

Scheduling Training Hours

Last Modified on 02/24/2025 10:57 am CST

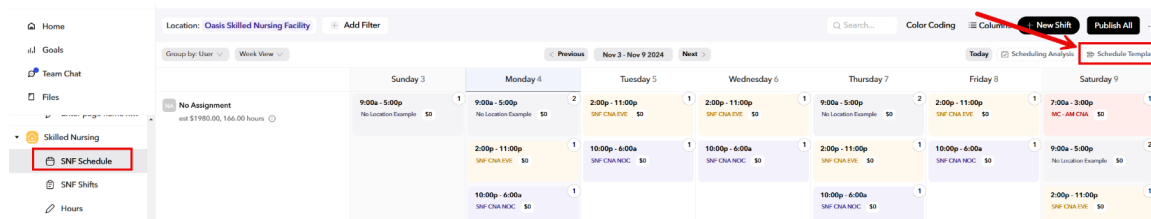


Here at Procure + Labor Management we are committed to providing excellence in all things, including our training resources. We hope this article will be of assistance to you with your scheduling expertise. Please see article details below and reach out if you have any additional questions to labor@procarehr.com.

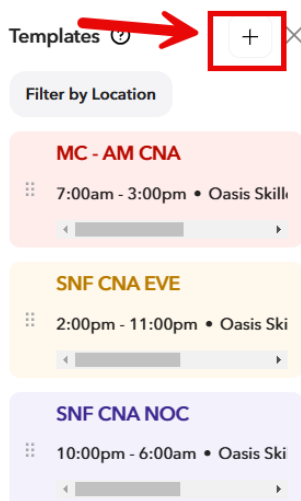
Article: Scheduling Training Hours

Process:

1. To enter training hours in TeamBridge, you must first ensure you have a training Schedule Template. If one does not already exist, navigate to "Schedule Templates" in the right-hand corner of your Schedule page in TeamBridge
- 2.



Click on the plus button to add a new Schedule Template. You can name the template whatever training name you would like to call it. Ensure there is a location and role entered. Once complete, hit **'Save.'**



Training

Scheduled Start: 06:00 AM — Scheduled End: 02:00 PM

Location: Oasis Skilled Nursing Facility

Roles: CNA, Nurse

+ Add Field

Template Color Save

- Once the training Schedule Template exists, simply hover over the date on the calendar, of the team member you are scheduling for training. Click **"Template"** and the list of all your schedule templates will appear. Click your **"Training"** schedule template.

Shift Templates
Select a template below or

+ Add new template

- 9:00am - 5:00pm
- Will Making Test T...
9:00am - 5:00pm
- Training**
6:00am - 2:00pm • Oas

Template

- The training shift will be assigned to your new trainee!

Emily Schedulay
est \$720.00, 48.00 hours

6:00a - 2:00p
Emily Schedulay Training

For any additional questions, please contact us at labor@procarehr.com and we would be more than happy to assist!
