

Safeguarding Software Training Courses

About Safeguarding Software Training Courses

All courses can be run on your site or off site, depending on preference. All trainees get 12 months access to our online support forum after the training event so that they can ask questions, engage with other delegates, access course materials.

Courses offered:

- Using Outcomes Manager
- Outcomes Manager for Administrators
- Using eCAF
- Using Incident Manager
- Incident Manager for Administrators
- Using Multi-Agency Manager - an introduction
- Multi-Agency Manager for Administrators

➔ **Using Outcomes Manager**

delivered by Globocol

Outline:

This course will equip new users with the knowledge to use the Outcomes Manager software application.

Outcomes:

After the course users will be able to

- Understand security model
- Securely login and logoff
- Create/Edit a person record
- Create/Edit a session record
- Create/Edit a meeting record
- Create/Edit an action
- Search for information
- Create pdfs of key documents

Who is the course aimed at?

All new users of the Outcomes Manager application

Duration: 1/2 day

→ **Outcomes Manager for Administrators**

delivered by Globocol

Outline:

This half day course will cover all the content of the user course but will also cover additional administration topics.

Outcomes:

After the course the user will understand and be able to use

- Reporting
- User Administration
- Keyword Management
- Export data

Who is the course aimed at?

Any user tasked with administering the Outcomes Manager application

Duration: 2 hours

→ **Using eCAF**

delivered by Ven Training and Globocol

Outline:

This half day course will introduce users to eCAF

Outcomes:

- Understand the concept of the Common Assessment Framework
- Know how to login/log off
- Understand how to search for an existing CAF
- Know how to record an assessment
- Understand how to create an action
- Understand how to create a meeting
- Know how/when to close off a CAF

Who is the course aimed at?

All new users of the eCAF Manager application

Duration: 1/2 day

→ eCAF for Administrators

delivered by Globocol

Outline:

This half day course will show key users how to perform basic administration tasks on the eCAF application.

Outcomes:

- Reporting
- Export Data
- User Administration
- Keyword Management

Who is the course aimed at?

Any user tasked with administering the eCAF application

Duration: 2 hours

→ Using Incident Manager

delivered by Ven Training and Globocol

Outline:

This half day course will introduce users to Incident Manager and to key concepts of using a social business platform.

Outcomes:

- Understand the concept of incident management
- Know how to login/log off
- Know how to record an incident
- Understand how to create an action
- Understand how to investigate an incident
- Know how/when to close off an incident

Who is the course aimed at?

All new users of the Incident Manager application

Duration: 1/2 day

Duration: 1/2 day

➔ **Incident Manager for Administrators**

delivered by Globocol

Outline:

This half day course will introduce users to Incident Manager and to key concepts of using a social business platform.

Outcomes:

- Reporting
- Data Export
- User Administration
- Keyword Management

Who is the course aimed at?

Any user tasked with administering the Incident Manager application

Duration: 2 hours

➔ **Using Communities Manager – an introduction**

delivered by Globocol

Outline:

This half day course will introduce users to Multi-Agency Manager and to key concepts of using a social business platform.

Outcomes

- Understand the concept of a social business platform
- Understand the difference between communication and collaboration
- Able to login into Multi-Agency Manager
- Updated user profile
- Able to navigate around Multi-Agency Manager
- Able to view, like and comment on content
- Able to create and post original content
- Understand and set notification preferences

Who is the course aimed at?

All new users of the Connections platform

Duration: 1/2 day

→ **Communities Manager for Administrators**

delivered by Globocol

Outline:

This one day course will cover key aspects of administering your Communities Manager installation

Outcomes:

- By the end of the course delegates will understand and be competent with
- Provisioning new users
- Removing users
- Community Management
- Adding applications
- Getting further help

Who is the course aimed at?

Any user given the role of Administration on the Multi-Agency Manager platform

Duration: 1/2 day

→ **Pricing**

- ***Safeguarding Software Training*** is priced based on total numbers of people being trained and whether training takes place remotely, at your offices or at Globocol's premises.
- Contact Globocol for a quote for your needs.

→ **Contact Globocol**

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