



Opportunities to Develop

Learning and Development
Calendar 2024

Quarter 1 | 28th January - 27th April 2024

Mandatory

Society Wide			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Asbestos Awareness Training	i.Learn	20 Minutes	Specific Colleagues
Appropriate Behaviours in the Workplace	i.Learn	20 Minutes	All Colleagues
Risk Assessment Module	i.Learn	20 Minutes	All Managers

Childcare Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Prevent Duty	i.Learn	30 Minutes	All Colleagues
Safeguarding	i.Learn	30 Minutes	All Colleagues
Confidentiality & Data Protection	i.Learn	30 Minutes	All Colleagues
Fire Safety	i.Learn	30 Minutes	All Colleagues

Food Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Age Restricted Sales Refresher	i.Learn	10 Minutes	All Colleagues
Staying Safe in Store - Major Incidents	i.Learn	7 Minutes	All Colleagues

Travel Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Staying Safe in Store - Major Incidents	i.Learn	7 Minutes	All Colleagues

Quarter 1 | 28th January - 27th April 2024

Open

Skills & Knowledge			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Essentials	Trainer Led Session via MS Teams	Spring Cohort - Live Online Sessions start from 6th March	CF Levels 4 & 5 with some leadership responsibility
Skills & Knowledge	Trainer Led Session via MS Teams	Spring Cohort - Live Online Sessions start from 6th March	Managers Only (with direct reports) CF up to and including Level 7
Leadership Development Programme - Welcome Session	Trainer Led Session via MS Teams	9th February (10am-11am)	Colleagues who are interested in completing Essentials or Skills & Knowledge programmes
Leadership Development Programme - Welcome Session	Trainer Led Session via MS Teams	13th February (2pm-3pm)	

LEAP			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Retail Manager Level 4	n/a	Vacancy Live 12th-25th February	
Early Years Practitioner Level 2	n/a	Vacancy Live 11th-24th March	
Early Years Educator Level 3	n/a	Vacancy Live 11th-24th March	

Managers Club Sessions			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Managers Club - Absence Management	MS Teams	1st February (10am-11am)	
Managers Club - Investigations	MS Teams	7th March (10am-11am)	
Managers Club - Courageous Conversations	MS Teams	4th April (10am-11am)	