

## 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









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.







