Cohort 11 – L3 Certificate in Leadership and Management

# Timetable

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| 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](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 & Assignment submission | Tutorial |
| 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 | 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.uk  Submit **Manager/sponsor debriefing document** FAO Hannah Roberts to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Complete **Learning Logs** |

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| 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-4.30pm  9.30am-1.00pm | 1 hour to be arranged |
| Activity | Assignment submission | Workshop & Assignment submission | Assignment submission | Workshop & Assignment Submission | Tutorials |
| Subject |  | Unit 5 Understanding performance management  Unit 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.uk  Complete **Learning Logs** | Submit assignment from **Unit 5** FAO Hannah Roberts to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk)  Following workshop consideration should be given to subject for problem solving | Following workshop consideration should be given to subject for problem solving  Submit 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** |

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