L5 Certificate in Leadership and Management – Cohort 3

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| Date | 8th January 2019 | 23rd and 24th January 2019 | 7th February 2019 | 8th February 2019 | 14th and 15th March 2019 | 17th and 18th April 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. | Bring draft development plan to tutorial |  | If MBTI has been completed previously, bring all paperwork to this session | Submit assignment **from Unit 1** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) | Submit assignment **from Unit 2** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk)  **Tutorial meeting** with line manager and complete paperwork |

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| Date | 17th May 2019 | 19th June 2019 | 19th July 2019 | 19th August 2019 | 20th November 2019 |
| 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** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk).  Following workshop, evaluation of current practice to be completed |  |  | Submit assignment **from unit 4** **-** FAO ILM Programme Administrator to [pod@contacts.bham.ac.uk](mailto:pod@contacts.bham.ac.uk) |  |