



ACADEMY

Our software is an integral part of your business, helping you to continually improve and provide the best levels of care but it's important for your team to have the capability, knowledge and understanding to effectively manage your quality and compliance requirements through the software.

Relying on internal knowledge transfer can be slow and costly but through a structured training programme, you can upskill

your team at pace and scale with the confidence that each individual is equipped to make the most out of the software whether they use it day to day or are responsible for training other team members.

That's why we've designed a range of training sessions, delivered by our Radar Healthcare Academy team who know and understand the software inside out and can support your users to get the most out of it.

Our courses include:



Introduction to Radar Healthcare 1 day

Aimed at those who will be using all aspects of Radar Healthcare day to day and those managing or supporting end users, but who are completely new to Radar Healthcare or have little knowledge or understand of its capabilities.

Topics covered include:

- Your dashboard
- Reporting events (including workflow management)
- Performing audits (including actions and authorisation)
- Action planning
- Notices
- Accessing documents
- Completing scheduled tasks
- Workforce compliance (including 'my compliance' and 'my workforce's compliance')
- Reporting and data analysis



Super user (standard) 1 day

Aimed at the key Radar Healthcare administrators and those who will be managing/supervising the use of Radar Healthcare within your organisation and therefore need to know more about the admin functionality of the software.

Prior to attending this course, it is recommended that attendees either:

- Complete the **Introduction to Radar Healthcare** course or;
- Have a basic knowledge of using Radar Healthcare e.g. how to report events, perform audits etc.

Topics covered include:

- Managing audits (including creating, setting scoring and scheduling)
- Managing scheduled tasks (including setting the schedule)
- Managing documents (including setting permissions, approving and reviewing)
- Risk matrix and risk register management
- Workforce compliance (including creating requirements, setting permissions and assigning roles)
- Form editor (including creating and publishing forms)
- System administration (including user management and permissions)



Super user (advanced)

1 day

Aimed at those who already have a working knowledge of Radar Healthcare but either:

- Require a deeper understanding of the capability of the software or;
- Are responsible for training and supporting other users and dealing with internal user queries

Topics covered include:

- A recap of all areas covered in the **Introduction to Radar Healthcare** and **Super user (standard)** courses to assess understanding and knowledge
- Scenario based questions and quizzes covering frequently asked questions, support queries and managing Radar Healthcare "How To"



End user

From ½ day*
(depending on style)

Aimed at the people on the ground using Radar Healthcare. These sessions can be tailored to your needs, depending on what permissions your end users will have.

The style of session available will depend on your facilities. Options include:

- **Workshop Style** – This style of session requires all users to have access to a computer/laptop (this can be in pairs or threes). The workshop involves scenarios and task-based training. Users are set tasks to complete on their own, with the trainer on hand to help and support them as required. This style of training helps to include all users at all abilities and provides those with less confidence or who are less willing to speak up in front of other users, the opportunity to ask questions and get the support they need, as they need it
- **Classroom Style** – If you don't have the facilities or computers available to host a workshop style user training session, then don't worry we can still deliver training for your end users in the traditional classroom style

* ½ day minimum. For 1 day upwards, multiple sessions could be held over a day in order to maximise the reach i.e. rather than 2 x ½ day sessions we could run 3 x 2hr sessions.

Pricing

	Introduction to Radar Healthcare 1 day	Super user (standard) 1 day	Super user (advanced) 1 day	End user ½ day
On-premise (per session)	£2000 + VAT	£2000 + VAT	£2000 + VAT	£1750 + VAT
Radar Healthcare offices (per session)	£1000 + VAT	£1000 + VAT	£1000 + VAT	£500 + VAT
Online training	We are also available to offer custom online training sessions from £300. Please get in touch if you'd like to discuss how we can tailor these sessions to your needs.			

All prices include travel (mainland UK) and subsistence and are subject to VAT at the standard rate.

Our Team

Mark Fewster, Product Manager

"Organisational readiness for change along with the willingness and ability of your staff to embrace and utilise new technology are all important factors in the successful implementation of any software. Our training sessions have not just been designed to teach you how to use the software but to also support you in communicating your organisational drivers for investing in Radar Healthcare, ensuring users are ready, willing and able."

Ellie Jordan, Product Specialist

"Our training sessions have been designed to remove any barriers to use, ensuring your users are confident, capable and comfortable when using Radar Healthcare. We also use these sessions help you to better understand the positive impact Radar Healthcare can have on your organisation through the transfer of our extensive industry and technical knowledge."

To discuss your training requirements or to book a course with Radar Healthcare, please call 0330 223 0872 or email enquiries@radarhealthcare.com

www.radarhealthcare.com