



## Level 3 Diploma for Managers

### Course Schedule

Date	Session	Homework
	<b>On line tutorial- Induction</b> <ul style="list-style-type: none"> <li>• Roles and Responsibilities during the course</li> <li>• Overview of Course including EPA</li> <li>• Using Learning Assistant</li> <li>• Recording Off the Job Training</li> </ul>	<ul style="list-style-type: none"> <li>• Produce up to date CV</li> <li>• Obtain Job Description</li> <li>• Follow tutorial for Learning Assistant</li> <li>• Begin to complete 20% off the job activities</li> </ul>
<b>Month 1</b>	<b>Online tutorial- Management of Self</b> <ul style="list-style-type: none"> <li>• Understand approaches to personal development planning for the workplace</li> <li>• Be able to create an effective personal development plan</li> <li>• Be able to maintain a Continuous Professional Development (CPD) log</li> <li>• Understand time management tools and techniques</li> <li>• Be able to use time management techniques to manage own workload</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete assignment.</li> <li>• Prepare for a recorded discussion</li> </ul>
<b>Month 2</b>	<b>Online tutorial- Problem Solving &amp; Decision-Making</b> <ul style="list-style-type: none"> <li>• Understand problem solving and decision-making techniques</li> <li>• Be able to use problem solving techniques to inform decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete assignment.</li> <li>• Prepare for a recorded discussion.</li> </ul>
<b>Month 3</b>	<b>Online tutorial- Building Relationships and Communication</b> <ul style="list-style-type: none"> <li>• Understand approaches to customer and stakeholder relationship management</li> <li>• Understand cross team working</li> <li>• Understand the importance of emotional intelligence in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of BR &amp; C workbooks.</li> <li>• Read workbooks as revision for Building Relationships and Communication online test.</li> <li>• Mock test will be carried out at the end of the month.</li> </ul>

	<ul style="list-style-type: none"> <li>• Understand the importance of conflict management in the workplace</li> <li>• Understand different forms of communication and their application</li> <li>• Know how to chair a meeting</li> <li>• Understand how to manage challenging conversations</li> </ul>	
<b>Month 4</b>	<p><b>Online tutorial- Management of Self</b></p> <ul style="list-style-type: none"> <li>• Understand approaches to personal development planning for the workplace</li> <li>• Be able to create an effective personal development plan</li> <li>• Be able to maintain a Continuous Professional Development (CPD) log</li> <li>• Understand time management tools and techniques</li> <li>• Be able to use time management techniques to manage own workload</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete assignment.</li> <li>• Prepare for a recorded discussion.</li> </ul>
<b>Month 5</b>	<p><b>Online tutorials- Problem Solving &amp; Decision-Making</b></p> <ul style="list-style-type: none"> <li>• Understand problem solving and decision-making techniques</li> <li>• Be able to use problem solving techniques to inform decision making</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete assignment.</li> <li>• Prepare for a recorded discussion.</li> </ul>
<b>Month 6</b>	<p><b>Online tutorial- Operational Management</b></p> <ul style="list-style-type: none"> <li>• Understand how organisational strategy is developed</li> <li>• Know how to effectively implement operational/team plans given resources available</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete unit assignment for LO1 &amp; 2.</li> <li>• Submission Date: Month 7.</li> </ul>
<b>Month 7</b>	<p><b>Online tutorial- Operational Management</b></p> <ul style="list-style-type: none"> <li>• Know how to manage change within a team</li> <li>• Understand how data is managed in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete unit assignment for LO3 &amp; 4.</li> <li>• Submission Date: Month 8.</li> </ul>
<b>Month 8</b>	<p><b>Online tutorial- Project Management</b></p> <ul style="list-style-type: none"> <li>• Understand the project lifecycle and roles within a project</li> <li>• Know how to deliver a project</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete unit assignment for LO1 &amp; 2.</li> <li>• Submission Date: Month 9.</li> </ul>

<b>Month 9</b>	<b>Online tutorial- Project Management</b> <ul style="list-style-type: none"> <li>• Know how to manage project risks and issues</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete unit assignment for LO3.</li> <li>• Submission Date: Month 10.</li> </ul>
<b>Month 10</b>	<b>Online tutorial- Finance</b> <ul style="list-style-type: none"> <li>• Understand finance related governance and compliance</li> <li>• Know how to deliver value for money</li> <li>• Know how to set and monitor budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Complete activities section of workbook.</li> <li>• Complete unit assignment.</li> <li>• Submission Date: Month 11.</li> </ul>
<b>Month 11</b>	<b>Leading People &amp; Managing People Revision</b>	<ul style="list-style-type: none"> <li>• Revision.</li> <li>• Online test to be sat before the end of month 12.</li> </ul>
<b>Month 12</b>	<b>Leading People &amp; Managing People Revision</b>	
<b>Month 13</b>	<b>Building Relationships and Communication</b>	<ul style="list-style-type: none"> <li>• Revision.</li> <li>• Online test to be sat before the end of month 14.</li> </ul>
<b>Month 14</b>	<b>Building Relationships and Communication</b>	

Months 15: Catch-up re any knowledge units and completion of skills units

Months 16 – 18: End-point Assessment Preparations

**In addition to the above sessions –**

Management Assessor will conduct remote 1-1 visit each month.

Management Assessor will conduct remote progress review with learner and line manger every 12 weeks.

Online tutorials will last approx. 2 hours and will take place as a group session via Microsoft Teams Video/ skype.