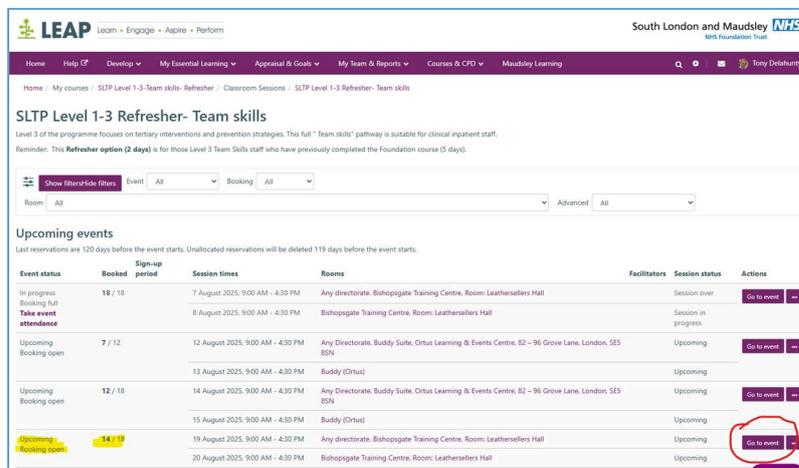


SLaM | LEAP | Booking your staff on to courses

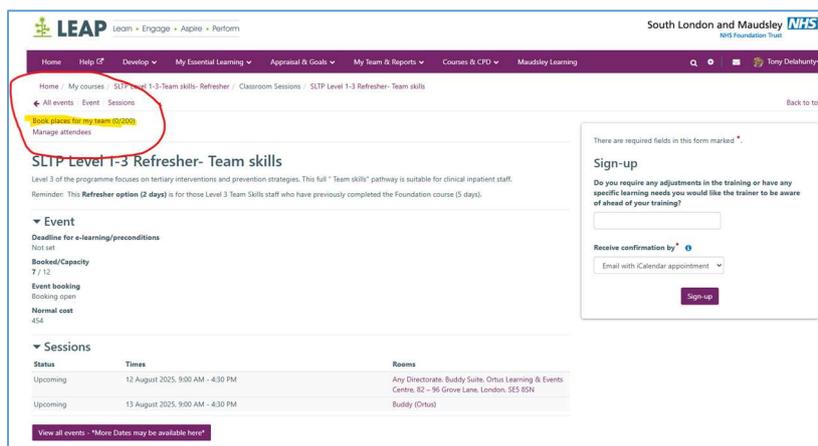
- Managers may book their staff (as of July 2025) on to the following LEAP courses:
 - Basic Life Support Refresher
 - SLTP Refresher
 - Immediate Life Support
 - Moving and Handling (Patients)
 - Paediatric Basic Life Support
- **Method 1 is easy**, and is available to all managers (as listed on LEAP) without any further setup needed.
- **Method 2 is tricky**, and is available to staff if they have “Booking Admin” permissions assigned – usually after watching short [recording of training session](#) and completing [this request form](#).

METHOD 1- for staff in your team when you are listed as their line manager on LEAP

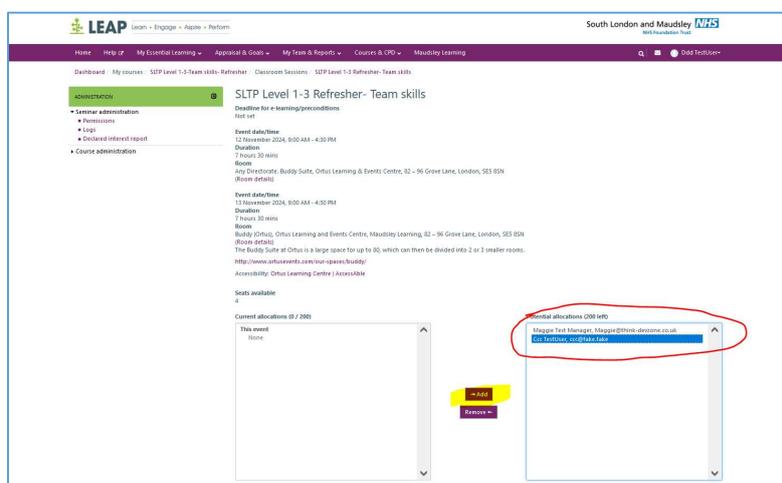
1. Find a training session with spaces available, and click **Go to event**



2. When the Event page opens, click **Book places for my team**



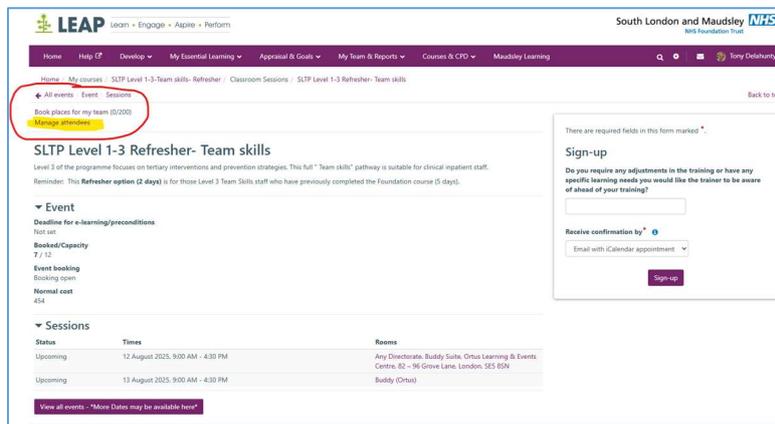
3. Select in the right-hand box one (or more) of your direct reports ...



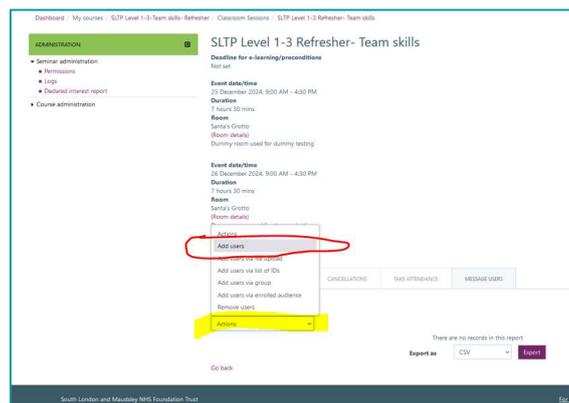
4... then click **Add** and that user will have been booked on to that session.

METHOD 2- for staff in your team when you are *not* listed as their line manager on LEAP

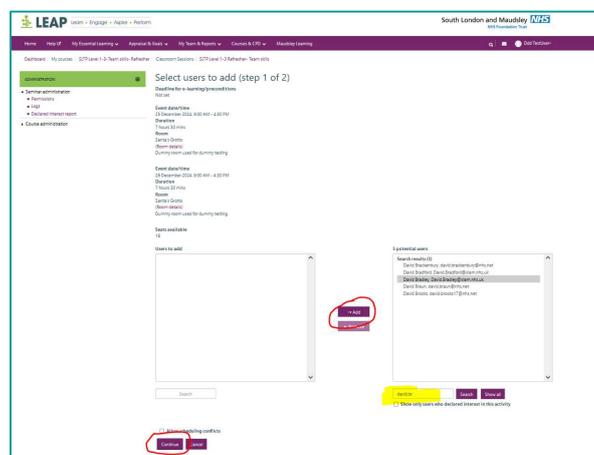
1. Find a session with spaces available as above, and click **“Manage Attendees”**.
(Please note, you will only see this “Attendees” link if and when you have accessed the training/video, and filled in Agreement form to be assigned “Booking admin” permissions).



2. On the following screen, select **“Add users”** option from within the Actions dropdown box...



3. Then search for the user, select them in the right hand box...
4. ... then click **Add** then **Continue** to sign them up for the session you chose.



5. The final screen shows you the full booking(s) you have entered – which you should now click to **Confirm**. That’s it. The staff you book will get notification emails.

Issues and Errors

- If you try to sign up someone who is already booked, it will be blocked by LEAP: you will get an error message - *“Existing sign-up(s) for this seminar, are not in the required attendance state”*.
- If you have to correct a wrong booking, you can use **“Remove users”** (instead of **“Add users”** at step 2 above).
- Take good care with the user search, as there are many similar names. Always choose the users with an *@slam.nhs.uk* email address. If you can't find your staff member having checked the name carefully, then they are presumably *“not on LEAP”*.
- It is your responsibility to book the right staff on the right course (as this *“Booking Admin”* process allows you to bypass LEAP audience rules). e.g: you should not book first-time staff on to Refresher training,

Knowing who is due for renewal and when

- Deming (MAST Dashboard) – you can see all your staff's due dates (renewal dates) here,
- Also: MAST compliance reports – produced each Monday and downloadable from [LEAP Compliance reports](#): the Data” tab shows your staff's due dates and renewal status.
- These reports will *not* show if staff are already booked in.
- LEAP has no easy way of showing who is already booked, but if desired you may be able to access a report listing all future bookings (for this course) (*see, e.g. “Listing for checking future bookings” under the SLTP-TeamSkills-Refresher sessions listing*).

Further Help

- [Agreement/Request form for “Booking Admin” permissions](#)
- Contact LEAP@slam.nhs.uk
- And/or contact SLTPTraining@slam.nhs.uk (if these are SLTP-bookings issues)