As a manager it is important that you have all the information you need to be able to support a reservist. To help you do this we have created a set of five scenarios that provide useful information and tips.

**SCENARIO TWO**

A reservist in your team has been given their dates for the year, which includes training on an evening. They have also received details for their annual camp and are requesting time off to participate.

**How can we enable the reservist to take part in their training?**

Training commitments are usually given a year in advance, which will allow you to take any dates into consideration when creating team rotas.

In recognition of the value gained from training, many employers provide additional paid or unpaid leave, with the balance being made up from the reservist’s spare time.

**What type of training do they take part in? Can we use their training in the organisation?**

Reservists will complete a range of training, which will provide them with some transferable skills that can be used in your workplace. Some of the courses they will participate in will be:

- decision-making
- communication skills
- self-discipline
- leadership
- team building
- resourcefulness and perseverance
- specific courses, including Advanced Trauma Life Support (ATLS) and Major Incident Medical Management and Support (MIMMS).
WHAT TO DO NEXT

— Find out the full training details, including dates and locations.
— Check to see if your reservist needs anything from you.
— Review and implement your organisation’s policy for reservists, which may include granting special leave that is unpaid or paid.
— Record this on ESR – you can find guidance on how to do this by searching for ‘Recording Reservists in ESR’ on the ESR website. You will need to create a login first if you do not already have one.
— To make the best use of the reservist’s training, discuss how they can share their new skills, experience and knowledge with the team as well as the wider organisation.
— Incorporate reservist training into their appraisal.
— If you have a NHS Reserve Forces Champion you can ask them for any advice, their details can be found on the NHS Reserve Forces footprint map.