

EPPING FOREST DISTRICT COUNCIL

PHASE 1 - E-LEARNING PROJECT PLAN March 2010

ACTION	RESPONSIBILITY	TIMESCALE	MILESTONE
Report to JCC/Cabinet	Paula Maginnis (HR)	April 2010	Reports are submitted to JCC and Cabinet
Dynamic Learning Environment (DLE) to be rebranded	Julie Dixon (HR) with Learning Pool	April 2010	DLE reflects new Learning & Development branding.
Agree process for learner sign on	Julie Dixon (HR) and Chris Askew (ICT)	April 2010	Process in place.
Communicate EFDC e-learning protocols to all authors	Julie Dixon (HR)	April 2010	Meeting with all authors completed.
Completion of HR Absence Management e-learning course	Julie Dixon & Denise Tur HR	April 2010	Course sign off.
Completion of Benefits e-learning course 'In & Out of Work Process'	Zena Messitt (Finance)	April 2010	Course sign off.
Consultation with Trade Union Executive	Julie Dixon (HR), Paula Maginnis (HR)	April 2010	Courses and launch agreed.
Completion of ICT e-learning courses: 'Intro to ICT' , 'Code of Connectivity' 'Changeover to Outlook'	Chris Askew (ICT)	May 2010	Course sign off.
Development of a pilot Health & Safety course as part of a suite of H&S training.	Wendy Gains (HR) and Essex H&S Partnership	May 2010	Course sign off.
Publicity of launch to staff and members	Julie Dixon (HR)	May 2010	HR Briefing and e mails sent.
Completion of Open Learning centre re-vamp	Julie Dixon (HR) & Frances Ball	June 2010	All works signed off.
Launch & demonstration of e-learning as a 'blended approach'. Staff and members to be invited.	Julie Dixon, Paula Maginnis (HR)	June 2010	Launch open afternoon completed.

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Pilot all modules and gather staff feedback	Julie Dixon (HR) with e-learning group	June 2010 – Dec 2010	Comments and scores analysed & developed into improvement plan.
Agree 5 further e-learning priority modules for development in 2010/11. To include relevant recommendations (agreed by CEF) from the review of member and staff induction undertaken by the Management Development Programme project group.	Julie Dixon (HR) with e-learning group	July 10	CEF agreement.