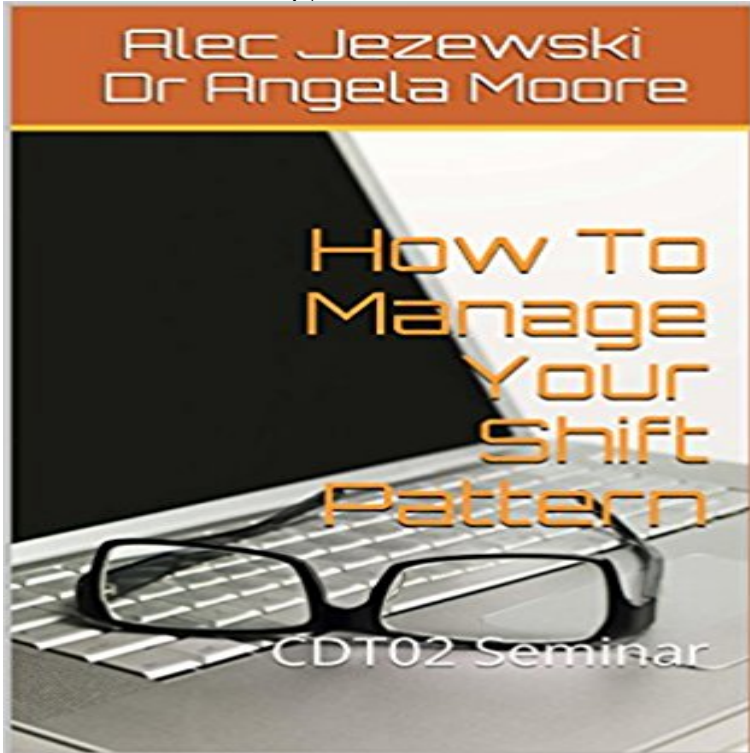


## How To Manage Your Shift Pattern: CDT02 Seminar



Holidays and absences are the bane of most managers. This book shows the slides presented on our CDT02 course especially dealing with this aspect of shift working. Managing Absence effectively will allow your operation to run unhindered. At some point all companies have experienced a breakdown in the operation because of absence. You find everyone wants a holiday at the same time; no one wants to work during Christmas and the Summer is just not long enough. Absences also clump together hence some shifts are understaffed while on others you are having to find jobs for people to do. This is inefficient, costly and a waste of management time. A few simple techniques will allow you to ensure that you have the correct number of staff on every shift eliminating your holiday and absence problems. Managing Holidays and Absence is costly and wasteful of management time. As a manager you have more important demands on your time than listening to your staff explain why they all need holidays at the same time. Setting up a Holiday Management Plan is an easy way to effectively management holidays freeing you up to focus on strategy and running your operation.

**Introduction to Running a Shift Pattern Objective:** Gain an understanding of how to run a shift pattern, the main problems you will come up against and how to tackle these issues.

**Different Types of Shift Patterns**  
**Calculating How Many Staff You Need to Provide Cover**  
**Bank Holidays Annual Shut Downs Authorised Leave Avoiding An Overtime Culture**  
**Holiday Management Objective:** Discover how to incorporate everybodys holiday without effecting the operation.

**Holiday Management Summer Holidays, Christmas Time, Bank Holidays, Annual Shutdown, Weekends Working Time Directive Rules**  
**Absence Management Objective:** Learn how to include absence cover arrangements in

your shift pattern. Why do you need Cover Arrangements Options Cross Skills Training Banked Hours Short Term Abscess Long Term Abscess Authorised Leave Fatigue and Shift Working Objective: Learn how to avoid fatiguing staff Causes and Consequences of Fatigue Shift System Health and Environment Holiday Management Plan Objective: Learn how to create your Holiday Management Plan Procedures for effective holiday management Minimise disruption to your operation Terms and Conditions of Employment Objective: How to change your companys terms and conditions of employment. Changes required for Holiday and Absence Solutions Definitions for Shift Work

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