L5 Certificate in Leadership and Management – Cohort 3

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| Date | 20th June 2019 | 12th and 16th July 2019 | 1st August 2019 | 2nd August 2019 | 11th and 12th September 2019 | 23rd and 24th October 2019 |
| Time | 10:00am – 12:00pm | 1 hour to be arranged | 9:30am – 4:30pm | 9:30am – 12:30pm | 9.30am – 4:30pm | 9.30am – 4:30pm |
| Activity | **Induction** | **Tutorial** | **Workshop** | **Group tutorial** | **Workshop and assignment submission** | **Workshop and assignment submission** |
| Subject | Programme induction | Focused tutorial on development planning | Unit 1  Becoming an Effective Leader | Group tutorial on leadership and MBTI | Unit 2  Effective Management Coaching | Unit 3  Developing People in the Workplace |
| Actions required | Following induction, email ILM Programme Administrator at [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) to confirm continuation on the programme.  Hold briefing meeting with line manager to discuss development needs. | Bring draft development plan to tutorial | Assignment completion after attendance on unit | If MBTI has been completed previously, bring all paperwork to this session | Submit assignment **from Unit 1** **–** via CANVAS | Submit assignment **from Unit 2** **–** via CANVAS |

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| Date | 6th December 2019 | 8th January 2020 | 29th January 2020 | 13th March 2020 | 27th March 2020 |
| Time | 9:30am – 12:30pm | 9:30am – 12:30pm | 9:30am – 12:30pm | By close of business | 09:30am – 12:30pm |
| Activity | **Workshop** | **Action Learning Workshop** | **Group Tutorial** | **Assignment submission** | **Action Learning Set** |
| Subject | Unit 4  Managing Stress and Conflict in the Organisation | Unit 4  Managing Stress and Conflict in the Organisation | Guided learning session to evaluate progress and learning |  |  |
| Actions required | Submit assignment **from Unit 3** **–** via CANVAS  Following workshop, evaluation of current practice to be completed | Bring implementation ideas to explore in this session | **Tutorial meeting** with line manager before tutorial | Submit assignment **from unit 4** **–** via CANVAS | Reflection on learning from ILM 5 programme |