

Microsoft Shifts – Get Started

Description

This training provides participants with the knowledge and skills needed to use Shifts effectively in their daily work. Integrated into Microsoft Teams, this tool allows you to schedule shifts, manage rotations, and track employee attendance with ease.

Efficiently manage your schedules with Microsoft Shifts

Designed for team leaders, managers, and Microsoft 365 users, this course guides you step by step through mastering Microsoft Shifts. You will learn how to create schedules, organize teams into groups, assign tasks, and track working hours directly within Teams. With its clear and intuitive interface, Microsoft Shifts centralizes all essential information to simplify time and resource management.

Course Content

- Module 1: Open the Shifts app
- Module 2: Create a schedule, organize it with groups and add people
- Module 3: Fill out a schedule or import a schedule into Shifts
- Module 4: See a team schedule
- Module 5: Manage your shifts in Shifts
- Module 6: Clock in and out with Shifts and Time Clock

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital courseware included

Participant profiles

- Team leaders and department managers
- HR managers or scheduling coordinators
- Microsoft 365 users who want to manage their schedules
- Employees involved in workforce time management

Prerequisites

- Working knowledge of Windows operating systems
- Working knowledge of Microsoft Office

Objectives

- Open and set up the Shifts app in Teams
- Create and organize a team schedule
- Add team members and define their shifts
- Import or adjust an existing schedule

- View and analyze the overall schedule
- Manage teams and their assignments

Description

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Classroom Registration Price (CHF)

500

Virtual Classroom Registration Price (CHF)

475

Duration (in Days)

0.5

Reference

MSH