

2014 Annual Leave Planner Spreadsheet Excel

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what are the aims of this guide this guide aims to provide a cost effective method to customise a leave planner and roster so that both manager and staff have a high visibility or transparency of leave availability even before and during leave projection stages the following are the salient features of the planner staff can project his leave and makes changes anytime and anywhere using computer or smartphone it shows real time changes made by other team members simultaneously even while in the process of any editing that might be going on staff can have a good overview in terms of the leave availability on different dates entire staff team are able to view the planner at any given time however the editing of the cells and rows feature will be disabled unless given edit permission manager can review the editing history made by all staff manager can set up alert to auto highlight leave clashes manager can freeze certain portion of the planner once staff projection period ends who is this guide aimed at this guide is designed for managers or team leaders who are assigned to take charge of staff leave planning and approval duties by integrating information technology and human psychology this book helps people managers create a shared leave projection platform for advanced leave planning for the team colleagues as good people manager we always aim at achieving a win win situation ensuring smooth running of the operational unit as well as meeting staff personal needs in terms of leave taking through years of observation i came to realise leave clashing among staff is one

of the key operational problems which creates negative impact on working relationship among team members a lot of time has been spent on handling and tackling leave related issues which indirectly affects the overall productivity i have been studying and searching both intensively and extensively for a cost effective way to facilitate the handling management of staff leave projection and allocation however most off the shelf human resource or roster planning software are usually catered for local computer installation requirement most are not fully transparent in the sense that they are designed for manager use instead of providing online shared access for other staff lacking in flexibility of customization ready made software s is also unlikely to suit the actual need of your unit in addition the cost of the afore mentioned software s could prove to be too exorbitant for a small department in terms of justifying budget planning all these pre existent issues and shortcomings have inspired me to find a solution thus developing a diy system to help managers departmental heads or anyone involved in tackling this managerial challenge became my utmost priority in the following chapters i will walk you through the steps in how to create an online leave planner which can be made accessible by members of your staff i hope you will find this book purposive concise and practical in bringing in benefits to you and your team

for beginning and intermediate students especially business students using excel 7 0 provides a business oriented approach to solving problems with excel 7 0 it reviews problem solving techniques provides hands on tutorials to encourage active participation and includes an extensive reference section for help answering excel questions

effective use of microcomputers can greatly aid professional city planners and managers in the exacting duties they perform microcomputers are a low cost high powered means of mechanizing both routine and sophisticated analytical operations this text demonstrates how to incorporate microcomputer technology in a range of city planning problems and situations the authors link a variety of methods and applications to concrete examples and exercises their hands on approach is designed specifically for professional planners and managers in both the public and private sectors it covers everything from inserting a floppy disk into the processing unit to producing typed copy of results from predictive modeling and forecasting future trends the study begins with a basic introduction to the technical jargon associated with pcs and an explanation of the input process output cycles a series of chapters follow explaining specific software packages and their functions and operations specific applications using spreadsheets graphics and database management schemes are extremely useful further chapters introduce graphics and database systems the book s learn by example format will prove extremely useful to time pressed practitioners and students in city planning and management as well as students preparing to enter the field

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this book offers value oriented 90s consumers true value by giving them all the basic excel for windows 95 information and advice they need in a familiar visual format the same format in which they re already accustomed to getting do it yourself information on other difficult tasks covers all key features answers the most asked questions and provides hands on examples

contents section i basic concepts and foundations 1 introduction to technology and planning purpose the potential in primary and secondary schools the beginning years steady progress in administrative systems instructional systems show promise the need for planning the systems approach organization summary 2 basic concepts of planning schools as social systems evaluating the bottom line the social process and rational models common elements of educational planning planning for technology taking a positive attitude to evaluation administrative and instructional applications case study summary 3 technology learning and equity issues technocentric education when should computer education begin special education equity issues case study summary section ii technology in action 4 technology in educational administration knowledge is power the age of knowledge specialized administrative applications integrating it all together data driven decision making case study summary 5 technology in instruction instructional computing a new beginning instructional computing some history a brief review of the research defining technology s role a touch of philosophy classification systems and definitions of terms tutor applications tool applications tutee applications integrated learning systems multimedia a brief word data communications curriculum integration and planning case study summary 6 multimedia in education multimedia defined multimedia for multiple intelligences mi multimedia literacy multimedia systems analog videodisc and digital versatile disc technology multimedia software multimedia for teaching and learning multimedia resources and copyrights media distribution systems case study summary 7 data communications the internet and educational applications data communications in the schools the internet the world wide commercial on line services applications on the internet multimedia and the the internet and education summary 8 distance learning distance learning defined distance learning technologies an overview print technologies audio technologies video technologies computer technologies blending technologies designing instructional materials a comparison of distance learning technologies designing programs for distance learners distance learning some issues case study summary section iii planning and implementation 9 hardware planning and evaluation hardware planning for the long range hardware evaluation criteria special considerations for administrative applications special considerations for instructional applications case study summary 10 software selection and evaluation decisions decisions software evaluation criteria administrative software evaluation factors instructional software evaluation factors case study summary 11 staff development a long way to go the staff development planning model who learns different alternatives for different needs designing and implementing effective staff development programs resources case study summary 12 managing facilities getting bigger staffing and administration central laboratories physical environment data communications facilities and information infrastructure hardware maintenance software maintenance and distribution policies procedures and documentation security the helping place case study summary 13 financial planning technology can be expensive the cost effectiveness of technology a time line for financial planning the budget worksheet a budget model special considerations of budgeting for technology applications sources of funds case study summary epilogue appendix a basic concepts of computer technology appendix b educational leader competencies appendix c instructional software evaluation factors glossary index

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