Sharing training opportunities fairly across shifts

A supervisor offers an acting-lead place during Friday close. By Monday, two eligible colleagues on other shifts hear that someone has already been chosen. Use this briefing to redesign the invitation.

Run the exercise

Give each colleague a different shift pattern. Ask when and where each would see the invitation, how they would respond, and who would answer a private access question.

Compare your decision

Publish the role-related criteria, response deadline and decision owner together. Share the same notice through the rota system and the shift briefing. Offer a private response route and agree an accessible format directly with anyone who requests it.

Try a second check

One applicant needs the notice in larger type. Record who will provide it and by when. Keep personal details away from the shared rota. Review applications after everyone has had a reasonable opportunity to respond.

Check the handover

Could someone who missed Friday close explain how to apply and how the choice will be made?

Use this on shift

Resource page and fillable working record · Read the online guide · Course details