

# Training Course Agenda.

Behaviour Managers for Secondary  
Schools



## Introduction

### Target Audience

The **Behaviour Managers** training is recommended for delivery to the following people from your school:

- ✓ 2 or 3 members of your Behaviour Management Team
- ✓ Behaviour System Administrator/Report Producer
- ✓ Deputy Headteacher/Senior Teacher

### Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

### Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

### After the session – Book your one-to-one follow up training

This course has a **Behaviour Training: Part Two** which is a one-to-one session lasting one hour. This one-to-one session is used as a general consultancy and Q&A to support you in finalising your behaviour set up.

Your trainer will explain how to book your **Part Two** session during this initial **Behaviour Managers** training session. If you have already had the **Behaviour Managers** training, but have not had a booking link sent to you for the **Part Two**, then please email [training@bromcom.com](mailto:training@bromcom.com) to get this booked in.

# Agenda Overview

## Help Centre and Online Community Area

- ✓ How to find useful/relevant guides for Behaviour within the Help Centre
- ✓ How to view the Online Community area for Behaviour

## Part One: Data Entry

- ✓ Via Teacher Dashboard
  - Register
  - Student List/Actions
- ✓ Via Student List Page
  - Actions
- ✓ Via Student Record
  - Behaviour Tab

## Part Two: Setup

- ✓ Behaviour Components
  - Configurations – including new Entry Form setup/usage
  - Events/Event Types
  - Outcomes
  - Classifications
  - Event Alerts/Referral Schedule
  - Detention Types – creation, scheduling options and manual settings
- ✓ Pathways
  - Configuration Options
  - Actions – creation in MIS
  - Building a Sample Model
  - Reset Student Actions

## Part Three: Routines

- ✓ Event Records
- ✓ Detention Review
- ✓ Automated Events
  - How to get Behaviour to interact with your Attendance Data

## Part Four: Reporting

- ✓ Behaviour Dashboard
- ✓ Lesson Dashboard
  - Behaviour Tab
- ✓ Behaviour Reports
  - Overview of the main built-in Reports
- ✓ Watchlists

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  - Detention Types
  - Scheduling Options
  - Manual settings

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  - Actions – creation in MIS
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- ✓ Watchlists
  - How to use Behaviour in Communication

Notes: