Cohort 11 – L3 Certificate in Leadership and Management

# Timetable

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  5th April 2017 | 24th and 25th April 2017 |  15th May 2017 | 5th and 6th June 2017 |  26th/27th/28th June 2017 |
| Time | 10:00am – 12:00pm | 9.30am-4.30pm | Close of business | 9.30am-4.30pm | 1 hour to be arranged |
| Submit **pre workshop reflection documents** to pod@contacts.bham.ac.uk one week before attending each unitSubmit **post workshop reflection documents** to pod@contacts.bham.ac.uk within one week of attending each unit |
| Activity | Induction | Workshop | Assignment submission | Workshop & Assignment submission |  Tutorial |
| Subject |  | Unit 1 Developing yourself & othersUnit 2 Understanding Leadership |  | Unit 3 Understanding how to motivate to improve performanceUnit 4 Understand how to establish an effective team | Opportunity to discuss progress with tutor. |
| Actions required |  | Following workshop, 2 assignments to complete.Complete **Learning Logs**Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor | Submit assignment **from Unit 1** FAO Hannah Roberts to pod@contacts.bham.ac.uk | Submit assignment **from Unit 2** FAO Hannah Roberts to pod@contacts.bham.ac.ukSubmit **Manager/sponsor debriefing document** FAO Hannah Roberts to pod@contacts.bham.ac.uk | Complete **Learning Logs**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 26th June 2017 | 17th and 18th July 2017 | 7th August 2017 | 4th and 5th September 2017 | 11th/12th/13th September 2017 |
| Time | By close of business | 9.30am-4.30pm | 9.30am-4.30pm  | 9.30am-4.30pm9.30am-1.00pm |  1 hour to be arranged |
| Activity | Assignment submission | Workshop & Assignment submission | Assignment submission | Workshop & Assignment Submission | Tutorials |
| Subject |  | Unit 5 Understanding performance managementUnit 6 Solving problems and making decisions |   | Unit 7 Planning Change | Opportunity to discuss progress with tutor, topic of report and key learning. |
| Actions required | Submit assignment **from Unit 3** FAO Hannah Roberts to pod@contacts.bham.ac.uk | Submit assignment **from Unit 4** FAO Hannah Roberts to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment from **Unit 5** FAO Hannah Roberts to pod@contacts.bham.ac.ukFollowing workshop consideration should be given to subject for problem solving   | Following workshop consideration should be given to subject for problem solvingSubmit assignment from **Unit 6** and complete **Manager/sponsor debriefing document**FAO Hannah Roberts to pod@contacts.bham.ac.uk | Outline of topic for Report (Problem Solving & Change)Complete **Learning Logs** & **Personal Development Plan** |

|  |  |  |
| --- | --- | --- |
| Date | 20th and 21st September 2017 | 12th October 2017 |
| Time | 9.30am-4.30pm |   |
| Activity | Presentations | Report submission |
| Subject | Day 1 Presentation practiceDay 2 Presentation delivery |   |
| Actions required | Finalise and complete report  | Submit report **from Unit 6 & 7** FAO Hannah Roberts to pod@contacts.bham.ac.uk |