

Scheduling – Powerpoint Note

- As the manager, one of your main duties is to staff your area of responsibility
- To do this, a manager must:
 - _____
 - _____
- Scheduling is often a challenging task...much like a _____
- Factors such as:
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

Creating a schedule:

- Is usually done via computer...either a computer program or customized schedule sheet (ie – Excel)
- Layout varies, but it must include and communicate:
 - _____
 - _____
 - _____
 - _____
 - _____
- all of this information is synthesized to ensure human resources are used in an effective and optimal manner
- Let's look at a few examples that are commonly used:

Microsoft Excel - Scheduling Template.xls

File Edit View Insert Format Tools Data Window Help

Arial 11 B I U \$ % 82%

G40

	A	B	C	D	E	F
1	Kitchener Sobeys					
2	Grocery Department Schedule					
3	Monday December 11, 2006 through Saturday December 23, 2006					
4						
5	Full Time Shifts	Mon Dec 11	Tues Dec 12	Wed Dec 13	Thurs Dec 14	Fri Dec 15
6	Weekday 8:00am - 5:00pm					
7	Weekday 11:00am - 8:00pm					
8	Weekday 1:00pm - 10:00pm					
9	Saturday 8:00am - 5:00pm					
10	Saturday 8:00am - 5:00pm					
11	Saturday 8:00am - 5:00pm					
12	Part Time Shifts	Mon Dec 11	Tues Dec 12	Wed Dec 13	Thurs Dec 14	Fri Dec 15
13	Weekday 5:00pm - 10:00pm					
14	Weekday 5:00pm - 10:00pm					
15	Saturday 8:00am - 2:00pm					
16	Saturday 8:00am - 2:00pm					
17	Saturday 11:00am - 5:00pm					
18	Saturday 11:00am - 5:00pm					
19						
20						

	A	B	C	D	E	F	G	H	I	J	K	L
1	Shift Schedule Sobeys											
2												
3	Monday Dec 11	2:00:00pm	3:00:00pm	4:00:00pm	5:00:00pm	6:00:00pm	7:00:00pm	8:00:00pm	9:00:00pm	10:00:00pm	Total	Week Total
4	Full Time											
5	Tiger woods										12hrs	12hrs
6	Joe Montana										0hrs	0hrs
7	Roy Halladay										8hrs	8hrs
8	Part Time											
9	Wilfrid Laurier										5hrs	5hrs
10	George Bell										0hrs	0hrs
11	LeBron James										0hrs	0hrs
12	Darryl Sittler										0hrs	0hrs
13	Bruce Springsteen										0hrs	0hrs
14	Crish Bosh										0hrs	0hrs
15	John Mellencamp										5hrs	5hrs
16												
17	Tuesday Dec 12	2:00:00pm	3:00:00pm	4:00:00pm	5:00:00pm	6:00:00pm	7:00:00pm	8:00:00pm	9:00:00pm	10:00:00pm		
18	Full Time											
19	Tiger woods										8hrs	20hrs
20	Joe Montana										12hrs	12hrs
21	Roy Halladay										0hrs	8hrs
22	Part Time											
23	Wilfrid Laurier										5hrs	10hrs
24	George Bell										0hrs	0hrs
25	LeBron James										0hrs	0hrs

Microsoft Excel - Scheduling Template.xls

File Edit View Insert Format Tools Data Window Help

Century Gothic 12 B I U \$ % 90%

B4 Monday

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Shift Schedule													
2														
3														
4														
5	Monday	7:00:00 A.M.	8:00:00 A.M.	9:00:00 A.M.	10:00:00 A.M.	11:00:00 A.M.	12:00:00 P.M.	1:00:00 P.M.	2:00:00 P.M.	3:00:00 P.M.	Sick ☒	TOTAL		
6	Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9		
7	Tom Y		cashier	cashier	cashier	cashier						4		
8	James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
9	Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
10	Sean P										Sick ☒	0		
11	Teresa A						cashier	cashier	cashier	cashier		4		
12														
13														
14	Tuesday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick ☒	TOTAL		
15	Kelly F	manager			manager	manager	manager	manager	manager	manager		9		
16	Tom Y		cashier	cashier	cashier	cashier						4		
17	James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
18	Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
19	Sean P										Sick ☒	0		
20	Teresa A						cashier	cashier	cashier	cashier		4		
21														
22														
23	Wednesday	7:00 AM	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	Sick ☒	TOTAL		
24	Kelly F	manager	manager	manager	manager	manager	manager	manager	manager	manager		9		
25	Tom Y		cashier	cashier	cashier	cashier						4		
26	James S		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
27	Jon M		front desk	front desk	front desk	front desk	front desk	front desk	front desk	front desk		7		
28	Sean P										Sick ☒	0		
29	Teresa A						cashier	cashier	cashier	cashier		4		