

Remote Session Delivery Calendar – ODM Level 5

Session Content		Session No.	Apr 20	May 20	June 20	July 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21
Week 2	Operational Management: Management Approaches & Models, Creating & Delivering KPI's, Business Development Tools, Continuous Improvement, Business Planning, Managing Resources, Developing Sales & Marketing Plans, Setting Targets & Monitoring Performance, Management Systems, Contingency Planning, Managing Change, Data & Security Management, Use of Organisational Technology.	1	Mon 6 th 9:00 13:00	Fri 29 th 9:00 13:00	Thurs 25 th 9:00 13:00	Weds 29 th 9:00 13:00	Tue 25 th 9:00 13:00	Mon 28 th 9:00 13:00	Fri 16 th 9:00 13:00	Thurs 12 th 9:00 13:00	Tue 15 th 9:00	Tue 12 th 9:00 13:00	Mon 8 th 9:00 13:00	Fri 26 th 9:00 13:00	Thurs 29 th 9:00 13:00
	Project Management: Project Management Tools & Techniques, Project Scoping & Definition, Understanding Process Management, Understanding Risk Management.	2	Tue 7 th 9:00 13:00	Mon 11 th 9:00 13:00	Fri 26 th 9:00 13:00	Thurs 30 th 9:00 13:00	Weds 26 th 9:00 13:00	Tue 29 th 9:00 13:00	Mon 26 th 9:00 13:00	Fri 13 th 9:00 13:00	Tue 15 th 13:00	Weds 13 th 9:00 13:00	Tue 9 th 9:00 13:00	Mon 8 th 9:00 13:00	Fri 30 th 9:00 13:00
	Finance: Understanding Business Finance, Managing Budgets and P&L Accounts, Financial Forecasting.	3	Weds 8 th 9:00 13:00	Tue 12 th 9:00 13:00	Mon 8 th 9:00 13:00	Fri 31 st 9:00 13:00	Thurs 27 th 9:00 13:00	Weds 30 th 9:00 13:00	Tue 27 th 9:00 13:00	Mon 16 th 9:00 13:00	Weds 16 th 9:00	Thurs 14 th 9:00 13:00	Weds 10 th 9:00 13:00	Tue 9 th 9:00 13:00	Mon 12 th 9:00 13:00
	Leading People: Leadership Styles, Leading Multiple and Remote Teams, Managing Team Leaders, Motivation for Improving Performance, Understanding Culture & Diversity, Delegation Techniques.	4	Thurs 9 th 9:00 13:00	Weds 13 th 9:00 13:00	Tue 9 th 9:00 13:00	Mon 13 th 9:00 13:00	Fri 28 th 9:00 13:00	Thurs 3 rd 9:00 13:00	Weds 28 th 9:00 13:00	Tue 17 th 9:00 13:00	Weds 16 th 13:00	Fri 15 th 9:00 13:00	Thurs 11 th 9:00 13:00	Weds 10 th 9:00 13:00	Tue 13 th 9:00 13:00
	Managing People: Recruiting, Developing, & Managing High Performance Teams, Performance Management Techniques, Talent Management Models.	5	Fri 10 th N/A	Thurs 14 th 9:00 13:00	Weds 10 th 9:00 13:00	Tue 14 th 9:00 13:00	Mon 10 th 9:00 13:00	Fr 4 th 9:00 13:00	Thurs 29 th 9:00 13:00	Weds 18 th 9:00 13:00	Thurs 17 th 9:00	Mon 25 th 9:00 13:00	Fri 12 th 9:00 13:00	Thurs 11 th 9:00 13:00	Weds 14 th 9:00 13:00
Week 4	Building Relationships: Approaches to Partner, Stakeholder, & Supplier Relationship Management, Negotiating, Influencing, & Networking, Collaborative Working Techniques, Managing Conflict.	6	Mon 20 th 9:00 13:00	Fri 15 th 9:00 13:00	Thurs 11 th 9:00 13:00	Weds 15 th 9:00 13:00	Tue 11 th 9:00 13:00	Mon 14 th 9:00 13:00	Fri 30 th 9:00 13:00	Thurs 19 th 9:00 13:00	Thurs 17 th 13:00	Tue 26 th 9:00 13:00	Mon 22 nd 9:00 13:00	Fri 12 th 9:00 13:00	Thurs 15 th 9:00 13:00
	Communication: Interpersonal Skills, Using Appropriate & Effective Methods of Communication.	7	Tue 21 st 9:00 13:00	Mon 25 th 9:00 13:00	Fri 12 th 9:00 13:00	Thurs 16 th 9:00 13:00	Weds 12 th 9:00 13:00	Tue 15 th 9:00 13:00	Mon 12 th 9:00 13:00	Fri 20 th 9:00 13:00	Fri 18 th 9:00	Weds 27 th 9:00 13:00	Tue 23 rd 9:00 13:00	Mon 22 nd 9:00 13:00	Fri 16 th 9:00 13:00
	Self-Awareness: Understanding Own Impact, Emotional Intelligence, Understanding Different Learning & Behavioural Styles.	8	Weds 22 nd 9:00 13:00	Tue 26 th 9:00 13:00	Mon 22 nd 9:00 13:00	Fri 17 th 9:00 13:00	Thurs 13 th 9:00 13:00	Weds 16 th 9:00 13:00	Tue 13 th 9:00 13:00	Mon 9 th 9:00 13:00	Fri 18 th 13:00	Thurs 28 th 9:00 13:00	Weds 24 th 9:00 13:00	Tue 23 rd 9:00 13:00	Mon 26 th 9:00 13:00
	Management of Self: Time Management Tools & Techniques, How to Prioritise, Approaches to Planning, Managing Multiple Tasks & Projects.	9	Thurs 23 rd 9:00 13:00	Weds 27 th 9:00 13:00	Tue 23 rd 9:00 13:00	Mon 27 th 9:00 13:00	Fri 14 th 9:00 13:00	Thurs 17 th 9:00 13:00	Weds 14 th 9:00 13:00	Tue 10 th 9:00 13:00	Mon 14 th 9:00	Fr 29 th 9:00 13:00	Thurs 25 th 9:00 13:00	Weds 24 th 9:00 13:00	Tues 27 th 9:00 13:00
	Decision Making: Problem Solving and Decision Making Techniques, Data Analysis, Understanding Organisational Values and Ethics.	10	Fri 24 th 9:00 13:00	Thurs 28 th 9:00 13:00	Weds 24 th 9:00 13:00	Tue 28 th 9:00 13:00	Mon 24 th 9:00 13:00	Fri 18 th 9:00 13:00	Thurs 15 th 9:00 13:00	Weds 11 th 9:00 13:00	Mon 14 th 13:00	Mon 11 th 9:00 13:00	Fri 26 th 9:00 13:00	Thurs 25 th 9:00 13:00	Weds 28 th 9:00 13:00

Requests for registration in remote session participation to be sent to:
bernadettekendrick@skillstraininguk.com/waynewinson@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.**