L3 Certificate in Leadership and Management - Cohort 20

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| Date | 9th January 2020 | 22nd January 2020 | 19th February 2020 | 19th March 2020 | 21st April 2020 |
| 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 Tutorial meeting with manager to discuss learning and progress before tutorial.  |

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| Date | 5th and 6th May 2020 | 20th May 2020 | 17th June 2020 | 13th and 14th July 2020 | 28th and 29th July 2020 |
| 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 |  | 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 reportTutorial meeting with manager to discuss learning and progress before tutorial. | Consideration and planning for final project report |

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| Date | 11th August 2020 | 12th August 2020 | 4th September 2020 | 6th October 2020 |
| Time | 09.30am - 4.30pm | 09.30am - 4.30pm | Close of business | 09:30am-12:30pm |
| Activity | Guided learning | Presentations | Project report submission | Action Learning Set |
| 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  |  |