



Level 5 Diploma for Leaders and Managers

Course Schedule

Date	Session	Homework
	Induction <ul style="list-style-type: none"> • Roles and Responsibilities during the course • Overview of Course including EPA • Using Learning Assistant • Recording Off the Job Training 	<ul style="list-style-type: none"> • Produce up to date CV • Obtain Job Description • Follow tutorial for Learning Assistant • Begin to complete 20% off the job activities
Month 1	Online tutorial- Self-Awareness <ul style="list-style-type: none"> • LO 1 Understand own impact on others • LO 2 Understand Emotional Intelligence • LO 3 Understand different learning and behaviour styles • LO 4 Be able to reflect on own working style • LO 5 Be able to reflect on own performance • LO 6 Be able to plan activities based on learning styles 	Complete activities section of workbooks. <ul style="list-style-type: none"> • LO1, 2, 3 - Assignment • LO4 – Compete working styles questionnaires, identify at least two risks of own working style, prepare for a recorded discussion. • LO5 – Commence a personal development plan – Submission Date – within two weeks. • Gather evidence of self-assessments of own performance. Identify areas of development, and review ongoing/ Submission Date – Ongoing throughout qualification. • LO6 – Research the tools and techniques that help to identify different individual learning styles and preferences. Identify the learning style of yourself and at least two members of your team. produce a development plan for yourself and at least two team members. <p style="text-align: right;">Submission date - within two months.</p>
Month 2	Online tutorial- Leading People <ul style="list-style-type: none"> • LO1 Leadership styles • LO2 Leading different teams • LO3 Improve performance in the workplace • LO4 Organisational culture 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (DreamHomes) Tasks 1, 2, 3, 4 & 5 <p style="text-align: right;">Submission Date: Month 3</p>

Month 3	Online tutorial- Leading People <ul style="list-style-type: none"> • LO5 Equality, diversity and inclusion in the workplace 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (DreamHomes). Task 6 & 7 <p style="text-align: center;">Submission Date: Month 4</p>
Month 4	Online tutorial- Managing People <ul style="list-style-type: none"> • LO1 Manage multiple and remote teams • LO2 Develop high performing teams • LO3 Performance management techniques and talent management models 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (Sylvan Furniture). • Task 3, 4, 5, 6 <p style="text-align: center;">Submission Date: Month 5</p>
Month 5	Online tutorial- Managing People <ul style="list-style-type: none"> • LO4 Delegation • LO5 Recruitment <p>* A multiple-choice test will be carried out re Leading People & Managing People</p>	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (Sylvan Furniture). • Task 1, 2, 7 <p style="text-align: center;">Submission Date: Month 6</p>
Month 6	Online tutorial- Management of Self <ul style="list-style-type: none"> • Different approaches to planning own workload • Time management techniques and tools • Plan own personal development 	<ul style="list-style-type: none"> • Complete activities section of workbooks. • Management of Self: LO's 1, 2, 3 Complete assignment <p style="text-align: center;">Submission date Month 7</p> <ul style="list-style-type: none"> • Decision Making & Problem Solving: • LO1 Complete assignment – Submission date 17.03.20. • LO 2 – Recorded discussion & work products. TBA
Month 7	Online tutorial- Project Management <ul style="list-style-type: none"> • LO1 Project governance • LO2 How to set up a project 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO1 & 2 <p style="text-align: center;">Submission Date: Month 8</p>
Month 8	Online tutorial- Project Management <ul style="list-style-type: none"> • LO3 How to manage a project 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO3 & 4

	<ul style="list-style-type: none"> • LO4 How to evaluate the success of a project 	Submission Date: Month 9
Month 9	<p>Online tutorial- Building Relationships</p> <ul style="list-style-type: none"> • LO1 Stakeholder relationship management • LO2 Collaborative working techniques • LO3 Manage different levels of workplace conflict 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (Vine Organics). • Task 1, 2, 3 & 4 <p>Submission Date: Month 10</p>
Month 10	<p>Online tutorial- Communication</p> <ul style="list-style-type: none"> • LO1 Interpersonal skills • LO2 Different forms and techniques of communication <p>* A multiple-choice test will be carried out re Building R'ships & Communication</p>	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete scenario assignment (The Manor House) • Task 1, 2, 3 & 4 <p>Submission Date: Month 11</p>
Month 11	<p>Online tutorial- Problem Solving and Decision-Making</p> <ul style="list-style-type: none"> • LO 1 Understand problem solving and decision-making techniques • LO 2 Be able to critically analyse and evaluate data to solve problems and make decisions 	<ul style="list-style-type: none"> • Complete activities section of workbooks. • LO1 Complete assignment – Submission date: within one month. <p>Submission Date: Month 12</p> <ul style="list-style-type: none"> • LO 2 – Recorded discussion & work products. TBA
Month 12	<p>Online tutorial- Operational Management</p> <ul style="list-style-type: none"> • LO1 Operational management approaches and models • LO2 Business development tools and approaches to continuous improvement 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO 1 & 2 <p>Submission Date: Date: Month 13</p>
Month 13	<p>Online tutorial- Operational Management</p> <ul style="list-style-type: none"> • LO3 Initiate and manage change 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO 3 <p>Submission Date: Date: Month 14</p>
Month 14	<p>Online tutorial- Operational Management</p> <ul style="list-style-type: none"> • LO4 Management reporting • LO5 Technology use and data security in organisations 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO 4 & 5 <p>Submission Date: Date: Month 15</p>
Month 15	<p>Online tutorial- Finance</p> <ul style="list-style-type: none"> • LO1 Understand the purpose of financial management within an organisation 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO 1 & 2 <p>Submission Date: Month 16</p>

	<ul style="list-style-type: none"> • LO2 How to set a budget 	
Month 16	Online tutorial- Finance <ul style="list-style-type: none"> • LO3 Know how to manage a budget • LO4 Understand methods of financial forecasting 	<ul style="list-style-type: none"> • Complete activities section of workbook. • Complete unit assignment for LO 3 & 4 <p style="text-align: right;">Submission Date: Month 17</p>

Months 18 – 20: Catch-up re any knowledge units and completion of skills units

Months 21 – 24: 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.