



Public Programme October 2010
NZIM Diploma in Frontline Management
DFM1010A TIMETABLE

Topic	Facilitator	Programme Dates
Managing Work Priorities & Professional Development	Mark Greaney (Lead facilitator)	Monday 18 October 2010
Manage Effective Workplace Relationships	Mark Greaney	Tuesday 19 October 2010
Assessment Due Dates	1987 v4 – due 6 December 2010 8495 v3 – Due 20 January 2011	
Manage Projects	Peter Sammons	Monday 15 November 2010
Developing your project plan and Presentation Skills	Peter Sammons	Tuesday 16 November 2010
Assessment Due Dates	16614 v2 – due 6 December 2010 7454 v2 – Task 1 – due 6 December 2010 9692 v4 – Signed off at workshop 16 November 2010	
Facilitate Continuous Improvement	Peter Sammons	Monday 6 December 2010
Facilitate and Capitalise on Change and Innovation	Peter Sammons	Tuesday 7 December 2010
Assessment Due Dates	23400 v1 – due 20 January 2011 25463 v1 – due 14 March 2011 8078 v4 – due 20 January 2011	
Ensure a Safe Workplace	Graham Watson	Thursday 20 January 2011
Manage People	Graham Watson	Friday 21 January 2011
Assessment Due Dates	23396 v1 & 23397 v1 (combined) – due 19 April 2011 15189 v2 – due 14 February 2011	
Risk Management	Richard Millar	Monday 14 February 2011
Manage Operational Plan	Richard Millar	Tuesday 15 February 2011
Assessment Due Dates	002 v2 – due 14 March 2011 16342 v2 – due 14 March 2011	
Managing Quality Customer Service	Mark Greaney	Monday 14 March 2011
Developing a Workplace Learning Environment	Mark Greaney	Tuesday 15 March 2011
Assessment Due Dates	8074 v4 – Due 19 April 2011 18337 v2 – Due 19 April 2011	
Full Project Report Learning Journal Due	18338 v2 & 7454 v2 (combined) – Task 2 & 3 Due Monday 13 June 2011	
Formal Presentation and Graduation Ceremony	July 2011 Graduation –date to be confirmed	