Cohort 16 – L3 Certificate in Leadership and Management

# Timetable

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| Date | 3rd September 2018 | 20th September 2018 | 18th October 2018 | 15th November 2018 | 14th December 2018 |
| Time | 11.00-12.00 | 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 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, email Matt Stone at pod@contacts.bham.ac.uk to confirm continuation on the programme.Hold briefing meeting with line manager. | Complete **learning logs** | Submit assignment **from unit 1** FAO Matt Stone to pod@contacts.bham.ac.uk Completion of online Belbin Team Roles questionnaire, instructions will be sent by tutor | Submit assignment **from unit 2** FAO Matt Stone to pod@contacts.bham.ac.uk  | Submit assignment **from unit 3** FAO Matt Stone to pod@contacts.bham.ac.uk Submit **manager/sponsor debriefing document** FAO Matt Stone to pod@contacts.bham.ac.uk  |

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| Date | 9th and 10th January 2019 | 17th January 2019 | 14th February 2019 | 13th and 14th March 2019 | 25th and 26th March 2019 |
| Time | 1 hour to be arranged | 09.30-16.30 | 09.30-16.30 | 09.30-16.30 | 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 | Tutorial | Workshop & assignment submission | Workshop & assignment submission | Workshop  | Tutorial |
| Subject | Opportunity to discuss progress and learning with tutor | Unit 5Understanding performance management | Unit 6Solving problems and decision making | Unit 7Planning change | Opportunity to review learning with tutor and focus on project report |
| 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 Stone to pod@contacts.bham.ac.uk Consideration and planning for final project report | Consideration and planning for final project reportSubmit **manager/sponsor debriefing document** FAO Matt Stone to pod@contacts.bham.ac.uk  | Complete **learning logs**Consideration and planning for final project report |

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| Date | 29th April 2019 | 30th April 2019 | 8th May 2019 |
| Time | 09.30-16.30 | 09.30-16.30 | Close of business |
| Activity | Guided learning | Presentations | Project report submission |
| Subject | Guided learning day to work on final project report and presentations | Delivery of presentation on project report to line manager |  |
| Actions required |  | Submit assignment **from unit 4** FAO Matt Stone to pod@contacts.bham.ac.uk Complete **learning logs** | Submit project report **from units 6 & 7** FAO Matt Stone to pod@contacts.bham.ac.uk  |