Cohort 18 – L2 Certificate in Leadership and Team Skills

# Timetable

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| Date | 19th September 2017 | 3rd and 4th October 2017 | 24th October 2017 | 13th and 14th November 2017 | 27th – 29th November 2017 |
| Time | 10.30-11.30 | 09.30-16.30 | By close of business | 09.30-16.30 | 1 hour to be arranged |
| Submit **pre workshop reflection documents** to pod@contacts.bham.ac.uk one week before attending each unitSubmit **post workshop reflection documents** to pod@contacts.bham.ac.uk within one week of attending each unit |
| Activity | Induction | Workshop | Assignment Submission | Workshop and Assignment Submission | Tutorial |
| Subject |  | Unit 1 – Developing yourself as a team leaderUnit 2 – Leading Your Work Team |  | Unit 3 – Setting team objectives in the work placeUnit 4 – Improving performance of work team |  |
| Actions required | Following Induction, email to confirm continuation of programme to Hannah Roberts at h.c.roberts@bham.ac.uk Hold briefing meeting with line manager | Following workshop, 2 assignments to complete  | Submit assignment **from Unit 1** FAO Matt Stone to pod@contacts.bham.ac.uk Complete **Learning Logs** | Submit assignment **from Unit 2** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs**Post workshop submit **Manager/sponsor debriefing document**FAO Matt Stone to pod@contacts.bham.ac.uk | An opportunity for feedback from your tutor and to discuss progress and learning. Specific guidance on Induction Pack |

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| Date | 4th December 2017 | 4th and 5th January 2018 | 25th January 2018 | 15th and 16th February 2018 | 8th March 2018 |
| Time | By close of business | 09.30-16.30 | By close of business | 9.30am-4.30pm | By close of business |
| Activity | Assignment Submission | Workshop & Assignment Submission | Assignment Submission | Workshop & Assignment Submission | Assignment Submission |
| Subject | Unit 3 – Setting team objectives in the work place | Unit 5 – Workplace communicationUnit 6 – Understanding change in the workplace |  | Unit 7 – Planning and monitoring workUnit 8 – Diversity in the workplace |  |
| Actions required | Submit assignment **from Unit 3** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment **from Unit 4** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment **from Unit 5** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment **from Unit 6** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment **from Unit 7** FAO Matt Stone to pod@contacts.bham.ac.ukComplete **Learning Logs** |

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| Date | 26th March 2018 | 23rd – 24th April 2018 | 19th April 2018 |
| Time |  09.30-16.30 | 1 hour to be arranged | By close of business |
| Activity | Workshop & Assignment Submission | Tutorial | Assignment submission |
| 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 Matt Stone to pod@contacts.bham.ac.uk Complete **Learning Logs**Post workshop submit **Manager/sponsor debriefing document**FAO Matt Stone to pod@contacts.bham.ac.uk | Complete **Learning Logs and Personal Development Log** | Submit assignment **from Unit 9** FAO Matt Stone to pod@contacts.bham.ac.uk  |