**So You Want To Be A Manager?**

**2018 Application Form**

Are you considering applying for your first management role? Have you received feedback from others about the management potential they have seen in you? The emphasis of this introduction to management and supervisory skills is to gain a greater insight into your own understanding, ability and mind-set towards management, whilst gaining a greater appreciation of what the role entails and the support available from the institution.

To help the facilitator gain an understanding of your current role and motivation for wanting to progress, please complete this brief application form in conjunction with your line manager.

**Please note the cohort consists of two parts (1x full day and 1x half-day), you must be able to attend both parts for your application to be considered.**

|  |  |  |
| --- | --- | --- |
| Please indicate that you can attend both sessions | | |
| Cohort | **Deadline (5pm)** | **Please tick** |
| Part 1: 29 January 2018 (09:30 – 16:30)  Part 2: 5 March 2018 (13:00 – 16:30) | 1 December 2017 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Personal Details | | | |
| Name: |  | | |
| Department: |  | | |
| Job Title: |  | | |
| Grade: |  | | |
| Email Address |  | | |
| Ext. No: |  | | |
| Line Manager Name: |  | | |
| Line Manager Email Address: |  | | |
| Any special requirements (e.g. diet, access): |  | | |
| 2. Background Details | | | |
| *Briefly outline your current role:*  *Have you previously taken on any temporary management or supervisory responsibilities? If yes, please provide an overview of this.*  *What are you hoping to gain from attending this programme?*  *What attracts you to becoming a manager?* | | | |
| 1. *Commitment from you and your line manager* | | | |
| *The output from attending this 1.5 day programme will be completing a personal management development plan by identifying management and leadership skills that you are in a position to develop in preparation for any potential future promotion. In order to help you do this, you are required to meet with your line manager after the initial day and prior to the second half day and discuss your personal reflections and identify opportunities for you to further develop yours skills, attitude or behaviour.*    *By signing this form, both you and your line manager are committed to these meetings.* | | | |
| *Delegate Signature* | | ***Line Manager Signature*** | ***Date*** |
|  | |  |  |

**Return your signed, completed form to leadership-development@york.ac.uk or by internal mail to Kirsty Dixon, H/B40, Heslington Hall by 5pm, 1 December 2017.**