



MYP training agenda

POCKETWATCH

Roster Management

professional development: non-certified

1. introduction

- Housekeeping
- Key objectives
- Overview of PocketWatch

2. PocketWatch

- Manage + update rosters
- Manage staff leave + availability
- Update rosters from templates
- Manage award rules
- Manage asset, room + resource bookings

3. support centre + communication

- Submit training attendance confirmation
- myHelp + myTraining
- Lodging support tickets

- Upcoming training, demonstrations + events
- eNews + social media

4. next steps

- Create rosters + roster templates for trial clients + teams
- Ensure GENIUS is set up - engagements are correct, line items in schedules of support match service agreements + flows through to roster templates
- Organise myTraining for trial staff
- Prepare questions for tailored training or Q + A sessions

5. close

- Questions + answers

