



Enhancing staff skills & knowledge

Step-by-step Guide

1. REGISTRATION

When you want to download a file for the first time, you'll need to [register](#). Registration is completely free and only takes a couple of minutes - Just fill in the form and press submit.

Once you've registered, you'll be asked to [login](#) every time you want to download a file.

2. DOWNLOAD

To download a file, just click the download button on the desired training activities page.

Once the download is confirmed your training activity download will commence. Ensure you press the "Save" button to save it to your computer. Files can be either PDF or PowerPoint and you have to ensure that you can open and read these files before downloading.

3. SEARCH FOR A TRAINING ACTIVITY

You can search for a specific subject or training activity via our Search facility. Simply enter your search terms into the search boxes and press the search button.

When search results are displayed, click on the desired training activity to view more.

4. BROWSE THE WEBSITE

Alternatively you can browse the website through the full descriptions of the training resources.

To do this go to [Information Centre/Site Structure](#).

5. FORUM AND BLOG

You can also participate in our [forum](#) and [blog](#) to find out the latest news and share your comments with other users. To use these facilities you need to be a registered user and login before you're able to post your comments.

6. FEEDBACK

In order to improve the service we provide you, we would appreciate if you could fill in our [feedback form](#) when you download material from this site. It only takes a couple of minutes, but it will provide us with the necessary information to develop this resource according to your needs. Even if you haven't downloaded a document, you can still send us your comments about this resource using the same form, filling in the relevant sections.

7. PROPOSE A DOCUMENT

If you feel this resource would benefit from information that is not already included or is incomplete, or you'd like to share procedures developed in your organisation that you think may be of benefit to others, you can propose a new document to be included in the website.

To do this go to [Staff Development/Propose a new document](#).