

Using Staffbook to sign up for training

Logging in

When you log in for the first time each academic year you will be asked to confirm some registration information. You can *update* some of this information at any point in the year by selecting "edit my details" from the top-left options.

Browsing courses

The staffbook screen lists all the workshops taking place. To help you find what you are looking for, the list can be sorted by title, theme, intended audience (for) or date (time). To sort, click on the blue up or down arrow next to the appropriate heading. See Fig 1 below.



Fig 1

You can also use the 'Filter course list' box. See Fig 2 below. This searches on the course title, theme, provider and intended audience (for). For example, type in 'Induction' and all courses/events with this word in it will be displayed. If you use this facility, a 'Clear search' button will appear. Click this to return to the full Staffbook list.



Fig 2

Booking a place on a course

Before booking a session, please check the course information via the left-hand hyperlink to be sure that the course is right for you.

Please note that bookings only remain open until 8.00am, 3 days before the session and after this point the course will display **BOOKING CLOSED** – you can't book onto a course using Staffbook when this is displayed.

To book a place on a course, please tick the box on the line corresponding to your chosen course and date. See Fig 3 below. A tick will appear in the box to indicate that your booking has been accepted.

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Staffbook. The Staff Training Course Booking System

■ [view my booked courses](#) ■ [view my waiting lists](#) ■ [view my course history](#) ■ [edit my details](#) ■ [View bookings marked for deletion and sessions marked for expansion](#)

Please select courses [Logout](#)

course title ▼▲	theme ▼▲	provider	for ▼▲	time ▼▲	takeup	book / unbook
Managing Customer Service	Leadership and Management Development	Janet Pink	Managers and Team Leaders	24/07/13: 0930–1630	12 / 16	<input type="checkbox"/>
Introduction to Project Management	Leadership and Management Development	Janet Pink	Managers and Team Leaders	23/07/13: 0900–1600	16 / 16	FULL join waiting list <input type="checkbox"/>
Customer Service Essentials	Communication and Impact	Janet Pink	All staff	19/07/13: 0930–1630	16 / 16	FULL join waiting list <input type="checkbox"/>
Influencing and Persuasion Skills	Personal Effectiveness	Janet Pink	All staff	18/07/13: 0915–1630	16 / 16	FULL join waiting list <input type="checkbox"/>

Fig 3

When you have ticked the box to book a place, a calendar image will appear alongside the box: . If you would like the course to appear in your email calendar, click on the calendar image, click on 'Open' then Save and Close. The tick will disappear and 'booked' will appear under the 'book/unbook' column indicating that you have successfully booked a place on the course.

Please remember that by booking onto a session, you are making a commitment to attend; we expect you to manage your bookings in a professional manner and to inform us with reasonable notice if attendance is no longer possible.

Booking confirmation

Once you have booked onto a session you will receive email confirmation immediately, followed by a reminder 7 days before the session. **These messages may include preparation instructions or other important information – please check the details and follow any instructions carefully.** If you have selected the text-message option in "edit my details", the system will also send a text reminder 3 days before the session.

For a reminder of which sessions you have booked, please select "view my booked courses" from the top-left options.

Cancelling your place on a course

To cancel your place using Staffbook, re-click the ticked box on the line corresponding to the course and date. [See Fig 4 below.](#)

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Please select courses [Logout](#)

course title ▼▲	theme ▼▲	provider	for ▼▲	time ▼▲	takeup	book / unbook
Managing Customer Service	Leadership and Management Development	Janet Pink	Managers and Team Leaders	24/07/13: 0930–1630	13 / 16	<input checked="" type="checkbox"/> booked
Introduction to Project Management	Leadership and Management Development	Janet Pink	Managers and Team Leaders	23/07/13: 0900–1600	16 / 16	FULL join waiting list <input type="checkbox"/>
Customer Service Essentials	Communication and Impact	Janet Pink	All staff	19/07/13: 0930–1630	16 / 16	FULL join waiting list <input type="checkbox"/>
Influencing and Persuasion Skills	Personal Effectiveness	Janet Pink	All staff	18/07/13: 0915–1630	16 / 16	FULL join waiting list <input type="checkbox"/>

Fig 4

The tick will disappear indicating that you have successfully cancelled your place on the course and you will also receive an email confirming your cancellation. **Please remember to remove the entry in your email calendar if you cancel your place.**

From 08.00am, 3 days prior to the event, bookings will close, the course will display **BOOKING CLOSED** and you can no longer cancel your place using Staffbook. See Fig 5 below.



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Please select courses

course title ▼▲	theme ▼▲	provider	for ▼▲	time ▼▲	takeup		book / unbook
Managing Virtual Teams	Leadership and Management Development	Janet Pink	Managers and Team Leaders	15/05/13: 0900–1600	9 / 12	BOOKING CLOSED	join waiting list <input type="checkbox"/>
PCAP M1 Surgery - Assignment 1	PCAP	PDU	Individuals writing up PCAP assignments	15/05/13: 1300–1345	17 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>
PCAP M1 Surgery - Assignment 2	PCAP	PDU	Individuals writing up PCAP assignments	15/05/13: 1345–1430	9 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>
PCAP M1 Surgery - Assignment 3	PCAP	PDU	Individuals writing up PCAP assignments	15/05/13: 1430–1515	9 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>
PCAP M2 Surgery - Assignment 1	PCAP	PDU	Individuals writing up PCAP assignments	15/05/13: 1515–1600	16 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>
PCAP M2 Surgery - Assignment 2	PCAP	PDU	Individuals writing up PCAP assignments	15/05/13: 1600–1645	12 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>
Encouraging Engagement in Lectures	Academic Practice	Kate Exley	All academic staff	16/05/13: 0930–1230	10 / 20	BOOKING CLOSED	join waiting list <input type="checkbox"/>
Programme Design Workshop	Academic Practice	PDU	Academic Practice	16/05/13: 1030–1230	5 / 16	BOOKING CLOSED	join waiting list <input type="checkbox"/>

Fig 5

If you wish to cancel your place during this closed period, please email chep@soton.ac.uk (or LeadershipandManagementDevelopment@soton.ac.uk for HR workshops) to inform us and to avoid any potential penalty charge for non-attendance.

Joining a waiting list

If a workshop is **FULL**, you may opt to join the waiting list. Should a place become available on the course, the person at the top of the waiting list will be contacted by email and allocated the place.

To join the waiting list, click '[join waiting list](#)' OR click the box to the right of '[join waiting list](#)' on the line corresponding to your chosen course and date. See Fig 6 below.



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Staffbook. The Staff Training Course Booking System

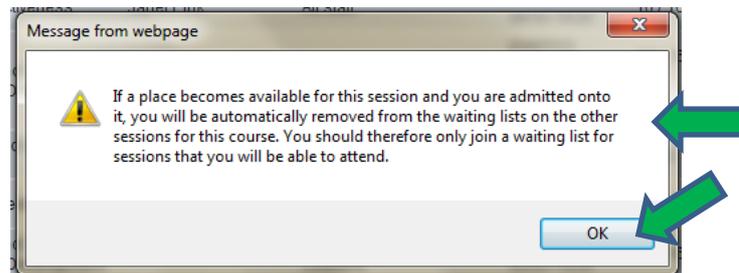
■ [view my booked courses](#) ■ [view my waiting lists](#) ■ [view my course history](#) ■ [edit my details](#) ■ [View bookings marked for deletion and sessions marked for expansion](#)

Please select courses

course title ▼▲	theme ▼▲	provider	for ▼▲	time ▼▲	takeup		book / unbook
Managing Customer Service	Leadership and Management Development	Janet Pink	Managers and Team Leaders	24/07/13: 0930–1630	13 / 16	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Introduction to Project Management	Leadership and Management Development	Janet Pink	Managers and Team Leaders	23/07/13: 0900–1600	16 / 16	FULL	join waiting list <input type="checkbox"/>
Customer Service Essentials	Communication and Impact	Janet Pink	All staff	19/07/13: 0930–1630	16 / 16	FULL	join waiting list <input type="checkbox"/>
Influencing and Persuasion Skills	Personal Effectiveness	Janet Pink	All staff	18/07/13: 0915–1630	16 / 16	FULL	join waiting list <input type="checkbox"/>

Fig 6

The following message screen will appear confirming that if a place becomes available and you are allocated a place, you will automatically be removed from all other waiting lists for the same course taking place later in the year. Please note and click ok.



The line corresponding to your chosen course will display '**Joined waiting list**' and a tick will appear in the box at the right hand side of the screen. This indicates that your request to be placed on the waiting list has been accepted. See Fig 7 below.

course title ▼▲	theme ▼▲	provider	for ▼▲	time ▼▲	takeup		booked
Managing Customer Service	Leadership and Management Development	Janet Pink	Managers and Team Leaders	24/07/13: 0930-1630	12 / 16	<input type="checkbox"/>	<input type="checkbox"/>
Introduction to Project Management	Leadership and Management Development	Janet Pink	Managers and Team Leaders	23/07/13: 0900-1600	16 / 16	FULL	joined waiting list <input checked="" type="checkbox"/>
Customer Service Essentials	Communication and Impact	Janet Pink	All staff	19/07/13: 0930-1630	16 / 16	FULL	join waiting list <input type="checkbox"/>
Influencing and Persuasion Skills	Personal Effectiveness	Janet Pink	All staff	18/07/13: 0915-1630	16 / 16	FULL	join waiting list <input type="checkbox"/>
Introduction to Project Management	Leadership and Management Development	Janet Pink	Managers and Team Leaders	17/07/13: 0900-1600	16 / 16	FULL	join waiting list <input type="checkbox"/>
An Introduction to Note and Minute Taking	Committees, Meetings and Reports	Roger Mayhew	All staff	16/07/13: 0930-1600	16 / 16	FULL	join waiting list <input type="checkbox"/>
Essential Mentoring Skills	Coaching & Mentoring	Anna Sheather	All staff	16/07/13: 0930-1630	9 / 12	<input type="checkbox"/>	<input type="checkbox"/>
Developing Teaching Skills	Teaching	PDU	All academic staff	15/07/13: 0930-1230	5 / 6	<input type="checkbox"/>	<input type="checkbox"/>

Fig 7

You can join multiple waiting lists, but note that once you have secured a place, the system will remove you from any other waiting lists you have joined for the same course, ie you can't hold a booked *and* a waiting list place at the same time.

For a reminder of which waiting lists you have joined, and where you are in the queue, please select "view my waiting lists" from the top-left options.

View your future courses

For a reminder of which sessions you have booked, please select "view my booked courses" from the top-left options.

View past courses

You can view your training record in Staffbook by selecting "view my course history" from the top-left options; the data will be viewable three days after the session date. You can print out a copy by selecting "print-screen".

Help

If you experience any technical or other difficulties while using Staffbook, please email chep@soton.ac.uk (or LeadershipandManagementDevelopment@soton.ac.uk for HR workshops) and we will be pleased to help you resolve them.