

Recommended Agendas for S4labour Refreshers Training

We suggest planning to spend 45 minutes on each section, allowing additional time for Q&A, and either delivering together or broken down into the separate sessions.

<p>Section 1 Preparation</p>	<p>Attendees: General Managers & HR</p>	<p>Agenda</p> <ul style="list-style-type: none"> • Setting up an employee • Changing roles and rates • Leavers • Adding documents • Request management • Holiday • Transfers • Return to work requirements • Right to work updates • Support centre • <i>Checking settings are still correct for Shift Success</i>
<p>Section 2 Planning</p>	<p>Attendees: All rota writers</p>	<p>Agenda:</p> <ul style="list-style-type: none"> • Calendar and budget line • Forecasting and events • Deployment Graph • Inputting a rota • Rota templates • Flag forecast rota • Expectations for reopening • Support Centre • Reviewing
<p>Section 3 Managing Current Week</p>	<p>Attendees: All users</p>	<p>Agenda</p> <ul style="list-style-type: none"> • Reviewing forecast • Time and attendance • Tronc • The App • Flag actual rota • Summary Report labour breakdown • <i>Post shifts for Grabs & Managing swap and drop requests</i> • <i>Updating shift allocation</i>