Preparation

The manager of the new staff member needs to support this process fully and enable the staff member to engage with the process. If you need any support please do not hesitate to contact the training team on 0161 238 7664.

The online webinar will run each day and start at 10:30am prompt. Please start to set up and log in by 10:20am so that the staff member is ready and we can minimise any technical issues.

Note for the manager: Please ring the training department the day before the staff member's start date so that we can set their Bridge account up with the required mandatory e-learning modules. Please have the staff member's email address, we cannot set up e-learning without it:

1. Information Governance and GDPR
2. Health and Safety
3. Fire Safety
4. Safeguarding Vulnerable People
5. Medication Administration
6. Moving & Handling

You will need

1. Basic computer skills: Be able to log on to online software.

2. A quiet room or space where the staff member will not be interrupted.

3. A desktop computer or laptop with internet connection (and preferably a camera although this is not vital).

4. A headphone set or speakers, preferably the headphone set will need a microphone so that the staff member can ask questions.

5. The software may ask you to download a plug-in and to run it. Accept everything and proceed to the webinar.

Please note: The webinar software does not work through CITRIX. You will need to log in without being first logged in to CITRIX.

Thank you

The Learning & Development Team
Creative Academy – 0161 238 7664   training@creativesupport.co.uk