

Training Course Agenda.

Behaviour Setup



Introduction

Target Audience

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

- ✓ 2 or 3 members of your Behaviour Management Team
- ✓ Behaviour System Administrator
- ✓ 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

After completing the **Behaviour Setup** training session, you can proceed to the **Behaviour Reporting & Communication** session. When you are ready, this second session will guide you through the various methods for reporting on your Behaviour data and communicating with parents.

New for 2025 – Once you have completed the **Behaviour Setup** training you will be able to book a 45 minute one to one follow up session with one of our knowledgeable trainers. This can be used to ask further questions you may have or look over your setup. Your trainer will provide you with the details of this at the end of the session.

Agenda Overview

Part One: Data Entry

- ✓ Teacher Dashboard Route
 - Student List (inc. Record Group Behaviour)
 - Register
- ✓ Student List Page Route

Part Two: Setup

- ✓ Use of Data Boundaries for Configuration Changes
 - Why/when to use
- ✓ Behaviour Components
 - Configurations
 - Event Types/Events
 - Outcomes
 - Classifications
 - Event Alerts
 - Referral Mail Schedule
- ✓ Detention Types
 - Creating (inc. Access Permissions)
 - Schedule Settings
 - Detention Registers
- ✓ Pathways
 - Categories
 - Actions
 - Edit Mode Settings (inc. Active Date and Actions)
 - Building a Model
 - Simulating a Model
 - Reset Student Actions

Part Three: Student Record Behaviour Tab

- ✓ Events
- ✓ Actions
- ✓ Detentions
- ✓ Exclusions
- ✓ On Report

Part Four: Routines

- ✓ Event Records
 - Uses (inc. Review Required Events)
- ✓ Detention Review
 - Uses (inc. Authorising, Rescheduling and Escalating)
- ✓ Automated Events
 - Uses
 - Scheduling

Part Five: How to book the 45 minute one to one follow up session

Part One: Data Entry

- ✓ Teacher Dashboard Route
 - Student List (inc. Record Group Behaviour)
 - Register
- ✓ Student List Page Route

Notes:

Part Two: Setup

- ✓ **Use of Data Boundaries for Configuration Changes**
 - Why/when to use
- ✓ **Behaviour Components**
 - Configurations
 - Event Types/Events
 - Outcomes
 - Classifications
 - Event Alerts
 - Referral Mail Schedule

Notes:

Part Two: Setup

- ✓ Detention Types
 - Creating (inc. Access Permissions)
 - Schedule Settings
 - Detention Registers

Notes:

Part Two: Setup

- ✓ Pathways
 - Categories
 - Actions
 - Edit Mode Settings (inc. Active Date and Actions)
 - Building a Model
 - Simulating a Model
 - Reset Student Actions

Notes:

Part Three: Student Record Behaviour Tab

- ✓ Events
- ✓ Actions
- ✓ Detentions
- ✓ Exclusions
- ✓ On Report

Notes:

Part Four: Routines

- ✓ **Event Records**
 - Uses (inc. Review Required Events)
- ✓ **Detention Review**
 - Uses (inc. Authorising, Rescheduling and Escalating)
- ✓ **Automated Events**
 - Uses
 - Scheduling

Notes: