

User Guide

Workforce for London
World Class People
World Class Healthcare

1 Introduction

Welcome to **Talent Studio**, Zynap's software, which has been selected to support NHS London's approach to leadership, talent management and succession planning.

Zynap have been working with the NHS since 2002, providing software to support leadership and talent management programmes.

This user guide provides an overview of Talent Studio

- ✚ why are we using it
- ✚ what it does
- ✚ who will be using it
- ✚ what happens to the information

If you have any questions about Talent Studio or NHS London's Leading for Health initiatives please contact:-

Leadingforhealth@london.nhs.uk

1.1 Why are we using Talent Studio?

NHS London is using Talent Studio as a tool to support and help participants manage their personal development and careers. Talent Studio will help us to track and manage talent. In particular, Talent Studio will be used to:

- ✚ Capture background information about cohort participants
- ✚ Capture outcomes at various stages of talent programmes
- ✚ Monitor ethnicity, diversity, disability statistics of programme participants
- ✚ Provide mechanisms for participants to monitor their progress through the programmes
- ✚ Plan for succession to key roles across London
- ✚ Give a whole system view of where capacity and succession gaps exist
- ✚ Inform future leadership development needs
- ✚ Create and maintain comprehensive profiles of each participant providing evidence for their suitability for future roles
- ✚ Record all assessment and development outcomes in one place
- ✚ Assist with the monitoring of progression
- ✚ Track progression through individual programme elements against competencies

	1.2 What does Talent Studio do?
	Talent Studio is an internet-based software application that enables information about people, positions and organisations to be stored, analysed and reported on in a highly configurable and very comprehensive manner.
	1.3 Who will be using Talent Studio?
	<p>Talent Studio logins will be given to individuals who are, or who have been, participating in development programmes</p> <p>Administrative rights will be granted to the Leading for Health team in NHS London.</p> <p>If you have a query or need assistance with Talent Studio please contact Leadingforhealth@london.nhs.uk</p>
	1.4 What happens to the information held in Talent Studio?
	<p>Access to the information held in Talent Studio is strictly controlled.</p> <p>All users are asked to agree to the Data Protection Policy each time they login to Talent Studio.</p> <ul style="list-style-type: none"> + Participants can access, upload and edit their own information only + Sponsors can only access the record/s of their participant/s + Administrators can view all records and generate overall reports on all participants