

Onboarding Session	Tuesday 4th February 1pm - 2pm		
Module	Module Opens	Practice Village Dates	Group Coaching Dates
Session Timings	Allow 1 hour per module	2 Hours	1 Hour
Module 1 - Introduction	Tuesday 4th February	Wednesday 12th Feb - Giving & Receiving Feedback - 10am -12pm	Tuesday 18th February - 12pm
Module 2 - Your Leadership Matrix	Tuesday 11th February	Wednesday 12th March - Communication - 10am - 12pm	Tuesday 18th March - 2pm
Module 3 - Communication 101	Tuesday 4th March	Wednesday 26th March - Distortions - 10am - 12pm	Tuesday 1st April - 12pm
Module 4 - Time Management & Productivity	Tuesday 11th March	Tuesday 8th April - Setting Frames - 2pm to 4pm	Wednesday 2nd July - 1pm
Module 5 - Decision Making & Problem Solving	Tuesday 25th March	Tuesday 29th April - Benchmarking - 2pm - 4pm	Tuesday 29th July - 2pm
Module 6 - Networking & Relationship Building	Monday 2nd June	Wednesday 11th June - Rapport - 10am -12pm	Tuesday 12th August -2pm
Module 7 - Delegation & Performance Management	Wednesday 9th July	Tuesday 24th June - Delegation - 2pm - 4pm	Tuesday 2nd September - 2pm
Module 8 - Conflict Resolution & Tough Conversations	Wednesday 23rd July	Tuesday 8th July - Listening - 2pm - 4pm	
Module 9 - Motivating & Leading Others	Tuesday 5th August	Tuesday 22nd July - Performance Management - 2pm - 4pm	
Module 10 - Turn Your Knowledge into Wisdom	Tuesday 26th August	Wednesday 6th August - Supporting - 10am - 12pm	
		Wednesday 27th August - Negotiating - 10am - 12pm	
		Wednesday 3rd September - Managing Up - 10am - 12pm	
		Wednesday 17th September - Having Tough Conv - 10am -12pm	
		Wednesday 1st October - Questioning - 10am - 12pm	
		Tuesday 14th October - Facilitating Change - 2pm - 4pm	
Graduation	Tuesday 30th September 2pm to 3.30pm		

Module Opens	Your modules open on these allocated dates. We recommend that you allow 1 hour to complete all modules. This includes watching any videos, completing worksheets or practices.
Practice Village Dates	<p>These practice village sessions are structured and are set up to support you to practice and become proficient in many of the skills within this course. Each session will provide enough time for...</p> <ul style="list-style-type: none">• 2 x Practitioners• 2 x Volunteers• 2 x Benchmarkers <p>We recommend that you attend these practice sessions whether you are the one practicing or not, as you will be able to assist in the practice and grow your own skills in these areas through benchmarking and observation. At the beginning of your course you will have the opportunity to SIGN UP for the skills that interest you in developing. Each participant must register and participate in at least 2 of EACH practice village roles (6 in total) throughout this course to graduate.</p>
Group Coaching Dates	Each participant needs to complete SIX group coaching sessions over the duration of the 10-module course. You are welcome to attend all 10 sessions if you wish, and we recommend that you do for added value and learning. No matter what the topic, it is often very relevant to all attendees.