**APPLICATION – Introduction to Management**

 ***IN CONFIDENCE***

Please note that the ITM is intended to enable participants to gain skills and confidence in their ability as a first line manager. 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.

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

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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 ITM 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 how you will transfer and apply your learning from the programme back to the workplace. |
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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**

The dates for each of the three cohorts of ITM (Michaelmas, Hilary and Trinity terms) are set out below. Each cohort will comprise three, one day workshops. Each day will start at 09.30 and finish by 16.30. Please indicate your preferences by assigning a number (1, 2 or 3) to each cohort. If you are unable to attend one or more cohorts, please indicate this by entering X in the *cannot attend* box.

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| --- | --- | --- |
| **Michaelmas Term 2016** | **Hilary Term 2017** | **Trinity Term 2017** |
| ***Preference:*** | ***Preference:*** | ***Preference:*** |
| ***Cannot attend:*** | ***Cannot attend:*** | ***Cannot attend:*** |
| Workshop 1: 24 October | Workshop 1: 6 February | Workshop 1: 8 May |
| Workshop 2: 7 November | Workshop 2: 20 February | Workshop 2: 22 May |
| Workshop 3: 21 November | Workshop 3: 6 March | Workshop 3: 5 June |

**Please note:** We will do our best to allocate you to your preferred choice of programme; however, as the programme is likely to be oversubscribed, we cannot make any guarantees. **If a place is allocated, participants must be committed in advance to attending all three workshops and completing all the self-directed work.** *If possible, please hold the dates for all 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.*

**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 ITM and if there are any specific reasons as to why their attendance would be most beneficial at this time. |
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| **3.** Please confirm that you will be able to * help the candidate to identify opportunities 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 Tel (2)86820

Please email pdadministrator@learning.ox.ac.uk if you have any questions.

***PLEASE NOTE:***

* *Applications will be submitted as a gathered field to a selection panel.*
* *Applications will be prioritized and places will be allocated to one of the three programmes; preferences for choice of programme will be taken into account as far as possible.*
* *The decision of the panel is final.*