

STORE MANAGEMENT DEVELOPMENT PROGRAM

SCHEDULING, BUDGETING & ESS



Scheduling, Budgeting & ESS Module:

The ***Scheduling, Budgeting & ESS MODULE*** will provide you with the knowledge of how to maximize efficiency by effectively coordinating staff hours with your Units/Labour Hour goal (UPLH) and your budget. Learn how to build fairness and equality into your schedule to enhance staff morale and in turn, increase productivity and customer service.

Objectives:

- Understand the concept of activity-based scheduling.
- Understand how to develop an Activity Analysis, Implement a Planner and create a Store Schedule utilizing the tools available.
- Know how to apply relevant sections of the Collective Agreement, Employment Standard Code and Labour Code.
- Know how to monitor scheduled hours to the UPLH goal and allotted budgets.
- Understand the use of timecard entries to track and report proper pay codes along with pool hours and labour hours.
- Understand and prepare pertinent reports.