

Training Course Agenda.

Staff Management



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

Part One: Configurations

- ✓ Administration Defaults
- ✓ Lookup Tables
- ✓ Base Pay Structure
- ✓ Staff Absence Codes

Part Two: Adding/Maintaining Staff Details

- ✓ Staff List Page Overview
- ✓ Adding a New Member of Staff
 - Staff Details
 - Setup Account Details
- ✓ Staff Record
 - Staff Basic Details
 - Profile
 - Timetable
 - Absences
 - Claims
 - Contracts, Roles & Pay (inc. Contract Document Templates, Spinal Progression & Additional Allowances)
 - Qualifications
 - Performance Management & CPD (inc. Manage CPD Activities – bulk routine)
 - Background Checks
 - Working Patterns
- ✓ Staff List Page Actions
 - Absence
 - Staff Leavers and how to reinstate (inc. Admin Defaults option if timetable still exists)
 - Merging Staff Records
 - Quick Edit
 - Manual Data Export/Import (inc. SCR data items)

Part Three: Reporting

- ✓ Staff Administration Reports
 - Absence Analysis
 - Staff Absence Report
 - Staff Data Check Report
- ✓ Single Central Record
 - Using Single Central Management

Part One: Configurations

- ✓ Administration Defaults
- ✓ Lookup Tables
- ✓ Base Pay Structure
- ✓ Staff Absence Codes

Notes:

Part Two: Adding/Maintaining Staff Details

- ✓ Staff List Page Overview
- ✓ Adding a New Member of Staff
 - Staff Details
 - Setup Account Details

Notes:

Part One: Adding/Maintaining Staff Details

✓ Staff Record

- Staff Basic Details
- Profile
- Timetable
- Absences & Leave Requests
- Claims
- Contracts, Roles & Pay (inc. Contract Document Templates, Spinal Progression & Additional Allowances)
- Qualifications
- Performance Management & CPD (inc. Manage CPD Activities – bulk routine)
- Background Checks
- Working Patterns

Notes:

Part One: Adding/Maintaining Staff Details

✓ **Staff List Page Actions**

- Absence
- Staff Leavers and how to reinstate (inc. Admin Defaults option if timetable still exists)
- Quick Edit
- Manual Data Export/Import (inc. SCR data items)

Notes:

Part Two: Reporting

- ✓ **Staff Administration Reports**
 - Absence Analysis
 - Staff Absence Report
 - Staff Data Check Report

Notes:

Part Two: Reporting

- ✓ Single Central Record
 - Using Single Central Management

Notes: