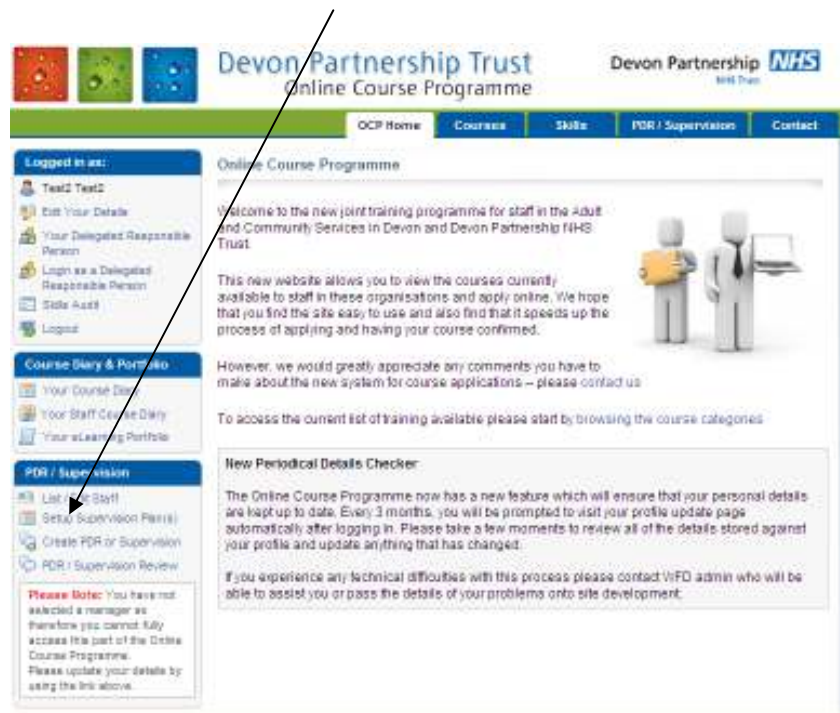


Viewing All Staff Supervisions and PDRs in One Calendar

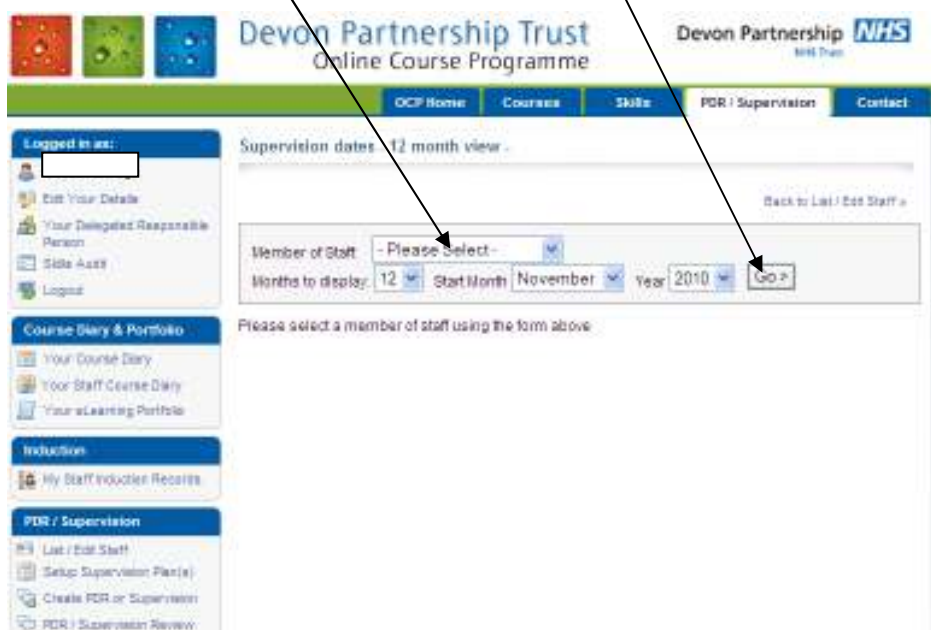
Managers/supervisors can see all of their staff's previous and future booked supervision and PDR sessions on one calendar.

To access this function:

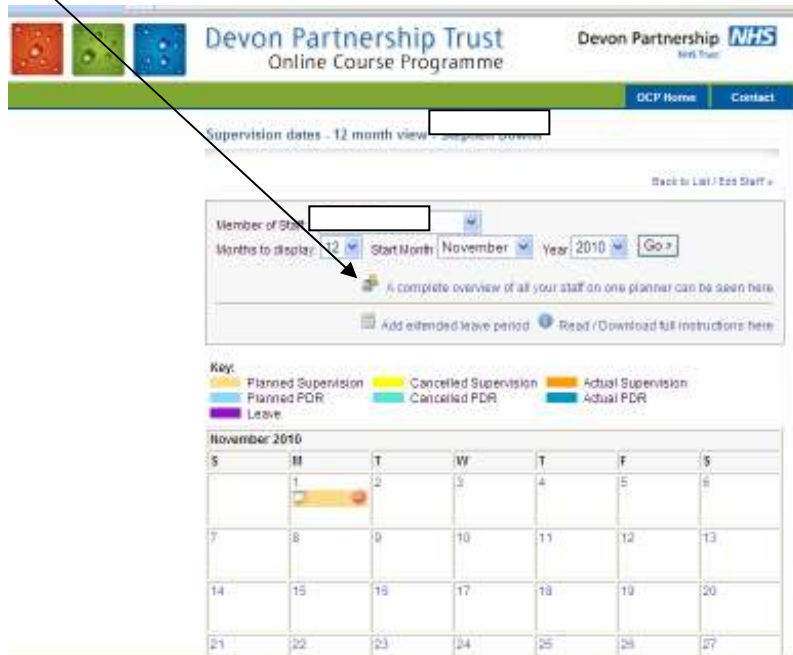
1. Log-on to the Devon Learning Network Website
<http://www.devonlearning.net/jointlearningprogramme/>
2. On the left hand tool bar click on "Setup Supervision Plan(s)"



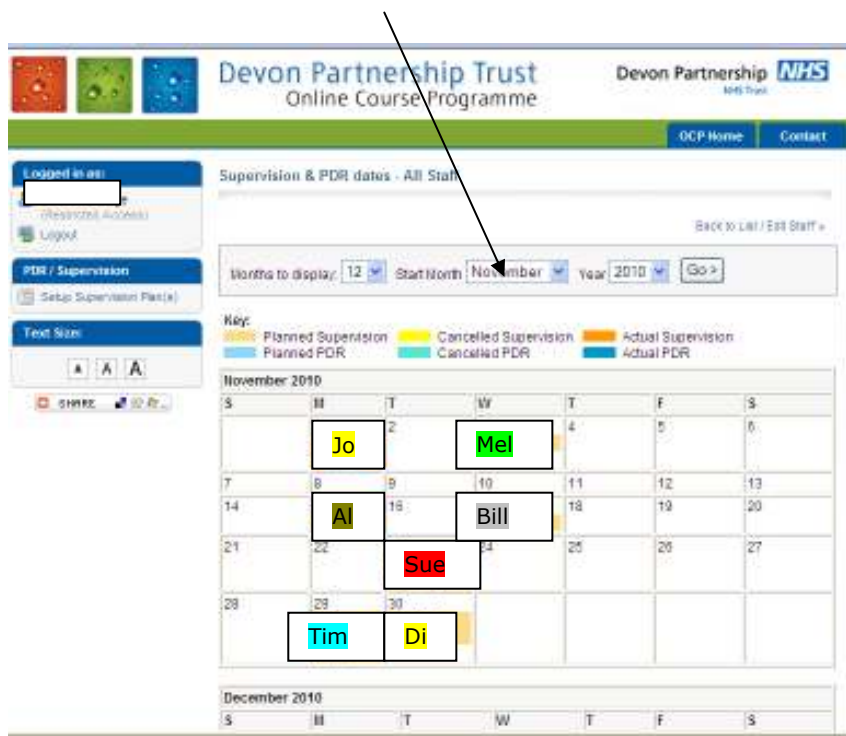
3. Select one of your supervised staff from the drop-down list, how many months you wish to see and from when and then click **Go**



- The screen will now display a calendar for that member of staff and beneath the **Go>** button an option to display all staff in one planner will appear. Click on **"A complete overview of all of your staff on one planner can be seen here"**



- The next screen will show a calendar with all your staff's booked supervisions and PDRs in one. You can view supervision sessions that have already occurred by adjusting the dates of the calendar at the top.



If you have any difficulties with this function or other aspects of the Online course Programme, please email dpn-tr.training@nhs.net or phone Workforce Planning and Development : **01392 674949**