



Opportunities to Develop

Learning and Development
Calendar 2024

Quarter 4 | 27th October 2024- 25th January 2025

Mandatory

Food Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Staying Safe in Store- Verbal Abuse & Anti-Social Behaviour	i.Learn	7 Minutes	All Colleagues
Staying Safe in Store- Shoplifting	i.Learn	7 Minutes	All Colleagues
Staying Safe in Store-Store Safety & Security	i.Learn	7 Minutes	Top 50 High Risk Stores
PCI-DSS	i.Learn	20 Minutes	All Till Trained Colleagues

Travel Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Staying Safe in Store - Verbal Abuse & Anti-Social Behaviour	i.Learn	7 Minutes	All Colleagues
PCI-DSS	i.Learn	20 Minutes	All Branch colleagues & Specific Head office colleagues

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

Utilities Specific			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
PCI-DSS	i.Learn	20 Minutes	All Colleagues

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Open

Leadership Development Programmes			
Course Name	Delivery Method	Estimated Completion Time	Colleagues Required
Skills & Knowledge Topic 2 (Just in Time): Live Online 1- Feedback Culture	Trainer Led Session via MS Teams	5th November 10am-11:30am or 14th November 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 7
Skills & Knowledge Topic 2 (Just in Time): Live Online 2- Mastering Feedback	Trainer Led Session via MS Teams	19th November 10am-11:30am or 28th November 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 8
Skills & Knowledge Topic 3 (Driving Best Performance): Live Online 1- Mastering Feedback	Trainer Led Session via MS Teams	9th January 10am-11:30am or 14th January 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 9
Skills & Knowledge Topic 3 (Driving Best Performance): Live Online 2- Foster Growth	Trainer Led Session via MS Teams	23rd January 10am-11:30am or 28th January 2pm-3:30pm	Managers Only (with direct reports) CF up to and including Level 10
Essentials Topic 2 (Just in Time): Live Online 1-Feedback & Safe Environment	Trainer Led Session via MS Teams	5th November 2pm-3:30pm or 14th November 10am-11:30am	CF Levels 4 & 5 with some leadership responsibility
Essentials Topic 2 (Just in Time): Live Online 2- Feedback Models	Trainer Led Session via MS Teams	19th November 2pm-3:30pm or 28th November 10am-11:30am	CF Levels 4 & 5 with some leadership responsibility
Essentials Topic 3 (Driving Best Performance): Live Online 1- Leading with Trust & Style	Trainer Led Session via MS Teams	9th January 2pm-3:30pm or 14th January 10am-11:30am	CF Levels 4 & 5 with some leadership responsibility

LEAP			
Course Name	Dates of Information Sessions	Application Dates	Apprenticeship Start Date
Early Years Practitioner Level 2	8th November 2024 11th November 2024	18th November – 8th December 2024	January 2025
Early Years Educator Level 3	8th November 2024 11th November 2024	18th November – 8th December 2024	January 2025

Webinar Recap
<p>REMINDER: If you've missed any of the Mental Health Webinars during Q1, Q2 or Q3, you can access these via the link below: <i>Mental Health Support App Coop Colleagues Connect (midcounties.coop)</i></p>