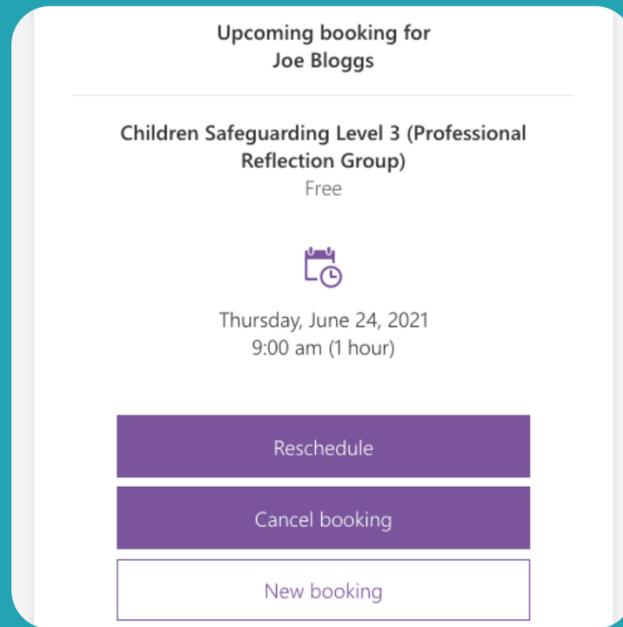
- Meeting link (if virtual training)
- Location
- Course Information
- Prereads
- Evaluation (to be completed after training)

How To Amend/ Cancel Booked Training



Managing your booking and your study leave is your responsibility. Can't attend? Remember to reschedule or cancel in good time so someone else can take your place. Please refer to your course cancellation policy.

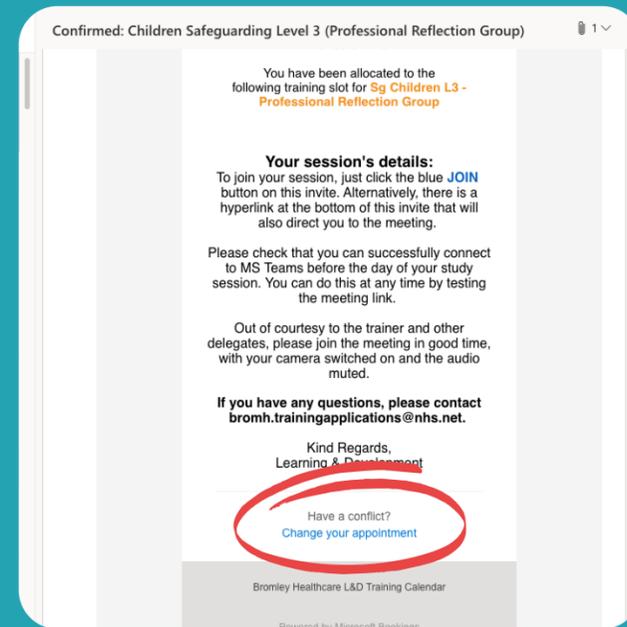
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Confirmation Screen

Once your booking has been confirmed, you will be directed to a summary page of your booking, where you will have the options to:

- Reschedule
- Cancel Booking
- Create A New Booking



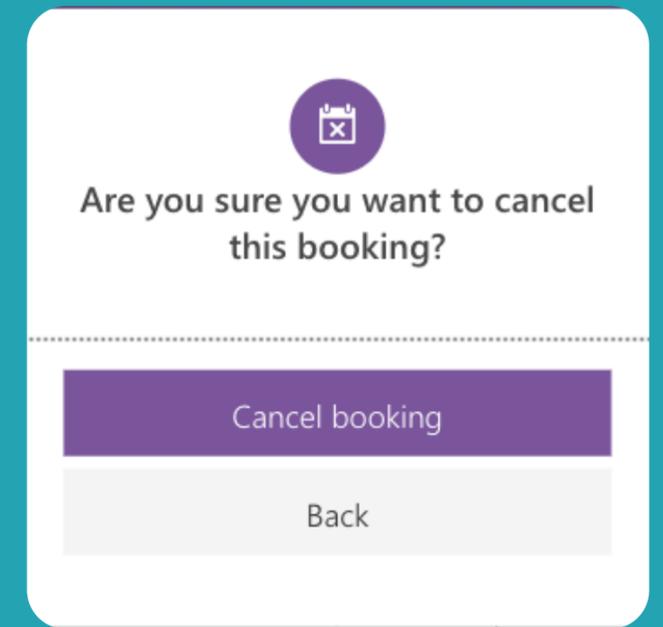
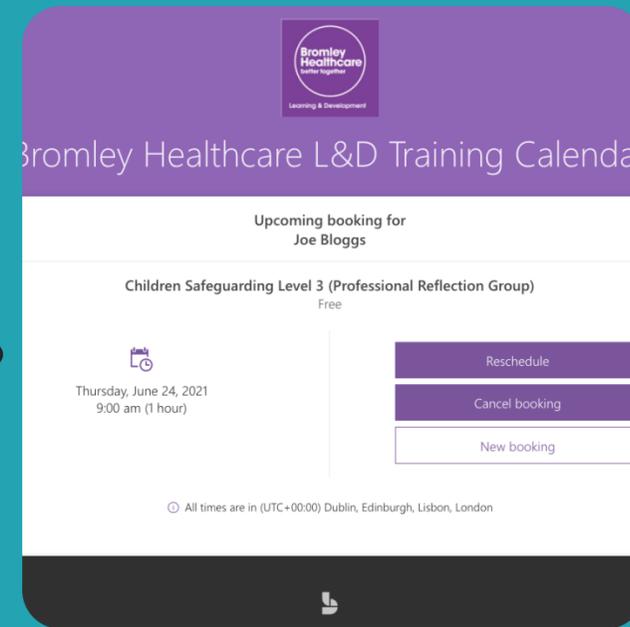
Confirmation Email

You will also have the ability to select all previous options by navigating to your confirmation email and selecting:

- **Change your appointment**

This can be found at the very bottom of the confirmation email and will be under the section entitled 'Have a conflict?' You will then be presented with the following:

- Reschedule
- Cancel Booking
- Create A New Booking



Cancel Booking

If cancelling training, be sure that this is what you want to do and that it is for the correct training. Once cancelled it is not guaranteed that your original space will be available to rebook.