

Training Course Agenda.

HR & Performance Management



Introduction

Target Audience

The **HR & Performance 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.

Pre-requisite

Please ensure that you have attended the **Staff Management** training course prior to taking this HR & Performance Management course to ensure that you have the fundamental knowledge of where staff data sits within Bromcom.

Agenda Overview

Part One: Routines

- ✓ Using the My Profile area
 - Viewing/Editing personal information
 - Making Leave Requests
 - Viewing approval notifications

Part Two: Setup

- ✓ Creating Staff Units
- ✓ Creating a Line Management Structure
- ✓ Managing Access Levels and Permissions
- ✓ Creating an Approval Process
- ✓ Managing Shared Documents
- ✓ Surveys and Forms

Part Three: Performance Management

- ✓ Managing School Objectives
- ✓ Self Appraisal Settings
- ✓ Staff Objectives & Reviews
- ✓ CPD Activities (inc. Managing in bulk)
- ✓ CPD: In Service Training
- ✓ Staff Conduct/Probation

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