



# Onboarding Guide:

## Managing Training for Bromcom Implementation Across a Multi Academy Trust



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## 1. Overview

Training on a new MIS before going live is crucial for a successful transition and continued operational efficiency.

### 1. Familiarisation and Confidence Building

**Key Point:** A new MIS often comes with unfamiliar workflows, interfaces, and terminologies.

- Training helps staff become comfortable with the system, reducing fear and uncertainty.
- It builds confidence in using the new tools, which enhances user engagement and acceptance.

### 2. Reducing Errors and Risks

**Key Point:** Mistakes during the early stages of implementation can be costly.

- Proper training minimises data entry errors, duplication, and misreporting.
- Staff are taught best practices which helps ensure compliance and accuracy.

### 3. Ensuring a Smooth Go-Live Transition

**Key Point:** Launching without training can lead to delays and operational breakdowns.

- Trained users can perform essential functions immediately after go-live, reducing downtime.
- They can troubleshoot minor issues on their own, easing pressure on IT support.

### 4. Role-Based Readiness

**Key Point:** Bromcom MIS supports diverse user roles (e.g., admin, teacher, exams officer).

- Training tailored to different roles ensures everyone knows how to carry out their specific tasks.
- It prevents bottlenecks where only a few staff members know how to use the system.



## 5. Better Data Quality and Reporting

**Key Point:** A well-trained team is key to clean, reliable data.

- Consistent input methods lead to better analytics, reporting, and decision-making.
- Long-term benefits include improved tracking of key performance indicators and statutory compliance.

## 6. Change Management and Buy-In

**Key Point:** Training is part of the broader change management process.

- It gives staff a chance to ask questions, provide feedback, and feel involved.
- Early buy-in leads to stronger adoption rates and increased value for staff.

## 7. Identifying Gaps Early

**Key Point:** Training sessions often surface hidden needs or oversights.

- This allows school to adjust configurations, permissions, or processes before go-live.
- It also gives trainers a chance to refine learning materials based on real user input.

## Objective:

To ensure all relevant staff across the Trust are adequately trained on Bromcom ahead of go-live, enabling them to confidently use the new MIS system, minimise disruptions, and provide on-site support during implementation.



## 2. Key Steps in Managing Training

### Step 1: Identify Training Requirements

**Action:** Review Bromcom's list of required Go-live courses and identify the roles responsible for completing each course (e.g., admin staff, IT teams, leadership).

**Deliverables:**

- Detailed training matrix, listing required courses by role.
- Minimum attendee requirements for each school.
- [Role Based Training Plan – Bromcom – Documentation Centre](#)

### Step 2: Delegate Training Leads

**Action:** Appoint a Training Champion for each school to:

- Coordinate attendance at webinars and completion of self-paced courses.
- Provide on-site support and guidance post-training.

**Deliverables:**

- List of designated Training Champions.

### Step 3: Communication Strategy

**Purpose:** Ensure all stakeholders understand the training requirements, timelines, and resources available.

**Actions:**

- Send formal communication to all schools outlining training expectations, timelines, and Bromcom's training options.
- Share details of how to access and register for Bromcom's Training School.
  - [Bromcom Training School](#)
- Hold a virtual Q&A session for Training Champions to address questions.



#### **Step 4: Schedule Training Attendance**

**Action:** Create a Trust-wide schedule to balance webinar attendance and self-paced training. Ensure coverage across all schools while avoiding overlaps with key operational periods (e.g., reporting deadlines).

**Deliverables:**

- Training timetable aligned with Bromcom’s webinar schedule.
  - [Training Calendar – Bromcom Training School](#)
- List of self-paced course deadlines for staff unable to attend live sessions.
  - [Full Range of Courses - Bromcom Training School](#)

#### **Step 5: Monitor and Track Progress**

**Action:** Use tracking tools (e.g., own spreadsheets or Bromcom Project Plan) to monitor course completion rates.

**Deliverables:**

- Weekly progress reports shared with school leadership and trust stakeholders.
- Follow-up action plan for staff behind schedule.

#### **Step 6: Evaluate Training Effectiveness**

**Action:** Collect feedback from attendees on the relevance and quality of the training to identify any gaps or further support needs.

**Deliverables:**

- Post-training surveys.
- Recommendations for additional resources or sessions, if required.



### 3. Key Stakeholders

#### Internal Stakeholders:

- Training Champions (liaise between trust, schools, and Bromcom).
- School Leadership Teams (ensure participation and compliance).
- Admin and IT Teams (primary users of the system).

#### External Stakeholders:

- Bromcom Project Manager and Training Team.
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### 4. Communication Strategy

**Purpose:** Ensure clarity and engagement across all stakeholders.

#### Actions:

- Regular training updates via email to Training Champions and school leaders.
- Dedicated intranet or shared platform to host training schedules, progress updates, and resources.
- Open communication channels (e.g., group chat or forum) for Training Champions to share best practices and resolve issues.



## 5. Timeline

Phase	Key Activities	Duration
Identify Training Needs	Map courses to roles	2 weeks
Delegate Training Leads	Appoint Training Champions	
Communication Strategy	Announce expectations and timelines	
Schedule Training	Create timetable and assign webinars	
Monitor and Track	Weekly progress reports	Ongoing
Evaluate Training	Feedback and follow-up	1 week

## 6. Risks and Mitigations

Risk	Likelihood	Impact	Mitigation Strategy
Staff availability for live webinars	High	Medium	Provide self-paced course deadlines as an alternative.
Low engagement with self-paced training	Medium	High	Set regular check-ins with Training Champions to monitor progress.
Last-minute absences of key attendees	Medium	High	Arrange for backup attendees for critical courses.
Feedback highlights training gaps	Medium	Medium	Schedule additional bespoke sessions with Bromcom trainers.



## 7. Success Criteria

- At least one representative from each school completes the required Go-live training.
- All key roles are trained and confident in using Bromcom.
- Feedback from attendees indicates satisfaction with the training process and content.

This structured approach ensures that training is prioritised, effectively delivered, and well-supported, setting the trust up for a successful Go-live with Bromcom.