L2 Certificate in Leadership and Management - Cohort 24

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| Date | 10 April 2019 | 1st May 2019 | 4th June 2019 | 5th July 2019 | 5th August 2019 |
| Time | 10.00am - 11.00am | 09.30am - 4.30pm | 09.30am - 4.30pm | 09.30am - 4.30pm | 09.30am - 4.30pm |
| Activity | Induction | Workshop | Workshop and Assignment Submission | Workshop & Assignment Submission | Workshop & Assignment Submission |
| Subject |  | Unit 1 – Developing yourself as a team leader | Unit 2 – Leading Your Work Team  | Unit 3 – Setting team objectives in the work place | Unit 4 – Improving performance of work team |
| Actions required | Following induction, email ILM Programme Administrator at pod@contacts.bham.ac.uk to confirm continuation on the programme.Hold briefing meeting with line manager. |  | Submit assignment **from Unit 1 -** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk | Submit assignment **from Unit 2 -** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk | Submit assignment **from Unit 3 -** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk**Manager/sponsor debriefing document**FAO **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk |

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| Date | 4th-5th September 2019 | 13th September 2019 | 14th October 2019 | 15th November 2019 | 16th December 2019 |
| Time | 1 hour to be arranged | 09.30am - 4.30pm | 09.30am - 4.30pm | 09.30am - 4.30pm | 09.30am - 4.30pm |
| Activity | Tutorial | Workshop & Assignment Submission | Workshop & Assignment Submission | Workshop & Assignment Submission | Workshop & Assignment Submission |
| Subject | An opportunity for feedback from your tutor and to discuss progress and learning. Specific guidance on Induction Pack | Unit 5 – Workplace communication | Unit 6 – Understanding change in the workplace | Unit 7 – Planning and monitoring work | Unit 8 – Diversity in the workplace |
| Actions required | Complete **Personal Development Log** | Submit assignment **from Unit 4** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk  | Submit assignment **from Unit 5** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk | Submit assignment **from Unit 6** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk | Submit assignment **from Unit 7** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk |

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| Date | 15th January 2020 | 28th-29th January 2020 | 15th February 2020 | 15th May 2020 |
| Time | 09.30am - 4.30pm | 1 hour to be arranged | By close of business | 09.30am-12.30pm |
| Activity | Workshop & Assignment Submission | Tutorial | Assignment submission | Action Learning Set |
| Subject | Unit 9 – Induction and coaching in the workplace | An opportunity for feedback from your tutor and to discuss progress and learning. Specific guidance on Induction Pack | Unit 9 |  |
| Actions required | Submit assignment **from Unit 8** FAO **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk**Manager/sponsor debriefing document** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk | Complete **Personal Development Log** | Submit assignment **from Unit 9** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk |  |