The Shift Planning training will prepare you to define employees and their qualifications in AMOS. It will further handle the set-up of a shift, the generation of a shift plan and staff requests. All these will be compared to the workload of a workpackage.

Course Objectives

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

- Configure different Qualifications Types and Qualification Classes.
- 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.
- Control the attendance of the employees.
- Compare manpower demand with manpower capacity for a given workpackage and a minimum demand.
- Create and use different requests from staff.

Course Topics

- Staff and PQS Configuration (APN 148)
- Staff Management (APN 146)
- Entry Type Definition (APN 990)
- Shift Pattern Definition (APN 974)
- Shift Group Management (APN 978)
- Shift Planning Configuration (APN 1459)
- Staff Time Management (APN 979)
- Planning Administration (APN 1024)
Who should attend | Everybody who is involved in dealing with shift plans
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Prerequisite | AMOS Basic Training
Skill | Intermediate / Advanced
Type | Classroom
Duration | 1.5 Days

Times | Please check our website [https://www.swiss-as.com/services/training](https://www.swiss-as.com/services/training) and/or your course invitation for the exact time.
Training Costs | See Pricelist
Registration | Please register your participant(s) via [www.swiss-as.com](http://www.swiss-as.com) or contact the AMOS Training Department at AMOS_Training@swiss-as.com.