My Focus

Manager Workspace Internal Trainer and Consultant Guide

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Date:	20 October 2026
Version:	2026.10.1.0 | Coming Soon | Edition 1

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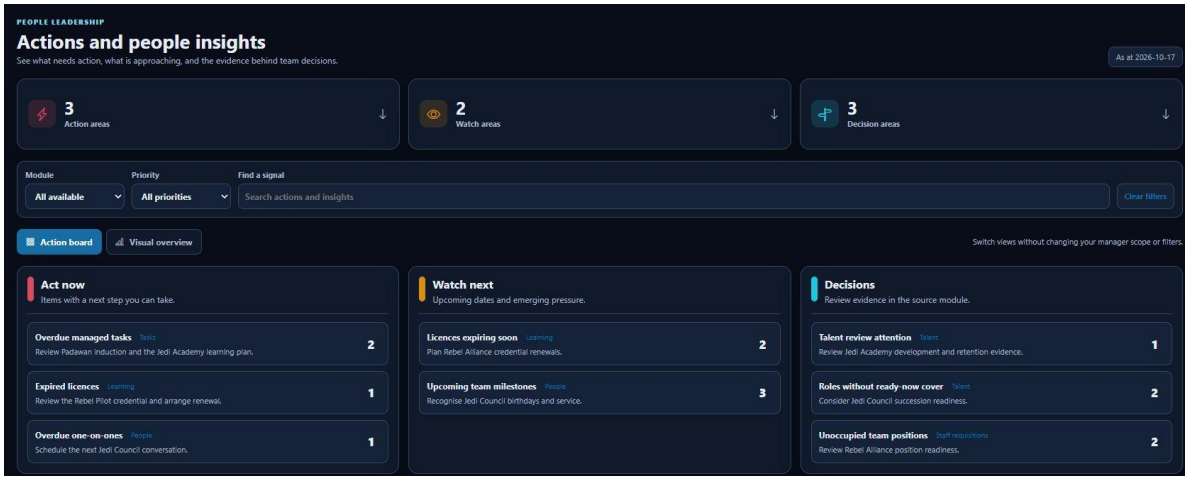
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1. Teach one practical outcome

Coming Soon | Release 2026.10.1.0 | Edition 1 | 20 October 2026. Availability follows your organisation rollout, configuration and access. This guide is a preview reference, with no committed release date.

Internal use. The participant should be able to move from a team signal to the correct authorised source action without confusing a summary with a saved decision.

Use a practical 30-minute session: 3 minutes for context, 12 for one coherent demonstration, 5 for role-appropriate configuration, 5 for a read-only exercise and 5 for questions. Dates, presenter and invitations remain undecided.



Reviewed native excerpt for the selected module walkthrough.

Keep the shared demonstration and participant manual suitable for its audience. Configuration diagnostics, reset instructions and private evidence belong in the internal handoff. Upcoming client material stays Coming Soon; At Launch drafts remain held.

2. Rehearse and demonstrate

1. Confirm environment, approved fictional personas, effective role and module readiness. Do not circulate credentials or internal identifiers.
2. Confirm the starting activity, hierarchy, period or selected team. Check local data is appropriate and any outbound workflow/notification effects are contained.
3. Use the sequence below. Stop before any unapproved save, approval, publication or submission.
4. Retain a read-only fallback using the current deck and cleared captures. A screenshot does not prove a transaction completed.

- Start as Leia with the Jedi Council team and identify action, attention and decision signals.
- Compare Away today with assigned Pending approvals; open a source request only within approved demo scope.
- Show permitted performance/learning or requisition entry points; distinguish occupied, unoccupied and Ready to request.
- Use Action board filters and explain active signal area counts. The source module owns the decision.

MSS / Dashboard controls tab/indicator presentation alongside source access; GEN / HRF_MSS_INDEX_CONFIG supplies hierarchy/template context. Insight reports are configured through the Administrator-only Configure branch.
Practice exercise: participants locate one fictional Jedi record, explain the relevant count/status and name the next authorised source action. Ask them to distinguish viewing from changing the record. Do not require live writes to complete the exercise.

3. Consultant handoff and reusable assets

Check	Meaning and next action
Current presentation	Open current presentation
Matching narration	Open matching narration
Visuals	../05_Product_Visuals/ contains the reviewed excerpts. Use the current edition with its recorded caveats.
Participant manual	Open participant manual Online HTML with matching DOCX and PDF in 11_Manuals.
Configuration reference	Open configuration reference Online HTML with matching DOCX and PDF in 11_Manuals.

The current deck has 29 slides and matching scene narration estimated at 787 seconds. Final voice timing is a production check; this companion creates no audio/video. Use the existing PowerPoint and notes without creating a competing deck.

Master sales/QA deck alignment remains outstanding because the actual master was not reviewed for this companion. Select module scenes for the audience and retain their lifecycle and scope wording.

After the demo, close unsaved windows and clear only temporary filters/context through normal controls. Use an approved reviewed reset if authorised. Do not delete shared catalogue, real outcomes, requests or awards to reset a session.

4. Questions limits and escalation

- Does Within range guarantee leave approval? It describes balance signals, not request eligibility.
- Can an occupied role be ready to request? A replacement can be relevant; readiness is not recruitment approval.
- Do Action board headline totals count employees? They count active signal areas.
- Why is a report or employee missing? Check current hierarchy/delegation, source access and configured report links.

Verification boundary: retained Manager Workspace examples illustrate the current interface and source-supported routes. They do not establish production calculations, permissions, approval, request submission or export success. Report pickers and source handoffs require their own environment and role checks.

Record unanswered questions with environment, role, action, expected and actual result and next owner. Keep private evidence and raw diagnostics outside attendee exports.

Candidate FAQs can be reviewed for Knowledge content later; this guide does not publish them.

Handoff checklist: correct edition; matching deck/notes/narration; cleared assets; approved demo starting state; expected source action; read-only fallback; remaining UAT boundaries; reset owner. No session scheduling, outreach or Hub publication is included.