L3 Certificate in Leadership and Management - Cohort 18

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| Date | 2nd April 2019 | 3rd May 2019 | 7th June 2019 | 9th July 2019 | 8th August 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 & assignment submission | Workshop & assignment submission | Workshop & assignment submission |
| Subject |  | Unit 1 Developing yourself & others | Unit 2 Understanding Leadership | Unit 3 Understanding how to motivate to improve performance | Unit 4 Understand how to establish an effective team  |
| Actions required | Following induction, email ILM Programme Administrator at 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 Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor | Submit assignment **from Unit 2** - FAO ILM Programme Administrator to pod@contacts.bham.ac.uk  | Submit assignment **from Unit 3** - FAO ILM Programme Administrator to pod@contacts.bham.ac.uk Submit **manager/sponsor debriefing document** FAO Matt Stone to pod@contacts.bham.ac.uk  |

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| Date | 19th and 20th August 2019 | 9th September 2019 | 10th October 2019 | 11th and 12th November 2019 | 20th and 21st November 2019 |
| Time | 1 hour to be arranged | 09.30am – 4.30pm | 09.30am - 4.30pm | 09.30am - 4.30pm | 1 hour to be arranged |
| Activity | Tutorial | Workshop & assignment submission | Workshop & assignment submission | Workshop | Tutorial |
| Subject | Opportunity to discuss progress and learning with tutor | Unit 5Understanding performance management | Unit 6Solving problems and decision making | Unit 7Planning change | Opportunity to review learning with tutor and focus on project report |
| Actions required | Complete **Personal Development Log** | Submit assignment **from Unit 4** - FAO ILM Programme Administrator to pod@contacts.bham.ac.uk  | Submit assignment **from Unit 5 -** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk Consideration and planning for final project report | Consideration and planning for final project reportSubmit **manager/sponsor debriefing document**  FAO ILM Programme Administrator to pod@contacts.bham.ac.uk  | Consideration and planning for final project reportComplete **Personal Development Log** |

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| Date | 11th December 2019 | 12th December 2019 | 13th January 2020 |
| Time | 09.30am - 4.30pm | 09.30am - 4.30pm | Close of business |
| Activity | Guided learning | Presentations | Project report submission |
| Subject | Guided learning day to work on final project report and presentations | Delivery of presentation on project report to line manager |  |
| Actions required |  |  | Submit project report **from Units 6 & 7** **-** FAO ILM Programme Administrator to pod@contacts.bham.ac.uk  |