L2 Certificate in Leadership and Team Skills – Cohort 28

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| Date | 16th December 2020 | 7th January 2021 | 4th February 2021 | 4th March 2021 | 30th March 2021 |
| Time | 10.00am - 12.00am | 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 –** via CANVAS | Submit assignment **from Unit 2 –** via CANVAS | Submit assignment **from Unit 3 –** via CANVAS  Tutorial meeting with manager to discuss learning and progress before tutorial. |

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| Date | 14th – 16th April 2021 | 29th April 2021 | 27th May 2021 | 24th June 2021 | 22nd July 2021 |
| 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. | 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 |  | Submit assignment **from Unit 4** **–** via CANVAS | Submit assignment **from Unit 5** **–** via CANVAS | Submit assignment **from Unit 6** **–** via CANVAS | Submit assignment **from Unit 7** **–** via CANVAS |

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| Date | 19th August 2021 | 7th – 9th September 2021 | 16th September 2021 | 18th November 2021 |
| Time | 09.30am - 4.30pm | 1 hour to be arranged | By close of business | 10.00am-1.00pm |
| 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. | Unit 9 | Lunch will be provided for this session |
| Actions required | Submit assignment **from Unit 8** – via CANVAS  Tutorial meeting with manager to discuss learning and progress before tutorial. |  | Submit assignment **from Unit 9** **–**via CANVAS |  |