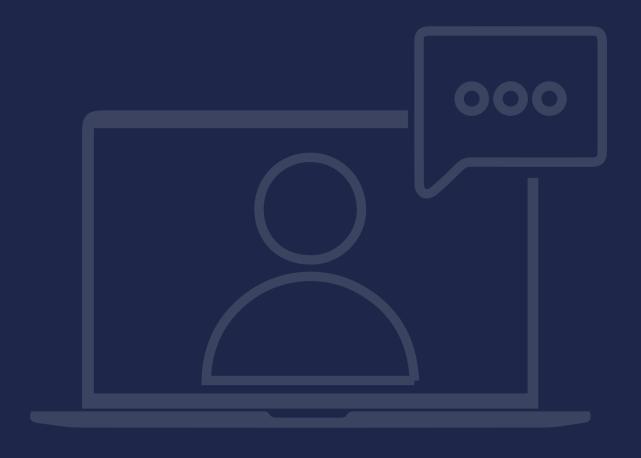# Training Course Agenda.

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.

Agenda Overview

Part One: Data Entry

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

Part Two: Setup

- ✓ Use of Data Boundaries for Behaviour Setup
    - o Why/when to use
- ✓ Behaviour Components
    - o Configurations – including new Entry Form setup/usage
    - o Events/Event Types
    - o Outcomes
    - o Classifications
    - o Event Alerts/Referral Schedule
    - o Detention Types – creation, scheduling options and manual settings
- ✓ Pathways
    - o Configuration Options
    - o Actions – creation in MIS
    - o Building a Sample Model
    - o Reset Student Actions

Part Three: Routines

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

Part Four: Reporting

- ✓ Behaviour Dashboard
- ✓ Teacher Dashboard
    - o Behaviour Tab
- ✓ Behaviour Reports
    - o Overview of the main built-in Reports

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Notes:

Part Two: Setup

- ✓ **Use of Data Boundaries for Behaviour Setup**
  - o Why/when to use
- ✓ **Behaviour Components**
  - o Configurations – including new Entry Form setup/usage
  - o Events/Event Types
  - o Outcomes
  - o Classifications
  - o Event Alerts/Referral Schedule

Notes:

Part Two: Setup

✓ Detentions
- o Detention Types
- o Scheduling Options
- o Manual settings

Notes:

Part Two: Setup

✓ Pathways
   o Configuration Options
   o Actions – creation in MIS
   o Building a Sample Model
   o Reset Student Actions

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Part Three: Routines

- ✓ Event Records
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