Cohort 20 – L2 Certificate in Leadership and Team Skills

# Timetable

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| Date | 23rd March 2018 | 17th and 18th April 2018 | 8th May 2018 | 30th and 31st May 2018 | 12th – 14th June 2018 |
| Time | 11.00-12.00 | 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](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 | Assignment Submission | Workshop and Assignment Submission | Tutorial |
| 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 to confirm continuation of programme to Hannah Roberts at [h.c.roberts@bham.ac.uk](mailto: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](mailto: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**  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 | 21st June 2018 | 11th and 12th July 2018 | 1st August 2018 | 22nd and 23rd August 2018 | 12th September 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 communication  Unit 6 – Understanding change in the workplace |  | Unit 7 – Planning and monitoring work  Unit 8 – Diversity in the workplace |  |
| Actions required | Submit assignment **from Unit 3** FAO Matt Stone to pod@contacts.bham.ac.uk  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 | 4th October 2018 | 17th – 18th October 2018 | 25th October 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 |