L3 Certificate in Leadership and Management - Cohort 23

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| Date | 14th December 2020 | 8th January 2021 | 8th February 2021 | 8th March 2021 | 12th April 2021 |
| Time | 10.00am - 12.00am | 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](mailto:pod@contacts.bham.ac.uk) to confirm continuation on the programme.  Hold briefing meeting with line manager. |  | Submit assignment **from Unit 1** via **Canvas**  Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor. | Submit assignment **from Unit 2** via **Canvas**  Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor. | Submit assignment **from Unit 3** via **Canvas**  Tutorial meeting with manager to discuss learning and progress before tutorial. |

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| Date | 26th – 28th April 2021 | 10th May 2021 | 7th June 2021 | 5th & 6th July 2021 | 19th – 21st July 2021 |
| 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 5  Understanding performance management | Unit 6  Solving problems and decision making | Unit 7  Planning change | Opportunity to review learning with tutor and focus on project report |
| Actions required |  | Submit assignment **from Unit 4** via **Canvas** | Submit assignment **from Unit 5** via **Canvas**  Consideration and planning for final project report | Consideration and planning for final project report  Tutorial meeting with manager to discuss learning and progress before tutorial. | Consideration and planning for final project report |

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| Date | 16th August 2021 | 17th August 2021 | 24th September 2021 | 1st November 2021 |
| Time | 09.30am - 4.30pm | 09.30am - 4.30pm | Close of business | 10:00am-13:00pm |
| 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](mailto:pod@contacts.bham.ac.uk) |  |