

## Unit 21

Programme for the day – 20<sup>th</sup> September 2017

9:30am	Candidates arrive, refreshments One File updates/news/Assessors Overview of Unit 21
9:45am	Ice breaker – quiz definitions and acronyms
10:00am	Reflect on Day 1- Career Leadership course, comments in accompanying work booklet (or Post-its)
10:15am	Introduction to leadership and management
10:45am	LO1 overview – understand the models for the role of career development leader in an organisation Essay 2 element
11:15am	comfort break
11:30am	LO3 – be able to work with senior leaders to develop a policy for career development work. Critical Success Factors Policies – using own compare and contrast with other organisations Short report 2
12: 15pm	LO4– be able to plan the overall programme of career development work within an organisation. Working with delegates and drawing on work from Unit 23, plan and justify the career development work.
1:00pm	Lunch
1:30pm	Course tutors input – PowerPoint and 123 - exercise to look at different team role styles
2:00pm	LO5 – be able to manage colleagues and resources in order to deliver career development work. Report 3 with work products
2:45pm	comfort break
3:00pm	LO6 – be able to manage effective partnerships to deliver career development work Delegates complete section in work booklet discuss and share the similarities and differences of each other's roles.
3:20pm	LO7 – be able to commission careers guidance services for an organisation. Delegates discuss their current arrangements in line with the national strategy.
3:40pm	LO2 – be able to promote career development work within an organisation Delegates to prepare a draft outline of key points they need to cover in a PowerPoint presentation to the SLT. Observation and witness statement

4:00 pm

Plenary led by CDI