

## Course Outline | Definitiv Teams Course



### Are you responsible for the ongoing maintenance and upkeep of your organisation reporting structure?

By taking this Teams course, you will gain an understanding of how Definitiv Teams houses the org chart and the steps needed to keep the reporting lines up to date.

### What does this course cover?

- Simple navigation skills
- Definitiv Terminology
- Differences between Line managers and Project managers.
- Creating new positions.
- Adding employees to existing positions.
- Removing employees

from current positions.

- Gaining an understanding of the process following a restructure
- Gaining an understanding of deletion vs cease date of a position.

### Target audience

This course is designed for payroll super users who will be required to maintain their organization chart.

### What do you need to know?

The expectation is that attendees have an existing understanding of their company's needs for structuring their reporting lines.

### Delivery method

This is a virtual instructor-led course delivered through Strigo.

### Duration

Attend one VILT session facilitated by an instructor for a duration of 2.5 hours.