Cohort 19 – L2 Certificate in Leadership and Team Skills

# Timetable

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| Date | 8th January 2018 | 1st February 2018 | 1st March 2018 | 9th April 2018 | 4th May 2018 |
| Time | 14.00-15.00 | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 |
| Submit **pre workshop reflection documents** to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) one week before attending each unit  Submit **post workshop reflection documents** to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) within one week of attending each unit | | | | |
| 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, confirm continuation of programme to Matt Stone to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) and hold briefing meeting with line manager | Following workshop, 1 assignment 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.uk  Complete **Learning Logs** | Submit assignment **from Unit 3** FAO Hannah Roberts to pod@contacts.bham.ac.uk  Complete **Learning Logs**  Post workshop submit **Manager/sponsor debriefing document**  FAO Hannah Roberts to pod@contacts.bham.ac.uk |

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| Date | 16th-18th May 2018 | 4th June 2018 | 6th July 2018 | 6th August 2018 | 6th September 2018 |
| Time | 1 hour to be arranged | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 |
| 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 **Learning Logs** | Submit assignment **from Unit 4** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** | Submit assignment **from Unit 5** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** | Submit assignment **from Unit 6** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** | Submit assignment **from Unit 7** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** |

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| Date | 8th October 2018 | 24th-26th October 2018 | 8th November 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 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 |