



# Opportunities to Develop

Learning and Development  
Calendar 2024

## Quarter 2 | 28th April 2024 - 27th July 2024

### Mandatory

Society Wide			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Site Manager Legionella Training	i.Learn	35 Minutes	All Site Managers
Tax Evasion	i.Learn	30 Minutes	Specific Colleagues

Travel Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Anti-Money Laundering	i.Learn	45 Minutes	Travel Branches & VTE

Support Services			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Made by Dyslexia	i.Learn	60 Minutes	All HR Colleagues

Food Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Store to Door Module 2024	i.Learn	5 Minutes	Specific Colleagues
Staying Safe in Store - Verbal Abuse and Anti-social behaviour	i.Learn	7 Minutes	Colleagues in top 50 High risk stores
Staying Safe in Store - Store Safety & Security	i.Learn	7 Minutes	All Store Colleagues

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



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### Open

Leadership Development Programmes			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Essentials Topic 2 (Just in Time): Live Online - Feedback and Safe Environment	Trainer Led Session via MS Teams	8th May 10-11:30am or 14th May 2-3:30pm	CF Levels 4 & 5 with some leadership responsibility
Essentials Topic 2 (Just in Time): Live Online - Feedback Models	Trainer Led Session via MS Teams	23rd May 10-11:30am or 29th May 2-3:30pm	CF Levels 4 & 5 with some leadership responsibility
Skills & Knowledge Topic 2 (Just in Time): Live Online - Feedback and Safe Environment	Trainer Led Session via MS Teams	8th May 2-3:30pm or 14th May 10-11:30am	Managers Only (with direct reports) CF up to and including Level 7
Skills & Knowledge Topic 2 (Just in Time): Live Online - Feedback Models	Trainer Led Session via MS Teams	23rd May 2-3:30pm or 29th May 10-11:30am	Managers Only (with direct reports) CF up to and including Level 7

Please note: you will need to complete both sessions for the Just in Time topic

LEAP			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Food - Retail Team Leader Level 3	n/a	Vacancy live 17th-30th June	
Food - Retail Manager Level 4	n/a	Vacancy live 15th-28th July	
Childcare - Early Years Practitioner Level 2	n/a	Vacancy live 3rd-16th June	
Childcare - Early Years Educator Level 3	n/a	Vacancy live 3rd-16th June	



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Managers Club Sessions			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Managers Club - Pulse Survey Results: Action Planning	MS Teams	2nd May (10-11am)	
Managers Club - Supporting Colleagues' Mental Health & Well-being	MS Teams	6th June (10-11am)	
Managers Club - Providing Development Opportunities for Colleagues	MS Teams	4th July (10-11am)	

Open Courses			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Wellbeing - Mental Health Awareness	i.Learn	20 minutes	
Made by Dyslexia	i.Learn	60 minutes	Any colleagues not in HR