



MYP training agenda

POCKETWATCH

Getting Started

professional development: non-certified

1. introduction

- Housekeeping
- Key objectives
- Overview of PocketWatch

2. PocketWatch

- Overview of PocketWatch features
- Navigate PocketWatch
- Administer settings
- Determine roster types
- Create + administer roster templates + rosters
- Publish rosters
- Access myShifts for check in + out
- Generate timesheets + invoices

3. support centre + communication

- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

4. next steps

- Review PocketWatch settings
- Update staff PocketWatch settings
- Create trial roster templates for trial clients/ staff (NB: templates should capture at least one full week of standard shifts)

5. close

- Questions + answers

