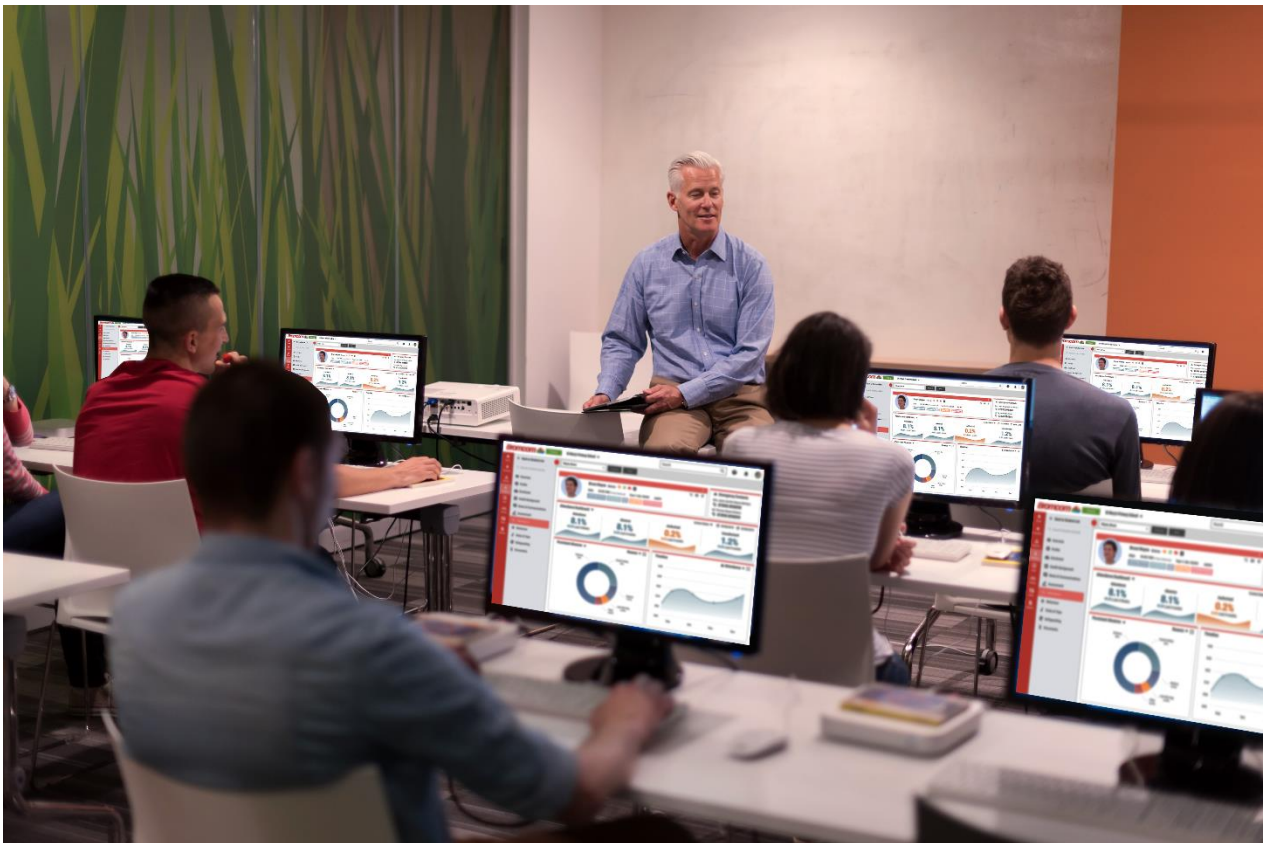


Training Course Agenda

Behaviour Secondary Schools



Introduction

Target Audience

The **Behaviour** training is recommended for delivery to the following people from your school.

- ✓ 2 or 3 Members from your Behaviour Management team
- ✓ Behaviour System Administrator/Report Producer
- ✓ Data Manager

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

Setup

- ✓ **Setup**
 - Installation of Pathways
 - Configuration Options
- ✓ **Behaviour Components**
 - Events
 - Actions
 - Outcomes
 - Detention Types
 - Other Related Components
- ✓ **Creating Pathways**
 - Building a Sample Model
- ✓ **Detentions**
 - Detention Types and Detention Scheduling Options
 - Detention Review page
 - Manual Detention Setting
- ✓ **Event Alerts**
- ✓ **Classifications**
- ✓ **Automated Events**
 - How to get Behaviour interacting with your Attendance Data
- ✓ **Watchlists for Behaviour**
 - How to use Behaviour in Communication
- ✓

Data Entry

- ✓ **Data Entry from Teacher's Dashboard**
 - Entering Events
 - Deleting Events
 - Multi Selecting
- ✓ **Manual Data Entry and Event Maintenance**
 - How to Enter from Browser
 - How to make Amendments or Deletions to Existing Entered Events
- ✓ **Behaviour Reports**
 - Overview of the Main Built-in Reports
- ✓ **Analysis of Data**
 - Dashboard/Insight/Analysis
 - Your Trainer will use Microsoft Excel (if available) and discuss the use of Pivot Tables

Setup

- ✓ Installation of Pathways [Your IT Technician/Network Manager may need to be present at this point.]
- ✓ Configuration Options

Notes:

Setup

Behaviour Components

- ✓ Events
- ✓ Actions
- ✓ Outcomes
- ✓ Detention Types
- ✓ Other Related Components

Notes:

Setup

Creating Pathways

- ✓ Building a Sample Model

Notes:

Setup

Detentions

- ✓ Detention Types and Detention Scheduling options
- ✓ Detention Review page
- ✓ Manual Detention Setting

Notes:

Behaviour Entry via Teacher Dashboard

Data Entry from Teacher's Dashboard

- ✓ Entering Events
- ✓ Deleting Events
- ✓ Multi Selecting

Notes:

Behaviour Entry and Event Maintenance

Manual Data Entry and Event Maintenance

- ✓ How to enter Events from Browser
- ✓ How to make Amendments or Deletions to existing Entered Events

Notes:

Reports

Behaviour Reports

- ✓ Overview of the Main Built-in Reports

Notes:

Analysis

Analysis of Data

- ✓ Referral & Behaviour Summaries (Dashboard/Insight)
- ✓ How to perform Basic Analysis on your Behaviour Data
- ✓ Your Trainer will use Microsoft Excel (if available) and discuss the use of Pivot Tables.

Notes:

Event Alerts

✓ Event Alerts

Notes:



Classifications

✓ Classifications

Notes:

Automated Events

Automated Events

- ✓ How to get Behaviour interacting with your Attendance data

Notes:

Watchlist for Behaviour

Watchlist for Behaviour

- ✓ How to use Behaviour in Communication

Notes: