

# Training Course Agenda.

Behaviour - Reporting &  
Communication



## Introduction

### Target Audience

The **Behaviour – Reporting & Communication** 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.

### Before the Session

Please make sure you complete the **Behaviour Setup** training session **before** this **Behaviour – Reporting & Communication** session, as it will provide you with the fundamental knowledge of how Behaviour is initially set up in Bromcom, which is essential before learning how to report on your behaviour data.

### After the session

**New for 2025** – Once you have completed the **Behaviour – Reporting & Communications** 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: Reporting

- ✓ **Teacher Dashboard**
  - Behaviour Tab
  - Lesson Panel Insights
- ✓ **Dashboards**
  - Behaviour
  - Exclusions
- ✓ **Analysis Module**
  - Building a template to analyse data
- ✓ **Built-in Behaviour Reports**
  - Form Tutor Event Report
  - Parent Student Report
  - Behaviour Analysis Exports
- ✓ **Quick Reports**
  - Student Basic Advanced Mode Behaviour Summaries
  - Behaviour Domains

## Part Two: Communication with Parents

- ✓ **Watchlists**
  - Creation (Events, Actions, Detentions Awarded/Scheduled)
  - Message templates – using additional dynamic fields
- ✓ **MCAS**
  - Behaviour/Detention Configurations
  - Parent View

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

# Part One: Reporting

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  - Behaviour Tab
  - Lesson Panel Insights
- ✓ **Dashboards**
  - Behaviour
  - Exclusions

Notes:

# Part One: Reporting

- ✓ **Analysis Module**
  - Building a template to analyse data
- ✓ **Built-in Behaviour Reports**
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  - Parent Student Report
  - Behaviour Analysis Exports

Notes:

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## Part Two: Communication with Parents

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- ✓ MCAS
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