

UPDATES TO TALENT STUDIO DECEMBER 2008

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1. Manager Selection for Email Notifications and Talent Studio Inbox Messages

Trainees:

If you have more than one manager on Talent Studio you can now choose which manager to inform when you update a portfolio form.

Select the Manager first and then choose which type of communication you want them to receive and click Send in the normal way. You can select more than one manager.

If you don't want to inform anybody select Close to close the form.

Please select Manager(s) :	Pat Richer : <input type="checkbox"/>
	Charles King : <input type="checkbox"/>
	Sally Kettle : <input type="checkbox"/>
Send Email Notification :	<input type="checkbox"/>
Send Message to Talent Inbox :	<input type="checkbox"/>
	<input type="button" value="Send"/>
	<input type="button" value="Close"/>

2. New Portfolio Navigation

Once you have opened a Portfolio form in either View or Edit mode you can navigate to other forms without having to go back to the Portfolio.

You can either use the back or forwards arrow to move between the forms or you can use the drop down list to select a specific form. The list order is as per the order in the Portfolio and therefore is not alphabetical.

The screenshot shows a web interface with a navigation bar at the top containing tabs: 'Assessment', 'Feedback', 'Forms', 'Organisation', 'Performance Management', 'Reports', and 'Tools'. Below the navigation bar, there is a form titled 'Request: ZMC 2-1 Ability to manage performance in complex situations (training profile)'. The form includes a dropdown menu with a list of forms: 'ZMC 2-1 Ability to manage performance in complex situations (training profile)', 'ZMC 1-1 Inspiring trust and loyalty, and team building (Training Profile)', 'ZMC 2-1 Ability to manage performance in complex situations (training profile)', 'Assessment Centre Feedback (Training Profile)', 'Assessment Centre Feedback 2008 (Training Profile)', 'Assessment Centre Reflections (Training Profile)', 'Orientation Plan 2008 (Training Profile)', 'Personal Information (Training Profile)', 'Qualifications', and 'Programme and Placement Information (Training Profile)'. The form also includes buttons for 'Back', 'Edit', and 'Request for: Chris Ty'. At the bottom of the form, there is a text box containing the text 'Involved in improving the performance of a service which is in direct contact with patients, their familie'.

If you open the original form in View mode all proceeding forms will also open in View. Once you then decide to Edit a particular form the navigation will then only open those forms which you have permission to Edit. To go back to View only click Close at the bottom of the form. To then return to the Portfolio click Back.

This will be particularly useful when using the competency forms.

3. The '?' (Help button) removed from Portfolio Requests/ Forms

Help buttons have now been removed from Portfolio forms if there is no supporting Help text. This will make it easier for users to see where there is genuine help text available.

4. Direct Link to Portfolio from the Home Page

A new link has been added to the left hand menu that allows you to go directly to your Portfolio without having to go to My Details first.

Managers will still access their trainees' Portfolios through My Team.

5. Changes to Portfolio Status

The status of Portfolio forms are displayed in the Portfolio view but refer to the system status. To make this clearer the status of 'Completed' has been changed to 'Closed' to reflect the fact that the form has been closed for editing by the administrator.

The column Date Completed has been changed to 'Date Closed' and will display when the administrator closed the form.

Note:

The status of Not Started means that the form is available for editing but does not yet contain any data, and In Progress means that there is some data in the form and the form is still open for editing.

6. Facility to Delete Multiple Items from the Talent Studio Inbox

Inbox messages previously had to be deleted individually. You now have the facility to select multiple items for deletion.

To select more than one item for deletion you can either use the Select All button at the top of the screen, or use the check boxes in the left hand column.

To un-select items either un-check each item individually or use the Clear All button to un-check everything.

Use the Delete Selected to delete all checked items. Items can still be deleted individually by clicking on the cross in the right hand column.

Home					
Message Inbox					
<input type="button" value="Select All"/> <input type="button" value="Clear All"/> <input type="button" value="Delete Selected"/>					
5 items found, displaying all items.					
	From	Message	Link	Date Received	Actions
<input type="checkbox"/>	Jo Asher	Your Qualifications has been updated select the link to review	Qualifications	23 Apr 2008 11:58	<input type="checkbox"/>
<input type="checkbox"/>	Jo Asher	Your Leave Request (Training Profile) has been updated select the link to review	Leave Request (Training Profile)	23 Apr 2008 15:12	<input type="checkbox"/>
<input type="checkbox"/>	Robin Banks	Your ZFC 1-1-1 (Training Profile) has been updated select the link to review	ZFC 1-1-1 (Training Profile)	24 Apr 2008 12:57	<input type="checkbox"/>
<input type="checkbox"/>	Robin Banks	Your ZFC 2-1-1 (Training Profile) has been updated select the link to review	ZFC 2-1-1 (Training Profile)	24 Apr 2008 13:11	<input type="checkbox"/>
<input type="checkbox"/>	Jo Asher	Your Leave Request (Training Profile) has been updated select the link to review	Leave Request (Training Profile)	24 Apr 2008 13:23	<input type="checkbox"/>

7. Links back to Portfolio Request/ Form on Report Results


Report results will now contain links back to the Portfolio form where the results are derived from. In the case where this is no data either because that particular individual has not had that question answered or does not have that form at all there will be no link available.

The link for the individual or position will link back to that person's or position's Profile.

Data that is derived from core details will not be linked.

8. Links to Competency Reports on Placement and Programme Manager Home Pages

Placement and Programme Managers will now be able to run reports on trainees' Competency Progress from their Home Page.



Welcome to Talent Studio - the Trainee Performance Portfolio

Talent Studio forms the trainee's performance portfolio that develops as they progress through the scheme, capturing information such as performance reviews, progress in their specialism competencies, placement planning, placement job descriptions and objectives, personal development plans, academic achievements and feedback from the Assessment Centre.


The benefits of Talent Studio include:


- Programme Managers are able to remotely monitor their trainee's progress and performance for the duration of the scheme even when the trainee is placed in another organisation
- Placement Managers are able to access a range of information about their trainees from previous activities and placements and are able to use this to form the basis of their performance reviews and inform their personal development plans
- Most SHAs have now chosen Talent Studio to support their Leadership Programmes allowing the potential for trainees to be an integral part of the talent pipeline as they progress through the scheme and on to further careers within the NHS


Talent Studio and Scheme Activities

Email bulletins will be sent periodically from your scheme area office to remind you of upcoming scheme activities relevant to you and your trainees.


Downloads and Links



[Talent Studio Updates October 08 - IMPORTANT PLEASE READ](#)
[Download a copy of the Talent Studio Updates](#)



[Talent Studio User Guide](#)
[Download the new User Guide](#)


[NHS Institute Graduate Scheme website](#)
[Link to the Graduate Scheme website](#)

Reports


[Competency Progress - HR](#)


[Competency Progress ? Finance](#)


[Competency Progress ? General Management](#)

You will see a report for each of the three specialisms. Use the report that is relevant to your trainees. The report contains a rating for each competency – please remember that over time a competency may have more than one rating and these results will be shown on separate rows. If there is no result it means that the competency has not yet been rated.

To run a report click on the link and the results will display on the screen.

Select the Run tab for the option to export the results to a spreadsheet. To do this select CSV Export, keep the Delimiter to its default selection of Comma and select Export.

The screenshot shows a web application interface for generating reports. On the left is a vertical menu with items like 'Menu', 'Home', 'Run Options', 'Results', and 'sments'. The main content area is titled 'Competency Progress - HR'. It contains three dropdown menus: 'Population' set to 'Graduate Trainees HR - all', 'Order By' set to 'Full Name', and 'Sort Order' set to 'Ascending'. Below these are three buttons: 'Run', 'CSV Export', and 'PDF Export'.

9. Reports to PDF

Report results can now be printed to pdf – select the Run tab once you have run a report and then choose PDF Export. The report will open in a new window and you can then Save or Print the report as required.
