Cohort 12 – L3 Certificate in Leadership and Management

# Timetable

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| Date |  25th April 2017 |  12th May 2017 |  16th June 2017 | 12th July 2017 |  15th August 2017 |
| Time | 2.00pm-3.00pm | 9.30am-4.30pm | 9.30am-4.30pm | 9.30am-4.30pm | 9.30am-4.30pm |
| 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 | 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 hold briefing meeting with line manager | Following workshop, 1 assignments to complete. | Submit assignment **from Unit 1** FAO Hannah Roberts to pod@contacts.bham.ac.ukComplete **Learning Logs**Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor | Submit assignment **from Unit 2** FAO Hannah Roberts to pod@contacts.bham.ac.ukComplete **Learning Logs** | Submit assignment **from Unit 3** FAO Hannah Roberts to pod@contacts.bham.ac.ukComplete **Learning Logs** |

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| Date | 5th and 6th September 2017 | 15th September 2017 | 17th October 2017 | 16th and 17th November 2017 | 29th and 30th November 2017 |
| Time | 1 hour to be arranged | 9.30am-4.30pm | 9.30am-4.30pm  | 9.30am-4.30pm9.30am-1.00pm |  1 hour to be arranged |
| Activity |  Tutorial | Workshop & Assignment submission | Workshop & Assignment submission | Workshop | Tutorials |
| Subject | Opportunity to discuss progress with tutor. | 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 | Complete **Learning Logs**  | 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 solving | Outline of topic for Report (Problem Solving & Change)Complete **Learning Logs** & **Personal Development Plan** |

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| Date | 13th December 201714th December 2017 | 15th January 2018 |
| Time | 9.30am-4.30pm |   |
| Activity | Presentations | Report submission |
| Subject | Day 1 Presentation practiceDay 2 Presentation delivery |   |
| Actions required |  | Submit report **from Unit 6 & 7** FAO Hannah Roberts to pod@contacts.bham.ac.uk |