

## 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

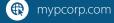
- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets
- Upcoming training, demonstrations + events
- eNews + social media

#### 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





myNOTES			

It is your responsibility to record educational seminars you attend, which are both relevant to and contribute to your professional and personal development. A copy of the MYP Training Agenda and Certificate of Attendance may be used for those records.

