

# Data completion training

Free of charge



# Changes to training

We have made huge changes to the way we deliver our data completion training this year in response to the current global COVID-19 situation. We have been working hard to set up remote training capabilities and we now offer the same great content, via an online training session.

Our expert trainers will be able to share training materials and use visual screen sharing technology, to ensure you are fully up to date on all aspects of data completion training. Just because we can't be together, doesn't mean you can't access full training and support from performance networks.

All you need to do is access the training session via a laptop or your mobile phone, and you're good to go.

Just complete the form below, and we will be in touch with you directly to arrange your training session. You can either attend the session 1-2-1 with our expert trainer, or if you prefer, you can join the session with up to 6 of your colleagues. We will set up the virtual meeting, invite you all along, and then you simply click on the web link at the specified time and that's it.

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## What will the training cover?

The data completion training will cover the following items:

- Introduction to APSE and performance networks
- Why we need performance data
- Familiarity with the reports
- Explanation of 'family groups'
- Customer satisfaction surveying
- Performance awards
- Introduction to the website
- Introduction to the data collection templates and how to use them
- Do's and don'ts
- Further support and involvement

# Why join this training session?

Data completion training is free of charge to performance networks members and helps in both understanding the performance networks reports and activities as well as more technical training on completing the data templates.

We have developed different training options that will enable you to:

- Gain an understanding of APSE performance networks and how we can offer further support and involvement
- Complete the data templates as accurately as possible

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# Who should participate?

New staff or staff with little or no previous experience of performance networks who will be directly responsible for completing the data templates or wish to get a good overview of the performance networks process. This should include accountants and finance staff.

If you have any queries about the training, or you would like to discuss other training requirements that you feel would be useful to you, then please let us know by contacting a member of the performance networks team on 0161 772 1810.



## Training reservation form

First name \_\_\_\_\_ Surname \_\_\_\_\_

Job title \_\_\_\_\_

Authority \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_

Service Areas \_\_\_\_\_

For the purposes of GDPR your details will be added to our database. Please confirm your agreement. Your details will be used as per APSE's GDPR policy, for more information please visit the APSE website. We will store your contact details until such time as you notify APSE that you wish to be removed from our database. Please confirm your consent to APSE storing your contact details. If you do not consent we will not be able to add you to our systems to ensure you receive APSE services such as our briefings service, network queries, research and other information.

**I consent to the GDPR Policy**

**To book your place on a remote training session,  
please complete your details and email to  
[performance.networks@apse.org.uk](mailto:performance.networks@apse.org.uk) or sign up  
through our [web portal](#)**

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