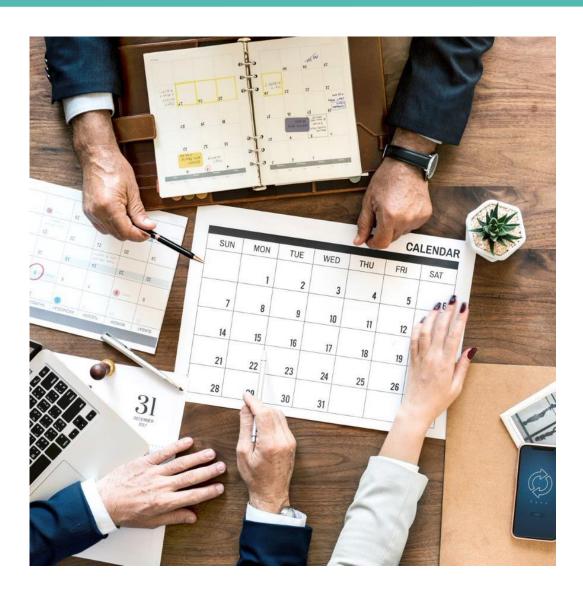# Course Outline | **Definitiv Rostering for Managers**

Are you having trouble building and maintaining your Roster?

This course is specially designed for department managers who are responsible for building and maintaining rosters. This Virtual Instructor Led Training (VILT) session provides hands-on training in a play environment with a live trainer who guides you through every step in the rostering process.

What does this course cover?

- Get up and running in your virtual classroom.
- Overview of the rostering process.
- Rosters vs Work Schedules.
- How to create a Roster for an employee with a Work Schedule.
- How to create a Roster with no Work Schedule.
- Create casual templates.
- Applying best rostering practices.
- Publishing a Roster.
- Viewing employee availability.
- How to maintain and amend a Roster and shifts.
- Reporting options.

Target audience

Rostering coordinators, department managers, and anyone who needs to create and maintain rosters can benefit from this course.

What do you need to know?

The expectation is that attendees have an existing understanding of their rostering processes and knowledge of Definitiv.

Delivery method

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

Duration

Attend a VILT session facilitated by an instructor for a duration of 3 hours.