

Certificate in Management
Level 3
2007-08 Timetable

Week	Thursday	15.00 to 17.15	Break	17.45 to 20.00
0	13/09/2007			
1	20/09/2007	Developing yourself in a management role Ilan Sheard 6 weeks		Contributing to Quality Management Trish Lovekin 6 weeks
2	27/09/2007			
3	04/10/2007			
4	11/10/2007			
5	18/10/2007			
6	25/10/2007			
	01/11/2007	Reading week		
7	08/11/2007	Staffing & Selection Ilan Sheard 7 weeks		Developing people & Planning work Laura Sawyer 9 weeks
8	15/11/2007			
9	22/11/2007			
10	29/11/2007			
11	06/12/2007			
12	13/12/2007			
	20/12/2007	Xmas Break		
	27/12/2007			
	03/01/2008			
13	10/01/2008			
14	17/01/2008	Support for Assessments		
15	24/01/2008			
16	31/01/2008	Managing Information and Communication Trish Lovekin		Effective use of resources Ilan Sheard
17	07/02/2008			
18	14/02/2008			
	21/02/2008	Reading week		
20	28/02/2008	7 weeks		7 weeks
21	06/03/2008			
22	13/03/2008			
23	20/03/2008			
	27/03/2008	EASTER BREAK		
	03/04/2008			
24	10/04/2008	Developing Communications Trish Lovekin 8 weeks		Planning to meet customer needs Laura Sawyer 8 weeks
25	17/04/2008			
26	24/04/2008			
27	01/05/2008			
28	08/05/2008			
29	15/05/2008			
30	22/05/2008			
31	29/05/2008			
	05/06/2008	TT week		
32	12/06/2008	Review and completion		