

# Microsoft Shifts Introduction



## Course Details

**Course Name** Introduction to Microsoft Shifts

**Duration** 0.5 Day

**Course Code** AFBMSHI

**Assumed Knowledge** No prior knowledge is required

## Course Aims

The aim of this course is to introduce you to Microsoft Shifts, a cloud-based app that helps you create and manage schedules for your team. You will learn how to use Shifts to plan and assign shifts, communicate with your team members, track time and attendance, and access reports and insights. You will also explore the administrative and extensibility features of Shifts, such as setting up policies, integrating with other apps, and customizing Shifts to suit your business needs. By the end of this course, you will be able to use Microsoft Shifts to streamline your scheduling process and improve your team collaboration.

## What You Will Learn

In this course, you will learn how to use Microsoft Shifts, a cloud-based app for creating and managing team schedules. You will discover its features and benefits, how to set up and use it for shift planning and communication, and how to access reports, configure settings, and integrate it with other apps. By the end of this course, you will be able to use Microsoft Shifts to optimize your team's productivity and collaboration.

## Skills

- Use Microsoft Shifts to create and manage schedules for your team members
- Collaborate and communicate with your team using Shifts features such as requests, swaps, and notes
- Monitor and analyze your team's activities and performance using Shifts reports and dashboards

## Target Audience

The target audience for an introduction to Microsoft Shifts learning session is anyone who wants to use the Shifts app in Microsoft Teams to manage or view their work schedule and communicate with their colleagues. This includes managers, team leaders, and team members who need to create, update, swap, or request shifts.

## Course Content

### Module 1 - Getting to know Microsoft Shifts

Topic A Overview of Shifts

Topic B Key Features and Benefits

Topic C Interface & Navigation

### Module 2 - Exploring Microsoft Shifts

Topic A Setting Up Shifts

Topic B Managing Shifts

Topic C Using Shifts

### Module 3 - Making the most of Microsoft Shifts

Topic A Shifts Reporting

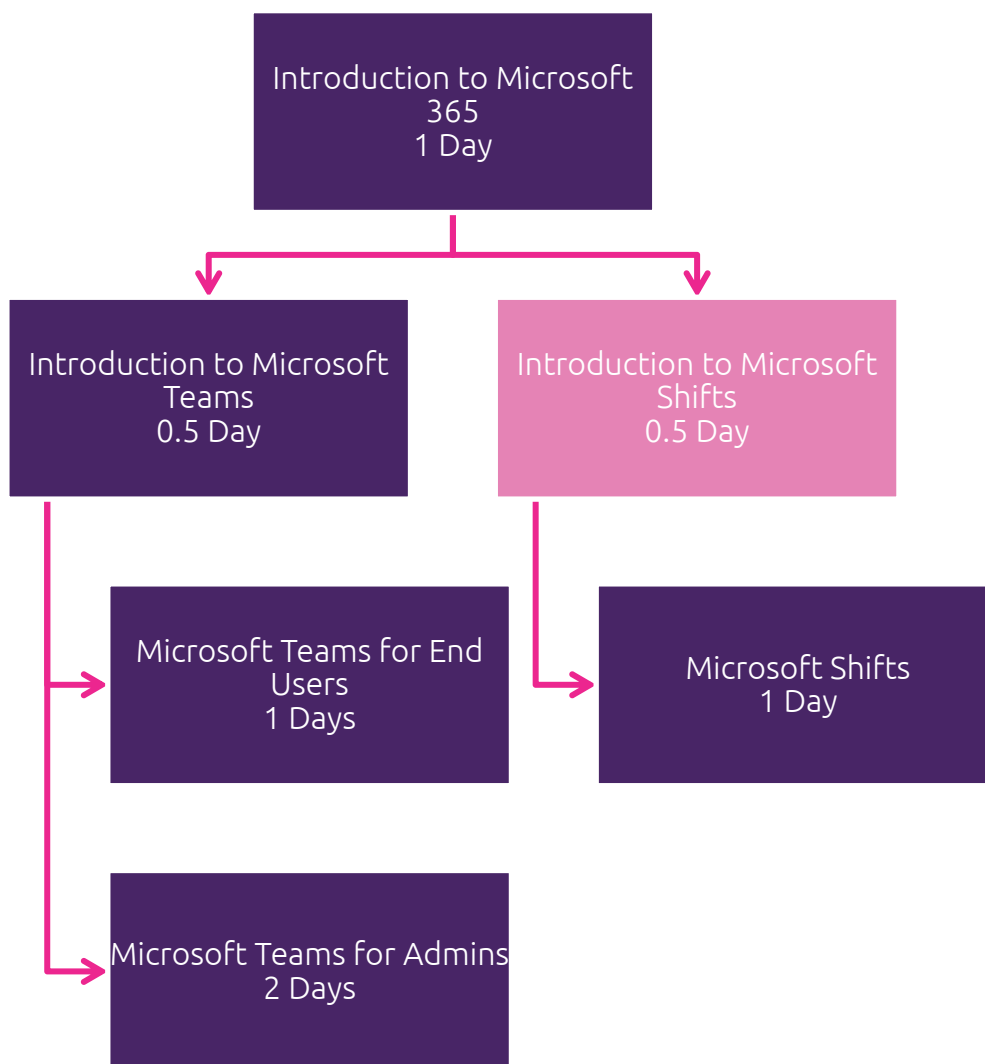
Topic B Microsoft Shifts for Admins

Topic C Shifts Extensibility

## Course Progression

At Appetite, we understand the significance of building efficient ways of working in Microsoft 365 to encourage everyone to work more collaboratively and communicate effectively using cloud technology. That's why we are excited to introduce our Microsoft Shifts training courses, designed to empower employees with the essential knowledge and skills needed to excel in this platform. We believe in continuous growth and learning, which is why we're committed to offering ongoing training opportunities.

After this course, you will understand the power of Microsoft Shifts and can embark with us on a journey of continuous development, ensuring that you stay at the forefront of workplace innovation. Join us to unlock the full potential of Microsoft 365 and Microsoft Shifts and advance your career in the digital era by taking one of the following courses.



## About Appetite

### Audacious, Human, Purposeful, Rigorous, Kind

Our company values underpin everything we do and are at the heart of our business.

Established in 2016, Appetite is passionate about helping people and organisations use technology as a force for good with values and culture being a guiding force for how we achieve this.

We will help you engage with your colleagues and customers through technology and our people – our difference makers – will be pivotal in helping you to achieve this.

We help companies to simplify technology and get the most out of Microsoft Cloud technologies to grow. We provide easier to access data analytics, faster business processes, better workflows and productivity, and a better understanding of how your business is performing.

### Accreditation

We adhere to several elite standards giving you the confidence that you are working with a partner who strives to be the very best, by continuously improving our management system and processes we work to the highest possible standard.

Security	Accreditations	Pledges
