**APPLICATION – Developing Leadership & Management Practice**

***IN CONFIDENCE***

**Section A: to be completed by the candidate**

Please note that the DLMP is intended to enable participants to achieve significant progress in their management and leadership. Demand for places is high, and successful applicants are likely to have given this application careful thought, in discussion with their managers. Please refer to the selection criteria and programme outline in completing this form.

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| --- | --- | --- | --- | --- |
| Your name |  | | | |
| Your department |  | | | |
| Your job title |  | | | |
| Your email address |  | | | |
| Your manager’s name | Please note that managers are asked to submit a statement supporting your nomination or to agree to your attendance if you are offered a place (please see sections B and C for more information). | | | |
| Your manager’s job title |  | | | |
| Your manager’s email address |  | | | |
| Your current grade |  | | | |
| Please indicate if you are in a role that can be defined as: | Administrative | Technical | Professional | Research |
|  |  |  |  |
| Your employee number (University staff) |  | | | |
| How long have you been in your current role? |  | | | |
| **1.** Briefly describe your current management/leadership responsibilities, e.g. how many people do you manage/supervise? Are you responsible for managing projects or resources? Do you lead an activity where you need to deliver specific outcomes? | | | | |
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| **2.** Have you completed a management course before? If so, what and when? | | | | |
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| **3.** Please describe what you hope to gain from attending the DLMP and how this will support your career development plans. (You may wish to refer to a personal development review or other development discussion). You will need to demonstrate that you have considered  a) your existing strengths and development needs  b) how you hope that the programme will meet your needs (please refer to the programme outline)  c) how this will contribute to your further professional development. | | | | |
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| **4.** The Institute is committed to providing accessible courses. Please let us know if you have any individual needs; we will endeavour to ensure that these are met should your application be successful. | | | | |
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**Programme Dates**

Two cohorts of DLMP will be offered in 2016/17. If you are unable to attend either of the cohorts, please indicate this by entering X in the *cannot attend* box. If you are able to attend both but have a preference for which you attend, please assign a number (1 for preferred, 2 for less preferred) to each cohort. Preferences for choice of programme will be taken into account as far as possible.

Participants will be expected to attend all dates in a cohort (illness and emergencies notwithstanding) and to commit time to the learning activities (including some self-directed study). *If possible, please hold the dates for both courses until we are able to contact you with an outcome to your nomination. Once you have been offered a place you are expected to commit to attending the programme on the relevant dates.*

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| **Cohort A  Michaelmas 2016 and Hilary 2017**  **09.30-17.00 each day** | **Cohort B**  **Hilary and Trinity 2017**  **9.30-17.00 each day** |
| ***Cannot attend:*** | ***Cannot attend:*** |
| ***Preference:*** | ***Preference:*** |
| Monday 26 September  Tuesday 27 September  Tuesday 18 October  Tuesday 8 November  Tuesday 6 December  Tuesday 17 January **2017** | Tuesday 7 March  Wednesday 8 March  Tuesday 28 March  Tuesday 25 April  Tuesday 16 May  Tuesday 20 June |

**Section B: to be completed by candidate if this is a self-nomination**

Where possible, Section C, which comprises a supporting statement by the nominating line-manager, should be completed. We are aware that some candidates are in a situation where is no clear line-manager or route to a line-manager who can submit a supporting statement. In these circumstances, Section C may be left uncompleted and this self-nomination section completed instead.

***Please note that, if you are to be offered a place, your line-manager’s agreement to your attendance will be sought.***

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| Please explain the reason for your self-nomination and why you do not have a nomination from your line-manager. |
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**Section C: to be completed by the nominating line-manager**

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| **1.** How long have you been in a line-management relationship to the candidate? |
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| **2.** Please describe the benefit to your team or unit that you anticipate would result from the candidate participating in the DLMP. |
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| **3.** Please confirm that you will be able to   * help the candidate to identify a project that they can undertake which will benefit their area of work and help them to put their learning into practice; * discuss personal development plans with the candidate at stages throughout the programme; * discuss your view of the candidate’s progress with the programme director after the programme. |
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| **4.** Any other comments or anything else you think the panel should know. |
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**PLEASE RETURN by 5.00 pm on Monday 4 April 2016 to Liisa O’Brien** at [pdadministrator@learning.ox.ac.uk](mailto:pdadministrator@learning.ox.ac.uk) Tel (2)86820

Please email [pdadministrator@learning.ox.ac.uk](mailto:pdadministrator@learning.ox.ac.uk) if you have any questions.

***PLEASE NOTE:***

* *Applications will be submitted as a gathered field to a panel.*
* *Applications will be prioritized and places will be allocated to one of the two upcoming programmes; preferences for choice of programme will be taken into account as far as possible.*
* *The decision of the panel is final.*
* *Joining instructions will be sent out in June.*