Cohort 14 – L3 Certificate in Leadership and Management

# Timetable

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| Date | 22nd January 2018 | 5th February 2018 | 5th March 2018 | 9th April 2018 | 4th May 2018 |
| Time | 14.00-15.00 | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 |
| 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 | 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 Hannah Roberts at [h.c.roberts@bham.ac.uk](mailto:h.c.roberts@bham.ac.uk) to confirm continuation on the programme.  Hold briefing meeting with line manager | Following workshop, 1 assignments to complete. | Submit assignment **from Unit 1** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **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.uk  Complete **Learning Logs** | Submit assignment **from Unit 3** FAO Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** |

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| Date | 14th – 16th May 2018 | 5th June 2018 | 5th July 2018 | 1st and 2nd August 2018 | 28th – 30th August 2018 |
| Time | 1 hour to be arranged | 09.30-16.30 | 09.30-16.30 | 09.30-16.30  09.30-12.30 | 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 Matt Stone to pod@contacts.bham.ac.uk  Complete **Learning Logs** | Submit assignment from **Unit 5** FAO Matt Smith 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 | Outline of topic for Report (Problem Solving & Change)  Complete **Learning Logs** & **Personal Development Plan** |

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| Date | 10th September 2018  11th September 2018 | 9th November 2018 |
| Time | 9.30am-4.30pm | Close of business |
| Activity | Presentations | Report submission |
| Subject | Day 1 Presentation practice  Day 2 Presentation delivery |  |
| Actions required |  | Submit report **from Unit 6 & 7** FAO Matt Stone to pod@contacts.bham.ac.uk |