

Workplace Assignment

The workplace task that I have decided to choose is staff scheduling/rotas and visits. The tool that I believe best suits this task is Microsoft Teams. This would be because it has many accommodating features that would make doing this much more efficient.

Firstly, it has a 'Meet' feature which allows the user to create and schedule a meeting. This could be very useful when creating rotas as it could allow employees to give notices of their availability and make them aware of their schedules in advance whilst simultaneously allowing them to address any queries with the manager. It also has a calendar which can be very useful for employees as it allows them to check their schedule and what days/times they have a shift. This can also sync with 'Outlook' making it easier to manage time.

In addition to this, Microsoft Teams has a 'Shift feature', specifically designed for shift management. It allows the process of scheduling shifts to become widely more efficient by making it more automated and accessible for both employees and management. There are features specific to this feature that make it perfect for this task such as self-service tools that allow employees to take time off or swap shifts, and being able to clock out digitally. This software has been specialised for companies to be able to utilise digital shift management to the highest extent.

In conclusion, I believe that Microsoft teams is the best choice for this workplace task as it has a plethora of useful features that allow staff schedules to be fully optimised.

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