**Leading Without A Team**

**Cohort 3**

**Application Form**

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| This section to be completed by applicant: | |
| 1. Personal Details: | |
| Name: |  |
| Department: |  |
| Job Title: |  |
| Grade: |  |
| Length of time in role: |  |
| Confirmation that you don’t line manage anyone: |  |
| Email Address: |  |
| Ext. No: |  |
| Line Manager Name: |  |
| Line Manager Email Address: |  |
| Any special requirements (e.g. diet, access): |  |

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| 1. **Background Details**   *To assist in the planning and preparation it would be helpful if you would answer the following questions. All answers will be treated in the strictest confidence.*   1. *Briefly outline your role:* 2. *Briefly explain what leadership and management responsibilities you currently have (people, budget, other resources, projects etc). If this programme is to develop you in anticipation of undertaking a role with more responsibilities in the future, when is this likely to occur (next 12 months, 18 months, two years or indeterminate).* 3. *Briefly describe the key strategic or cross institution project(s) you are responsible for* 4. *In your leadership and management role what do you think are the key issues that will need to be tackled in the next 12 months to two years?* |
| 1. **Desired outcome(s) as a result of attending Leading without a Team**   *Self-reflection is a useful approach in personal development and we will look at it in more detail during the programme.*  *Initially, consider the areas of your leadership and management performance you may wish to develop and discuss these with your line manager. Record specifically what it is you want to achieve and how you will know you have succeeded. You will also need to identify potential opportunities for you to implement the learning in the work place e.g. projects*  **a)**  **b)**  **c)** |

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| This section to be completed by the applicant’s line manager : | | | |
| Section 4:  To maximise the value of this programme it is vital that the individual is given support and opportunity to apply appropriate learning back into the workplace. The delegate will be encouraged to share with you directly any reflections and actions they may wish to apply in the workplace. As a result you, you will need to have a regular mechanism in place to enable this discussion to take place.  You will also be asked to complete a short feedback form prior to the commencement of the programme and after completion.  I confirm that I understand the expectations above and will support the applicant, enabling them to make the most of this development opportunity. I am also prepared to provide feedback on the impact of this programme at the end of the year. | | | |
| Line Manager’s Signature: |  | **Date:** |  |

Please submit this form by **noon, Thursday 24 August 2017**  to

[leadership-development@york.ac.uk](mailto:leadership-development@york.ac.uk)

or via internal mail to Kirsty Dixon, H/B40, Heslington Hall