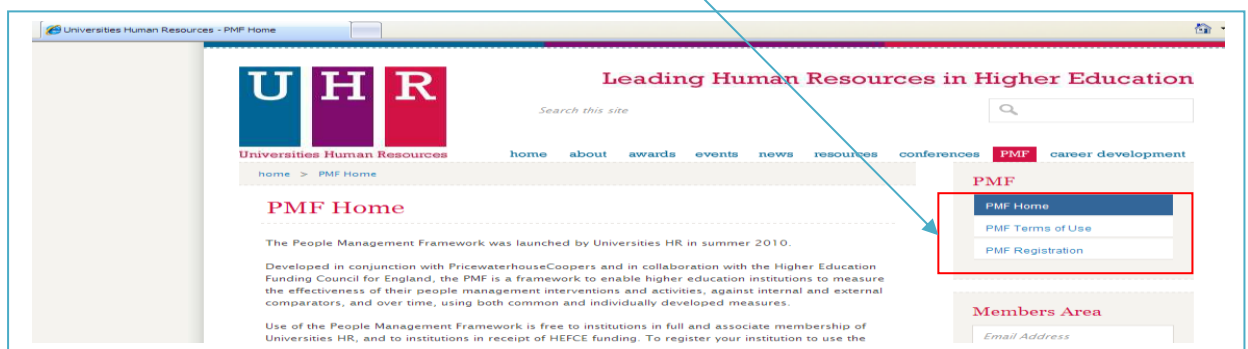


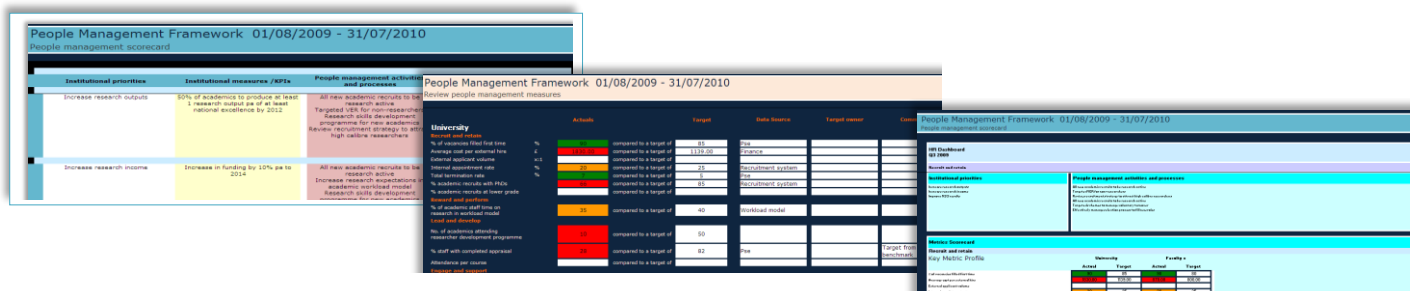
Mini guide tool features

- This mini guide pack is intended to be used alongside the Excel-based People Management Framework (PMF) Tool and supplemented by the more detailed 'User Guide' launched previously (2010).
- The PMF tool itself includes some general guidance and instructions, but this document provides a quick and simple overview of its main functions and features to enable users to become proficient quicker.
- This is a flexible tool designed to fit individual needs. You may wish to start small by just focussing on two objectives that you wish to measure.
- As it is excel-based it is simple to update and then add to it at a later stage when you need to re-visit it.
- In order to get started you just need to follow the below steps;
 1. To register your institution to use the PMF and be issued with a licensed copy of the software, you will need to complete the online form, available here; <http://www.uhr.ac.uk/pmf-4-PMF-Home.html>
 2. You will then be taken to a screen that looks like this to register your University;



Once you receive the PMF tool you will then be in a position to use the framework, which will enable you to get started and;

- *Focus, prioritise and align your Institution and Department's key objectives*
- *Benchmark against your Institution / Department and other Institutions/Departments for data such as absence, turnover, costs, etc*
- *Generate interest and discussion within both your institution and other institutions*
- *Generate handy reports to facilitate objective discussions and planning*
- *Keep track and monitor progress against previous data you have collated*
- *Create links with other PMF users to allow a forum to share best practice*



Thank-you for your interest and support for the PMF we hope you have found it useful in prioritising and focusing your objectives and activities

Helen Scott, UHR, Executive Director