Management in Action  
Cohort 20 & 21 Application Form

## This section to be completed by applicant:

|  |  |  |
| --- | --- | --- |
| **Name:** |  | |
| **Department:** |  | |
| **Job title:** |  | |
| **Grade:** |  | |
| **Target Audience** | **First Time / First Line, Supervisors /Team Leaders / Managers** | |
| **Length of time in role:** |  | |
| **Size of team(s) you line manage:** |  | |
| **Email address** |  | |
| **Ext. No:** |  | |
| **Line manager name:** |  | |
| **Line manager email address:** |  | |
| **Any special requirements (e.g. diet, access):** |  | |
| **Where did you hear about this programme?** |  | |
| **Please indicate which cohort(s) you are able to attend every module of and in preference order (1, 2 or ‘cannot attend’)** | **Cohort 20:** | **Cohort 21:** |

## Background details

### Briefly outline your current role:

…

### Briefly explain what leadership and management responsibilities you currently have (people, other resources, projects, etc.).

…

### 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?

…

## Desired outcome(s) as a result of Management in Action

### What are the areas of your leadership and management performance you wish to develop? After discussing these with your line manager, record specifically what it is you want to achieve and how you will know you have succeeded.

a)

b)

c)

d)

## This section to be completed by the applicant’s line manager:

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 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 after completion of the programme.

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 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 **12 Noon on Thursday 20 June 2019.**