

HOW TO ACCESS THE SENIOR TALENT MANAGEMENT (STMP) NETWORK

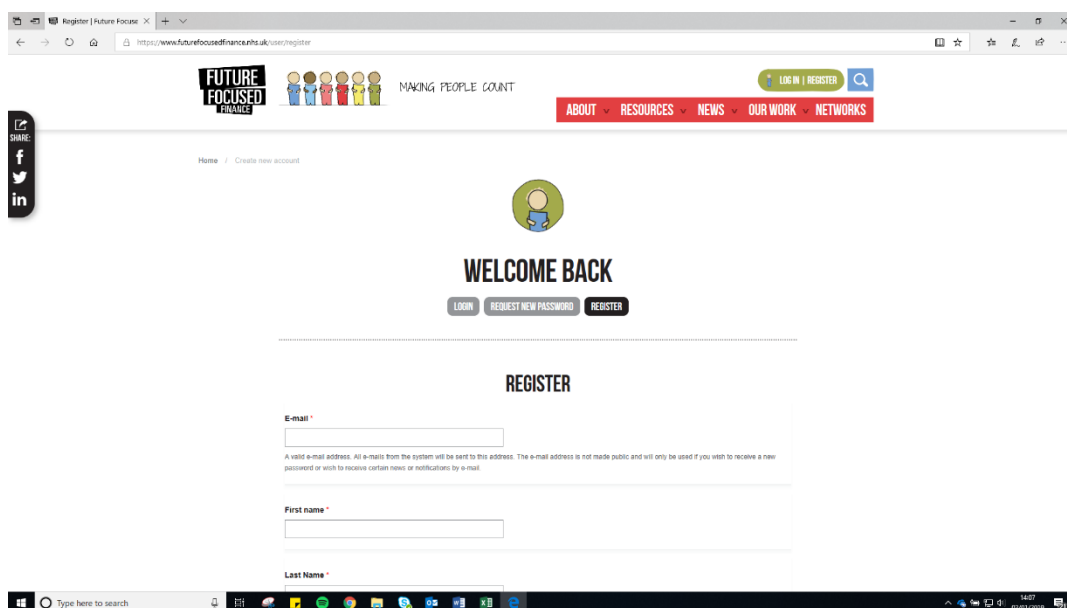
If you are reading this, it means you are now a member of the Future-Focused Finance, Senior Talent Management Programme (STMP) network. Welcome!

Strong and effective talent management is integral to any high performing organisation. Historically we have not sought to actively support the careers of our very best people so that they build the wide portfolio of skills and experience necessary to lead the NHS through future challenges. Identifying, growing and developing our best talent to be the NHS finance leaders of tomorrow is now a key priority and the reason that we have established the Senior Talent Management Programmes and Networks. Being a part of this network also means having access to a wide range of resources via our website, resources that have been shared by the FFF team, as well as our colleagues from different organisations all over the country.

This document has been created to help you get the most out of what is available and discover what you may not have known was there.

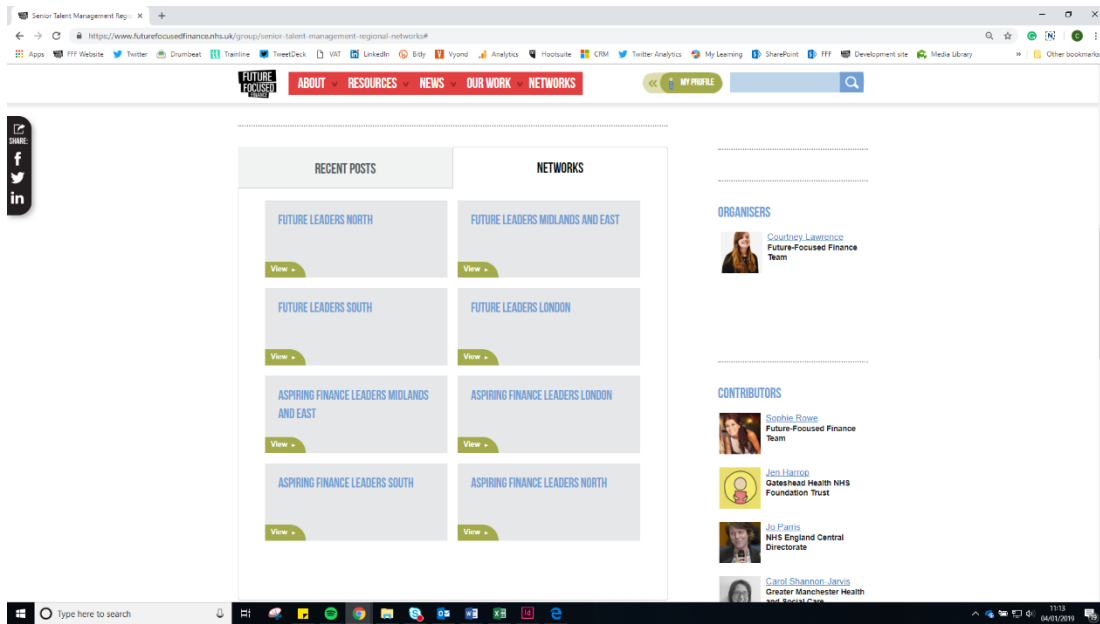
- **HOW TO FIND/ ACCESS THE NETWORKS ON THE WEBSITE**

Firstly, you need to have a registered account on the Future-Focused Finance website. If you don't have an account, you can register here: www.futurefocusedfinance.nhs.uk/user/register. Once you have registered on the website, you can gain access to the network:



1. Visit the Future-Focused Finance homepage – www.futurefocusedfinance.nhs.uk
2. On the menu bar at the top you will see “**Networks**”, once clicked on it will take you to the list of networks that Future-Focused Finance have.
3. Once loaded, scroll down where you will find “**Senior Talent Management Regional Networks**”.

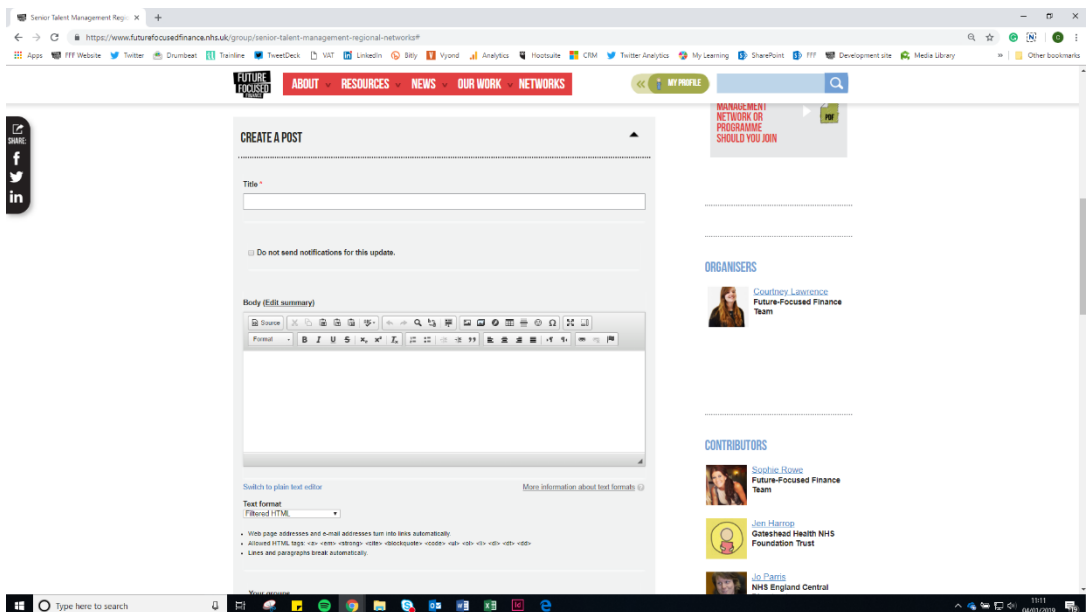
- **HOW TO FIND A REGIONAL NETWORK**



1. Follow the steps previously listed above.
2. Once you have done the previous steps, further down the page you will see two tabs – “Recent Posts” and “Networks”, by clicking on “Networks” a list of the different regional networks will load up. You will have been assigned to your regional network when signed up to the website and the STMP network. When you click on your region you will gain access to your local group.

● **HOW TO POST ON THE NETWORK PAGE.**

As well as having access to a range of resources and tips shared by colleagues, you can also share material yourself!



1. Following the previous steps, you now have access to the FACE network page.

2. To create a post on the website above the **“Recent Posts”** tab, you will see **“Create A Post”** with a triangle symbol besides it. If you click on it, it will display the function as seen in the picture above.
3. As a mandatory feature, you need to name your blog post in the **“Title*”** field.
4. Add the content you want your blog post in the **“Body”** field. The blog post will take the first few sentences from the post to create a summary for users to see before they click on the post or you can create one by clicking on **“(Edit summary)”** next to **“Body”**.
5. To get the best look out of your blog post, we recommend that you change the **“Text Format”** from **“Filtered HTML”** to **“Full HTML”** that can be found below the **“Body”** field.
6. You can make the post you are creating either **“Private – accessible only to group members”** or to **“Public – accessible to all site users”** as a default, the site will select **“Private – accessible only to group members”**
7. There is the option to include a feature image in your post in the **“Note Feature Image”** field by clicking Browse. Make sure to follow the recommendations -
 - Suggested size: 1000px x 600px. (Any other size will adjust centrally, within confines of space available)
 - Files must be less than 64 MB.
 - Allowed file types: jpg jpeg gif png.
 To avoid a very large or small image, or a pixelated one! Once chosen, press **“UPLOAD”** next to **“Browse”**
8. Attach a file to your blog post by clicking **“Browse”** next to **“Add a new file”** make sure to follow the file specifications –
 - Files must be less than 64 MB.
 - Allowed file types: jpg jpeg gif png txt doc docx xls xlsx pdf ppt pptx pps ppsx odt ods odp mp3 mov mp4 m4a m4v mpeg avi ogg oga ogv weba webp webm xlsx.
9. You can then preview the blog post by clicking **“Preview”** and a trimmed version and a full version will appear by clicking on the **“Create a Blog Post”** tab where you can make edits below, if you are unhappy.
10. Once your blog post is ready to go, click the **“Save”** button.
11. You have now published your first blog post on the FACE network page!

We hope this guide helps you make the most of the STMP network you are now a part of – Happy Networking!