

2014/15 TIMETABLE

CETAD, LANCASTER UNIVERSITY

CETAD
Centre for Education,
Training and Development



STEP 1: PERSONAL PLANNING SESSION	23/10/2014, 20/11/2014, 10/12/2014 Please contact the office to make an appointment
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Step 2 & 3: MEET YOUR MENTOR	Start Date	End date	Workshop dates (attendance at the University)
Personal Learning and Development (PLD)	10/02/2015		Full day: 10/02/2015 Morning only: 03/03/2015, 24/04/2015, 18/08/2015, 08/12/2015
	17/06/2015		Full day: 17/06/2015 Morning only: 08/07/2015, 02/09/2015, 2 half days TBC
Programme Negotiation (PN)	14/01/2015	18/03/2015	14/01/2015, 04/02/2015
	05/05/2015	07/07/2015	05/05/2015, 02/06/2015
Recognition and Accreditation of Prior Learning (APL) If you go forward to make an APL claim then this is your next step as it will give exemption from parts of your programme. If you are not making an APL claim, skip to step 4.	13/01/2015	03/03/2015	13/01/2015, 03/02/2015, 03/03/2015
	22/04/2015	03/06/2015	22/04/2015, 13/05/2015, 03/06/2015

Modules are a mix of attendance at workshops and web-based learning that you do in your own time, interacting with your tutor and fellow learners. Some Modules start with a workshop; others start with web-based learning and you'll attend workshop(s) later.

STEP 4: TAUGHT MODULES Where you learn about concepts, models, tools and techniques that you can apply at work. They are an ideal introduction to the knowledge and skills base of a subject area. Modules can be taken as building blocks to HE qualifications or as bite-sized freestanding short courses.	Start Date	End date	Workshop dates (attendance at the University)
Collaborative and team working	22/01/2015	23/03/2015	19/02/2015
	20/05/2015	13/07/2015	16/06/2015
Creative thinking and problem solving	04/03/2015	04/05/2015	04/03/2015, 01/04/2015
Dealing with difficult people	19/02/2015	23/04/2015	19/02/2015 (am), 12/03/2015 (am)
Developing emotional intelligence	23/04/2015	22/06/2015	14/05/2015
Evaluating change	20/01/2015	03/03/2015	20/01/2015, 03/02/2015
	05/08/2015	14/09/2015	05/08/2015, 19/08/2015
Introduction to leading and managing people	05/12/2014	06/02/2015	05/12/2014, 12/01/2015
Introduction to mentoring and coaching	19/11/2014	05/01/2015	19/11/2014, 03/12/2014
Leading and managing people	26/11/2014	19/01/2015	26/11/2014, 17/12/2014
	10/06/2015	03/08/2015	10/06/2015, 08/07/2015
Leading others through change	05/06/2015	03/08/2015	02/07/2015
Models for planning and managing change	24/04/2015	08/06/2015	24/04/2015, 15/05/2015
Negotiating and influencing skills	19/02/2015	23/04/2015	19/02/2015 (pm), 12/03/2015 (pm)
Planning and controlling projects	21/01/2015	23/03/2015	18/02/2015
Principles of project management	TBC	TBC	TBC
Professional Supervision (20 credit L6)	15/01/2015	23/04/2015	15/1/2015, 22/1/2015 12/2/2015, 12/3/2015
Strategic analysis: What's driving change in your work context?	12/11/2014	12/01/2015	10/12/2014
	19/03/2015	01/06/2015	30/04/2015
Understanding leadership and management	19/03/2015	18/05/2015	16/04/2015

STEP 4: PROJECT MODULES Where your work and learning are integrated; you learn while carrying out projects at work. They allow for more self-directed, independent Work Based Learning and direct application into practice.	Start Date	End date	Workshop dates (attendance at the University)
Practitioner enquiry: Scoping Projects	24/02/2015	28/04/2015	24/02/2015, 17/03/2015
	02/06/2015	04/08/2015	02/06/2015, 23/06/2015
Practitioner enquiry: Gathering Data	13/01/2015	17/03/2015	13/01/2015
	05/05/2015	07/07/2015	05/05/2015
Practitioner enquiry: Analysing and Using Data	03/03/2015	05/05/2015	03/03/2015
	09/06/2015	11/08/2015	09/06/2015
Work based projects	Negotiated		