So You Want To Be A Manager?
2020 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 indicate that you can attend

|  |  |  |
| --- | --- | --- |
| **Cohort 8** | **Deadline (12 noon)** | **Please tick** |
| 12 March 2020 (09:30 – 16:30) | Monday 20 January 2020 |  |

## Personal details

|  |  |
| --- | --- |
| **Name:** |  |
| **Department:** |  |
| **Job title:** |  |
| **Grade:** |  |
| **Email address** |  |
| **Ext. No:** |  |
| **Please confirm that you do not currently line manage staff:** |  |
| **Line manager name:** |  |
| **Line manager email address:** |  |
| **Any special requirements (e.g. access):** |  |
| **Where did you hear about this programme?** |  |

## 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?

…

## Commitment from you and your line manager

The output from attending this one-day programme will be the completion of a personal management development plan, 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 session to discuss your personal reflections and identify opportunities for you to further develop your skills, attitude or behaviour.

By signing this form, both you and your line manager are committed to these meetings.

|  |  |
| --- | --- |
| **Delegate signature** |  |
| **Date** |  |
| **Line manager signature** |  |
| **Date** |  |

## What to do next

* Return your signed, completed form to mailto:leadership-development@york.ac.uk or by internal mail to Amanda Camplejohn, H/B40, Heslington Hall by **Monday 20 January 2020; 12 Noon**.