Training Course Agenda.

Staff Management including the HR Module

Bromcom

No.1 Choice for Cloud MIS & Finance

Introduction

Target Audience

The **Staff Management** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your HR and Personnel Team
- ✓ Member(s) from your Administration Team with Staff/HR responsibilities
- ✓ 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

Help Centre and Online Community Area

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

Part One: Adding/Maintaining Staff Details

- ✓ Adding a New Member of Staff
  - Staff Details
  - Setup Account Details

- ✓ Staff Record
  - Staff Basic Details
  - Profile
  - Timetable
  - Absences & Leave Requests
  - Claims
  - Contracts, Roles & Pay
  - Qualifications
  - Performance Management & CPD
  - Background Checks

- ✓ Staff List Page Actions
  - Absence
  - Staff Leavers (inc. Admin Defaults option if timetable still exists)
  - Quick Edit
  - Manual Data Export/Import

Part Two: HR Module

- ✓ Staff Units and Line Management
- ✓ Access Levels and Permissions
- ✓ Approval Process
- ✓ Using the My Profile area

Part Three: Reporting

- ✓ School Workforce Census
  - Overview
- ✓ Staff Administration Reports
  - Absence Analysis
  - Staff Absence Report
  - Staff Data Check Report
- ✓ Single Central Record
  - Installing Excel Add-in
  - Using Excel Add-in

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