L2 Certificate in Leadership and Management – Cohort 25

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| Date | 2nd September 2019 | 18th September 2019 | 17th October 2019 | 18th November 2019 | 12th December 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 – Developing the Work Team | Unit 4 – Setting Team Objectives in the Workplace |
| Actions required | Following induction, email ILM Programme Administrator at [pod@contacts.bham.ac.uk](mailto: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](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 2 -** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 3 -** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk)  **Manager/sponsor debriefing document**  FAO **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) |

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| Date | 6th-7th January 2020 | 14th January 2020 | 12th February 2020 | 11th March 2020 | 8th April 2020 |
| 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 – Improving performance of the work team | Unit 6 – Workplace communication | Unit 7 – Understanding change in the workplace | 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](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 5** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 6** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 7** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) |

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| Date | 6th May 2020 | 18th-19th May 2020 | 5th June 2020 | 10th August 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](mailto:pod@contacts.bham.ac.uk)  **Manager/sponsor debriefing document** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Complete **Personal Development Log** | Submit assignment **from Unit 9** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) |  |