



Course Description

AMOS Shift Planning Training

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Shift Planning is a comprehensive tool that allows you to create shift plans from the very beginning. It not only allows the setup of repetitive shift patterns and the assignment to staff members, but also allows you to compare the available manpower against the workload and simulate the impact of people requesting days off. In addition to this, working time models can be created and can be cross checked against pre-defined labour regulations. Furthermore, the program can be used to track staff attendance time and compare it to the planned work time.

Course Objectives

Upon completion of this course, you will be able to use the different modules and to create and administer shift plans :

SHIFT PLAN DEFINITION

- ✓ **Entry Type Definition**
Create different types of entries that will be used to define shift patterns. E.g. early shift, late shift, holiday etc.
- ✓ **Shift Pattern Definition**
Define here repetitive shift patterns that are used to roll out days of a given shift. Combine patterns in order to be more flexible. E.g. a seven- day-shift and a seven-night-shift can be combined easily into a 14-day pattern.
- ✓ **Shift Group Management**
With his program you can define shift groups per station for a defined time period (and add staff to those shifts).
- ✓ **Public Holiday Definition**
With this program holiday or non-working days can be defined.

Course Topics

SHIFT PLAN MANAGEMENT

- **Staff Time Management**
How to register manual modifications: absences record, temporary shift changes.
Visualization of shift plan table and shift plan calendar.
Where to see complete history of the modifications.
Management of staff requests.
Possibility to record the real attendance time.

PLANNING

- **Staff Planning**

Shift group view of the planning

Possibility to filter the view of the shift planning according to different criteria, such as skills/scopes, a/c type, station...

Visualize the planning for the manpower, workload and minimum demand.

Two different planning logics: Main Qualification and Multiple Qualification.

Possibility to check the attendance of the employees.

LABOUR REGULATIONS

- **Labour Regulations**

With the help of this program you can define labour regulations rules that can be used, e.g. to execute a check against a shift plan, e.g. the working days in a row shall not exceed 7 days. In case of violation the system returns a customizable message. In addition, the labour regulation rules can also be used for the calculation of certain events, like the amount of remaining holidays. The tab-sheet "Indicator Configuration" allows connecting "Entry Types" and "Indicator Types" in order to perform calculations. E.g. the remaining off-days of an employee can be calculated or the amount of non-productive working days (training sessions etc) can be retrieved. The output, however, will be visible in the PQS.

- **Indicator Type Definition**

Indicators serve various purposes, for example, to set up the labour regulation rules. Before one can define labour regulation rules, a labour contract needs to be set up. This contract defines the "frame" conditions. E.g. a minimum of 2 days between the shifts need to be respected or it is not allowed to work more than 5 days in a row. As one can imagine there are uncounted possibilities and therefore so-called indicator types need to be defined that match your needs.

Who should attend	Everybody who is involved in dealing with shift plans
Prerequisite	AMOS Basic Training
Skill	Intermediate/Advanced
Certification	The course ends with a multiple choice exam. With achieving 70%, the participant receives an AMOS Diploma in addition to the letter of participation.
Type	Classroom
Duration	1 Day
Times	Classes typically begin at 09:00AM. The course usually ends at around 05:00PM. Please check your confirmation letter for exact time.
Training Costs	See pricelist
Registration	Please register your participant(s) via www.swiss-as.com .