

| Module | Dates | Module topics |
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| Applications for course & registration | From now until 9 th October | You will be informed if your application has been successful by Monday 18 October 2021. |
| 1 | 1 st Nov – 14 th Nov Assignment by 19th Nov | How to use this e-learning program. Introducing management: the purpose of a manager's job and the management process. |
| 2 | 15 th Nov - 28 th Nov Assignment by 3rd Dec | Personal time management. |
| 3 | 29 th Nov – 12 th Dec Assignment by 17th Dec | The meaning of management style. How to lead and motivate your team. |
| 4 | 13 th Dec – 2 nd Jan Assignment by 7th Jan | How to build your team and conduct meetings to improve performance and solve problems. |
| 5 | 3 rd Jan – 16 th Jan Assignment by 21st Jan | How to present your case at team meetings |
| 6 | 17 th Jan – 30 th Jan Assignment by 4th Feb | The principles of planning, The importance of your Met Office vision and how your organisation's values and behaviours can help achieve your objectives. |
| 7 | 31 st Jan – 13 th Feb Assignment by 18th Feb | How to use plans as a basis for monitoring and managing the performance of your team. |
| 8 | 14 th Feb – 27 th Feb Assignment by 4th Mar | Learning and development and how it should be planned, implemented and reviewed. |
| 9 | 28 th Feb – 20 th Mar Assignment by 25th Mar | The principles of persuasion, including how to present a request for resources to donor agencies, or others, to achieve new project objectives. |
| 10 | 21 st Mar – 3 rd April Assignment by 8th April | How to negotiate agreements with colleagues, suppliers and other stakeholders and resolve conflict in the workplace. |
| 11. Review assignment | 4 th April – 17 April Assignment by 22nd April | Course review assignment and personal action plans |

Assignments

After you have worked through each module you must submit a written assignment to your course tutor. The deadlines for assignments are shown above. Your tutor will



Met Office

Management by e learning

Essentials of Management 2021-22

Timetable

send you feedback on each assignment. When you have submitted all the assignments you will receive a certificate confirming you have completed the course.