

How to register and book onto an event, using Accent Course Manager

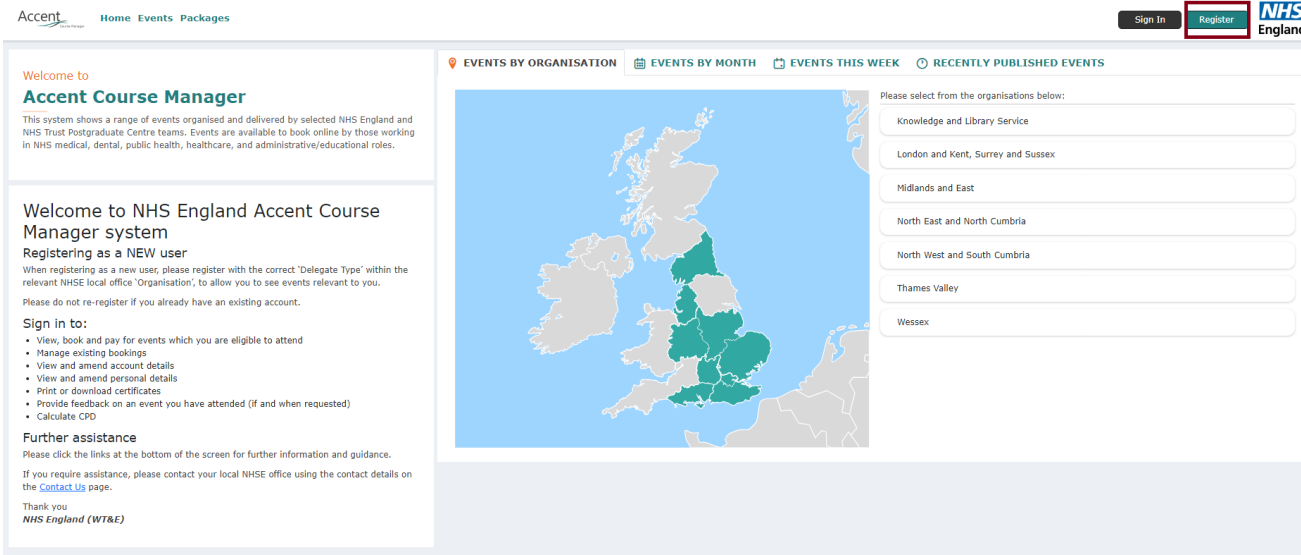
Registering

1. Go to the Course Manager website for Midlands or East of England (always use this link – do not use Google):

Midlands: <https://accent.hicom.co.uk/CourseManager/Live/HEEM/Web/>

East of England: <https://accent.hicom.co.uk/CourseManager/Live/EOE/Web/>

2. If you have not registered on the system before, you will need to register now. To do so, click on **Register** (highlighted below).



The screenshot shows the Accent Course Manager website. At the top right, there are 'Sign In' and 'Register' buttons, with 'Register' highlighted in red. Below the navigation, there are tabs for 'EVENTS BY ORGANISATION', 'EVENTS BY MONTH', 'EVENTS THIS WEEK', and 'RECENTLY PUBLISHED EVENTS'. The main content area features a map of the UK with the Midlands and East of England highlighted in green. To the right of the map is a dropdown menu for selecting an organisation, with options like 'Knowledge and Library Service', 'London and Kent, Surrey and Sussex', 'Midlands and East', etc. The left sidebar contains a 'Welcome to Accent Course Manager' message and instructions for new users.

3. Complete the fields requested – any fields labelled in **Bold Text** are mandatory.

- When registering, you must choose a 'Delegate Type'. **Note: Organisation is Midlands and East. Delegate type to choose from is Dentist or Dental Care Professional.**
- Before you choose a Delegate Type, firstly click to confirm whether you are a **Clinician** or not. The list of Delegate Types varies depending on whether you say Yes or No to the Clinician question. If you are not sure, check which list best relates to you, then decide.
- If you later encounter difficulties booking onto a course it may be that the course is not set up for the Delegate Type you selected – if this is the case, contact the Administrator for the course you wish to attend – please email england.dwd.midlands@nhs.net

4. Please remember to include your dietary requirements. Whatever you record here is retained for all future bookings, so you don't have to tell us again.

5. When you have finished, tick the declaration box at the bottom left corner, and then click **SUBMIT** at the bottom right corner.



REGISTER

Thank you for choosing to register. Please enter all your personal details and click SUBMIT below.

Please note that we will communicate with you via the email address you provide on your record. You should therefore provide a secure and individual email address which you check regularly.

* Mandatory fields are shown in bold

Email address:	<input type="text"/>	Password:	<input type="password"/>
Confirm email address:	<input type="text"/>	Confirm password:	<input type="password"/>
Organisation:	<input type="text"/>	Job title:	<input type="text"/>
Delegate type:	<input type="text"/>		
Employment Sector:	<input type="text"/>		

Surname:	<input type="text"/>	Address type:	<input type="text"/>
Forenames:	<input type="text"/>	Address 1:	<input type="text"/>
Known as (forename):	<input type="text"/>	Address 2:	<input type="text"/>
Sex:	<input type="text"/>	Address 3:	<input type="text"/>
Date of birth: (dd/mm/yyyy)	<input type="text"/>	Post town:	<input type="text"/>
Telephone:	<input type="text"/>	County:	<input type="text"/>
		Post code:	<input type="text"/>
Training number:	<input type="text"/>	Educational supervisor:	<input type="text"/>
Training start date: (dd/mm/yyyy)	<input type="text"/>	Educational supervisor email:	<input type="text"/>
Training completion date: (dd/mm/yyyy)	<input type="text"/>	Registration type:	<input type="text"/>
Grade:	<input type="text"/>	Registration number:	<input type="text"/>
Current Post:	<input type="text"/>	Trust name:	<input type="text"/>
Place of work:	<input type="text"/>	Band:	<input type="text"/>
Specialty:	<input type="text"/>		
Dietary requirements:	<input type="text"/>	Personal biography:	<input type="text"/>

Please confirm you agree to the **Terms and Conditions** by ticking this box

Cancel Submit

Booking onto an Event from the home page

1. From the home page, before logging in, click on the relevant organisation.

Accent Home Events Packages

Sign In Register NHS England

Welcome to Accent Course Manager

This system shows a range of events organised and delivered by selected NHS England and NHS Trust Postgraduate Centre teams. Events are available to book online by those working in NHS medical, dental, public health, healthcare, and administrative/educational roles.

Welcome to NHS England Accent Course Manager system

Registering as a NEW user

When registering as a new user, please register with the correct 'Delegate Type' within the relevant NHSE local office 'Organisation', to allow you to see events relevant to you.

Please do not re-register if you already have an existing account.

Sign in to:

- View, book and pay for events which you are eligible to attend
- Manage existing bookings
- View and amend account details
- View and amend personal details
- Print or download certificates
- Provide feedback on an event you have attended (if and when requested)
- Calculate CPD

Further assistance

Please click the links at the bottom of the screen for further information and guidance.

If you require assistance, please contact your local NHSE office using the contact details on the [Contact Us](#) page.

Thank you
NHS England (WT&E)

EVENTS BY ORGANISATION EVENTS BY MONTH EVENTS THIS WEEK RECENTLY PUBLISHED EVENTS

Please select from the organisations below:

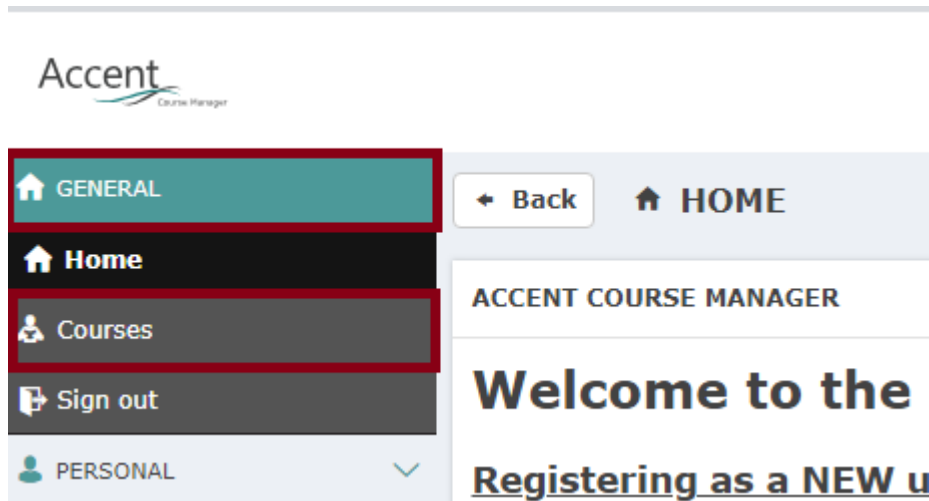
- Knowledge and Library Service
- London and Kent, Surrey and Sussex
- Midlands and East
- North East and North Cumbria
- North West and South Cumbria
- Thames Valley
- Wessex

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2. Enter the key words into the white box and click on the search button – this will display a list of events.

2. Click on **General** on the left-hand side menu then click **Courses** (highlighted below).



3. The search section will be displayed. Populate the search fields you want to search by and press **search** (highlighted below).

SEARCH

All available events are displayed in the list below. Browse the full list, search for a course or conference by name or use the filters to tailor the list to show the events which are of interest to you.

Organisations: Midlands and East Grade:

Course / Conference: Band:

Category: Dental (Midlands and East) Location:

Delegate type: Town/City:

Start date from: to: Exclude fully booked:

Keyword:

4. The list of available courses will be displayed, click on the course you want to book on.

SEARCH

All available events are displayed in the list below. Browse the full list, search for a course or conference by name or use the filters to tailor the list to show the events which are of interest to you.

Organisations: Midlands and East Grade:

Course / Conference: Band:

Category: Dental (Midlands and East) Location:

Delegate type: Dentlist Town/City:

Start date from: to: Exclude fully booked:

Keyword:

SEARCH RESULTS

Local events (63) Shared events (0)

Local events for Midlands and East

Course/Conference	Start date/time	End date/time	Venue	Total Places	Available Places	Organisation
NORO45 Posterior Indirect Restorations from Preparation to Cementatio	26 Jan 24 09:30	26 Jan 24 16:00	Norfolk & Norwich University Hospital	12	2 Waiting list places available	Midlands and East
BED007: Non-pharmacological Behaviour Techniques for the Anxious Patient	26 Jan 24 09:30	26 Jan 24 12:30	Online Learning	25	16 Places Available	Midlands and East
Dental DWD 23/24 BDH142 Effective Conversations - Using a coaching and Mentoring approach	30 Jan 24 09:00	27 Feb 24 17:00	Birmingham Dental Hospital	14	7 Places Available	Midlands and East
Dental DWD 23/24: IPS003 Infection Prevention and Control	02 Feb 24 09:30	02 Feb 24 16:30	Online Learning	30	20 Places Available	Midlands and East
Dental DWD 23/24: IPS010 Basic life support + Medical Emergencies for the Dental Practice	05 Feb 24 09:30	05 Feb 24 13:30	Ipswich Postgraduate Medical Education Centre	12	3 Places Available	Midlands and East
FREE - Effective Referral to the CDS Services - CAM070224	07 Feb 24 19:00	07 Feb 24 20:30	Online Learning	50	29 Places Available	Midlands and East
Dental DWD 23/24: IPS009 NHS Rules and Regulations	08 Feb 24 09:30	09 Feb 24 16:30	Ipswich Postgraduate Medical Education Centre	25	20 Places Available	Midlands and East
DFT22 MS2 Case Presentations	09 Feb 24 09:30	09 Feb 24 16:00	Bob Champion Research and Educational Building	13	Fully booked	Midlands and East
HWE DFT23 MS2 Presentations	09 Feb 24 09:00	09 Feb 24 16:00	Lister Hospital (Lister Education Centre)	Info not available	Info not available	Midlands and East

5. Click on the event and book a place. You will be directed to a booking confirmation page and will also receive an email confirming your booking (where payment is applicable you will receive a confirmation email for this too).

EVENT DETAILS ← Back

Dental DWD 23/24 BDH142 Effective Conversations - Using a coaching and Mentoring approach
30 January 2024 - 27 February 2024 Print

Target audience:

Aims: Effective Conversations - Introduce coaching and mentoring approaches into conversations and to support the dental profession going forward.

Objectives
During the session the course provider will:

- Give an introduction and insight into coaching and mentoring theories, skills and techniques.
- Provide an opportunity for practice coaching skills in the training room and in the workplace.
- Introduce reflective practice and peer support within the profession taking a coaching approach to further networks.

Learning outcomes: After this course delegates will be able to:

- Have an insight and approaches to coaching and mentoring theories and frameworks.
- Review fundamental skills, tools and techniques for coaching and mentoring conversations.
- Support the development of a coaching culture to support dental leaders within the profession.

Meets GDC development outcomes: A, B, D

Information: Any queries regarding your booking please contact sodicsdwd@contacts.bham.ac.uk
Please note: Delegates are required to **attend all 3 sessions** in order to receive their CPD Certificate.
Session 1: Tuesday 30.01.2024 - Time: 09:00 - 17:00
Session 2: Tuesday 06.02.2024 - Time: 09:00 - 17:00
Session 3: Tuesday 27.02.2024 - Time: 09:00 - 17:00
Speakers: Sally Ann Strazzanti, Independent Management Consultant and ILM Tutor
Target Audience: This course is aimed at Dentists, Dental Therapists, Dental Nurses, Hygienists, Practice Managers and Receptionists/Administrators.
Course Fee: Dentist £60, DCP £30 (this fee covers all 3 sessions)

CPD: 18 hour(s)

Total Places: 14

Available Places: **7 Places Available**

[Date\(s\), Times & Venue\(s\)](#) [Target Audience](#) [Requirements](#) [Documents](#) **[Book Now](#)**

If you encounter difficulties booking onto a course, please email england.dwd.midlands@nhs.net