Lesson Plan

Module: Cloud accounting   Learning Unit: Staff Management Made Simple

Desired Core professional goal Learners will be able to − manage their staff effectively and efficiently using cloud accounting tools	**Benchmark** e-invoicing
Level Basic	**Framework** Empower

Professional micro-learning outcomes

Learners will

− understand the basics of cloud accounting tools for staff management
− and their benefits
− identify the key staff management processes that can be streamlined using cloud accounting tools
− decide to use cloud accounting tools to manage staff more effectively and efficiently
− identify sources and resources for staff management using cloud accounting tools

Micro-learning activities

Learners will

1. watch the video Module 4: Cloud accounting - Empower: Staff Management Made Simple: https://youtu.be/N6i4j-d9D9A (2:34)
2. have an option to do the following activity: Read the presentation demonstrating the most popular cloud accounting tools for staff management Efficient Staff Management with Cloud Accounting Tools (also in GR). Then conduct your own search in the web with any search engine for "cloud accounting tools for staff management". Make a checklist with the staff management processes they offer that match your business needs. Shortlist the ones that meet your needs. Compare and discuss with other learners sharing the same needs with you using our course forum our chatroom or with your team. You may introduce yourself to the course forum and make a team with other learners sharing the same interests and professional sector. We highly recommend working collaboratively throughout the course.
3. have an option to see more resources:

   a. Best Workforce Management Software July 2023. The article from Forbes about workforce management software is a guide to help businesses find the best workforce management software for their needs and budget. It explains what workforce management software is, what features and benefits it offers, and reviews some of the top options available in the market.
   b. 10 Best Workforce Management Software for Your Small Business 2023. This article is a guide to help businesses find the best workforce management software for their needs and budget. It explains what workforce management software is, what features and benefits it offers, and reviews some of the top options available in the market.
   c. Top 12 Employee Management Software Solutions in 2023. This article is a guide to help businesses find the best workforce management software for their needs and budget. It explains what workforce management software is, what features and benefits it offers, and reviews some of the top options available in the market.