

Remote Session Delivery Calendar – Team Leader Level 3

Session Content		Session No.	Mar 20	Apr 20	May 20	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21
Week 1	Leading People: Different Leadership Styles, Coaching to Improve Performance, Understanding Organisational Cultures, Equality, Diversity, & Inclusion, People & Team Management Models, Motivational Techniques.	1	Mon 30 th 9:00 13:00	-----	Fri 22 nd 9:00 13:00	Thurs 18 th 9:00 13:00	Weds 22 nd 9:00 13:00	Tue 18 th 9:00 13:00	Mon 21 st 9:00 13:00	Fri 9 th 9:00 13:00	Thurs 5 th 9:00 13:00	Tue 8 th 9:00	Tue 5 th 9:00 13:00	Mon 1 st 9:00 13:00	Fri 19 th 9:00 13:00
	Managing People: Understanding HR, Performance Management Techniques, Conducting Appraisals, Reviewing Performance, Absence Management, Constructive Feedback, Recognising Achievement.	2	Tue 31 st 9:00 13:00	-----	Mon 4 th 9:00 13:00	Fri 19 th 9:00 13:00	Thurs 23 rd 9:00 13:00	Weds 19 th 9:00 13:00	Tue 22 nd 9:00 13:00	Mon 19 th 9:00 13:00	Fri 6 th 9:00 13:00	Tue 8 th 13:00	Weds 6 th 9:00 13:00	Tue 2 nd 9:00 13:00	Mon 1 st 9:00 13:00
	Building Relationships: Approaches to Customer & Stakeholder Relationship Management, Managing Conflict, Delivering Business KPIs.	3	-----	Weds 1 st 9:00 13:00	Tue 5 th 9:00 13:00	Mon 1 st 9:00 13:00	Fri 24 th 9:00 13:00	Thurs 20 th 9:00 13:00	Weds 23 rd 9:00 13:00	Tue 20 th 9:00 13:00	Mon 16 th 9:00 13:00	Weds 9 th 9:00	Thurs 7 th 9:00 13:00	Weds 3 rd 9:00 13:00	Tue 2 nd 9:00 13:00
	Communication: Forms of Communication & their Application, Chairing Meetings, Hold Challenging Conversations, Providing Constructive Feedback, Raising Concerns.	4	-----	Thurs 2 nd 9:00 13:00	Weds 6 th 9:00 13:00	Tue 2 nd 9:00 13:00	Mon 6 th 9:00 13:00	Fri 21 st 9:00 13:00	Thurs 24 th 9:00 13:00	Weds 21 st 9:00 13:00	Tue 17 th 9:00 13:00	Weds 9 th 13:00	Fri 8 th 9:00 13:00	Thurs 4 th 9:00 13:00	Weds 3 rd 9:00 13:00
	Operational Management: How Organisational Strategy is Developed, Managing Resources, Implement Team Plans, Data Management, Use of Technology in Business.	5	-----	Fri 3 rd 9:00 13:00	Thurs 7 th 9:00 13:00	Weds 3 rd 9:00 13:00	Tue 7 th 9:00 13:00	Mon 3 rd 9:00 13:00	Fri 25 th 9:00 13:00	Thurs 22 nd 9:00 13:00	Weds 18 th 9:00 13:00	Thurs 10 th 9:00	Mon 18 th 9:00 13:00	Fri 5 th 9:00 13:00	Thurs 4 th 9:00 13:00
Week 3	Project Management: Understand the Project Lifecycle & Roles, Project Delivery, Identifying Business Risks, Project Management Tools.	6	-----	Mon 13 th 9:00 13:00	Fri 8 th 9:00 13:00	Thurs 4 th 9:00 13:00	Weds 8 th 9:00 13:00	Tue 4 th 9:00 13:00	Mon 7 th 9:00 13:00	Fri 23 rd 9:00 13:00	Thurs 19 th 9:00 13:00	Thurs 10 th 13:00	Tue 19 th 9:00 13:00	Mon 15 th 9:00 13:00	Fri 5 th 9:00 13:00
	Finance: Understand Organisational Governance & Compliance, Delivering Value for Money, Monitoring Budgets.	7	-----	Tue 14 th 9:00 13:00	Mon 18 th 9:00 13:00	Fri 5 th 9:00 13:00	Thurs 9 th 9:00 13:00	Weds 5 th 9:00 13:00	Tue 8 th 9:00 13:00	Mon 5 th 9:00 13:00	Fri 20 th 9:00 13:00	Fri 11 th 9:00	Weds 20 th 9:00 13:00	Tue 16 th 9:00 13:00	Mon 15 th 9:00 13:00
	Awareness of Self: Self-Awareness, Understand Unconscious Bias & Inclusivity, Understand Learning Styles, Feedback Mechanisms, How to use Emotional Intelligence.	8	-----	Weds 15 th 9:00 13:00	Tue 19 th 9:00 13:00	Mon 15 th 9:00 13:00	Fri 10 th 9:00 13:00	Thurs 6 th 9:00 13:00	Weds 9 th 9:00 13:00	Tue 6 th 9:00 13:00	Mon 2 nd 9:00 13:00	Fri 11 th 13:00	Thurs 21 st 9:00 13:00	Weds 17 th 9:00 13:00	Tue 16 th 9:00 13:00
	Management of Self: Understand Time Management Techniques & Tools, How to Prioritise Activities, Approaches to Planning.	9	-----	Thurs 16 th 9:00 13:00	Weds 20 th 9:00 13:00	Tue 16 th 9:00 13:00	Mon 20 th 9:00 13:00	Fri 7 th 9:00 13:00	Thurs 10 th 9:00 13:00	Weds 7 th 9:00 13:00	Tue 3 rd 9:00 13:00	Mon 7 th 9:00	Fri 22 nd 9:00 13:00	Thurs 18 th 9:00 13:00	Weds 17 th 9:00 13:00
	Decision Making: Understand Problem Solving & Decision Making Techniques, Data Analysis to Support Decision Making.	10	-----	Fri 17 th 9:00 13:00	Thurs 21 st 9:00 13:00	Wed 17 th 9:00 13:00	Tue 21 st 9:00 13:00	Mon 17 th 9:00 13:00	Fri 11 th 9:00 13:00	Thurs 8 th 9:00 13:00	Weds 4 th 9:00 13:00	Mon 7 th 13:00	Mon 4 th 9:00 13:00	Fri 19 th 9:00 13:00	Thurs 18 th 9:00 13:00

Requests for registration in remote session participation to be sent to:

maryneedham@skillstraininguk.com

Session log in details for GoTo Meeting participation will be issued with registration request confirmation response.

**** One on One sessions, sessions for specific employer cohorts, and sessions on alternative dates are available in addition to this calendar upon request. Simply contact your existing trainer to arrange.**