

TRIMESTER 1	Monday	Monday	Tuesday	Tuesday	Wednesday	Wednesday	Thursday	Thursday	Friday	Friday
	12.00 – 13.00	13.00 – 14.00	12.00 – 13.00	13.00 – 14.00	12.00 – 13.00	13.00 – 14.00	12.00 – 13.00	13.00 – 14.00	12.00-13.00	13.00 – 14.00
	Dawn Murat	Anita Sarpong Duah	Dawn Murat	Andrew McDonnell	Jamie Homewood	Chris Pursehouse	Grant Webb	David Connor	Parminder Summon	Salima Murji
Week 2 w/c 28th Sep	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback	Reflect and plan on previous feedback
Week 3 w/c 5th Oct	Effective notetaking	Reading strategies	Interpreting your assignment brief	Moving from descriptive to analytical	Effective notetaking	Negotiating with others	Understanding statistics	Effective notetaking	Running a successful meeting	Interpreting your assignment brief
Week 4 w/c 12th Oct	Interpreting your assignment brief	Working in a group	Effective notetaking	Developing your argument	Time management	Running a successful meeting	Introduction to Excel	Confident presentations	Negotiating with others	Critical thinking
Week 5 w/c 19th Oct	Harvard referencing	Time management	Planning your essay	Writing persuasively	Harvard referencing	Writing meeting minutes	Intermediate Excel	Harvard referencing	Pitching an idea	Moving from descriptive to analytical
Week 6 w/c 26th Oct	Planning your essay	Working with numbers	Harvard referencing	Grammar refresher	Planning your presentation	Pitching an idea	Advanced Excel	Grammar refresher	Writing meeting minutes	Developing your argument
Week 7 w/c 2nd Nov	Developing your argument	Planning your presentation	Writing introductions and conclusions	Writing a literature review	Developing your argument	Negotiating with others	Understanding probability	Writing introductions and conclusions	Running a successful meeting	Interpreting your assignment brief
Week 8 w/c 9th Nov	Writing introductions and conclusions	Planning your essay	Developing your argument	Using Turnitin	Digital Learning	Running a successful meeting	Working with percentages and fractions	Developing your argument	Negotiating with others	Critical thinking
Week 9 w/c 16th Nov	Planning your presentation	Planning your report	Using Turnitin	Writing a literature review	Digital Learning	Writing meeting minutes	Time management	Writing persuasively	Pitching an idea	Moving from descriptive to analytical
Week 10 w/c 23rd Nov	Using Turnitin	Harvard referencing	Planning your presentation	Time management	Digital Learning	Pitching an idea	Working with ratios	Confident presentations	Writing meeting minutes	Developing your argument
Week 11 w/c 30th Nov	Exam and revision strategy	Assignment clinic	Exam and revision strategy	Assignment clinic	Digital Learning	Assignment clinic	Exam and revision strategy	Assignment clinic	Exam and revision strategy	Assignment clinic
Week 12 w/c 7th Dec	Assignment clinic	Exam and revision strategy	Assignment clinic	Exam and revision strategy	Digital Learning	Exam and revision strategy	Assignment clinic	Exam and revision strategy	Assignment clinic	Exam and revision strategy