

## Shift Planning Training



The Shift Planning training will prepare you to define employees and their qualifications in AMOS. You will also learn how to set up a shift, generate a shift plan, create and manage staff requests.

All of these entries can then be compared to the workload within a workpackage

### Course Objectives

Upon completion of this course, you will be able to:

- ✓ Configure different Qualifications Types and Qualification Classes
- ✓ Create new staff entries
- ✓ Assign qualifications to staff
- ✓ Monitor the history and current status of all types of qualifications, licences and courses
- ✓ Create entries to define shift patterns: early shift, late shift, holiday etc.
- ✓ Define 1 day shift patterns. Combine these patterns to a 2 week shift pattern
- ✓ Define shift groups per station for a defined time period and add staff to a combined shift pattern
- ✓ Enter holiday or non-working days
- ✓ Register manual modifications like absence records, temporary shift changes, staff requests
- ✓ Compare manpower demand with manpower capacity for a given workpackage and a minimum demand.
- ✓ Define Public Holidays.

### Course Topics

- Staff and PQS Configuration
- Staff Management
- Entry Type Definition
- Shift Pattern Definition
- Shift Group Management
- Shift Planning Configuration
- Staff Time Management
- Planning Administration
- Estimated Demand and Capacity

- Maintenance Forecast
- Workpackage Browser
- Public Holidays

<b>Who should attend</b>	Everybody who is involved in dealing with shift plans
<b>Prerequisite</b>	AMOS Basics WBT
<b>Skill</b>	Intermediate / Advanced
<b>Type</b>	Classroom
<b>Duration</b>	1.5 days
<b>Times</b>	Please check our website <a href="http://swiss-as.com/training.do">http://swiss-as.com/training.do</a> and/or your letter of invitation for the exact time.
<b>Training Costs</b>	See Pricelist
<b>Registration</b>	Please register your participant(s) via <a href="http://www.swiss-as.com">www.swiss-as.com</a> .