**Application Process Checklist**

If you are interested in applying for a place on ***Leading for the Future*** ***2018***, please review this checklist and make sure you have fulfilled each of the required elements before submitting your application to your organisation lead contact (see page 6 of *Information for Potential Participants: 2018/19 – Cohort 9*).

|  |  |
| --- | --- |
| **Required element for your application** | **Action required** |
| **Alignment with your learning and development needs:****This is a very experiential programme**. Participants are expected to bring along real issues from their work as a leader and to participate actively in action learning.You are required to participate in all core elements outlined.Having read *Information for Potential Participants*, if anything about the programme is still unclear, contact the Programme Lead or your local organisation lead contact for further information. | * Make sure you understand what is involved in *Leading for the Future* before completing your application.
* Confirm that you can attend on **ALL** the required module dates for your chosen group(s).
 |
| **Your learning objectives:**In completing the application form, you will need to indicate your learning objectives for participating in *Leading for the Future*. Consider how the elements in *Leading for the Future* will enable you to meet your learning objectives. If you are not sure, then speak to the lead for your organisation (or the Programme Lead) who will be able to give you more information about the programme.If you want to hear more about the programme from a participant perspective, ask your organisation lead and they will be able to put you in touch with a previous participant.  | * Identify and describe your learning objectives for participating in *Leading for the Future*
* Speak as soon as possible to the programme lead in your organisation if you need more information.
 |
| **Line manager’s statement of support:**It is important that your application aligns with your organisation’s need for your development as a leader. You should speak to your line manager about your application and ensure that it aligns with your personal development plan and objectives from their perspective as well as yours.Your line manager is required to complete a line manager’s statement of support which should be submitted with your application. Further information about *Leading for the Future* is available for line managers. | * Consider the alignment with your personal development plan (PDP) and objectives.
* Speak to your line manager and ensure that they understand your learning objectives and the potential part to be played by this programme.
* Ensure your line manager is able and willing to complete a statement of support – and that they understand the time commitment for you.
 |
| **On-line resources:**For accessing the on-line resources, you will require an Athens account. If you do not have an active Athens user name and password, follow the link for more information on how to register for one. <http://www.knowledge.scot.nhs.uk/login.aspx> | * Register for an Athens account (if you do not already have one).
* Ensure you are familiar with accessing the Knowledge Network.
* Contact local knowledge / library services if not familiar with the Knowledge Network.
 |

**Application Form (part 1 of 2)**

|  |  |
| --- | --- |
| **Name of applicant:** |  |
| **Job Title:** |  |
| **Job Grade:** |  |
| **Organisation:** |  | **Work location:** |  |
| **Mobile number:** |  | **Email:** |  |
| **Please outline (below) your key learning objectives for participating in *Leading for the Future****:*  |
|  |

**Application Form (part 1)** – continued /

|  |
| --- |
| **Please indicate your choice of group:** |
| Please indicate your **1st choice** and **2nd choice** of group in the appropriate column.(Refer to page12 of *Information for Potential Participants: 2018/19 – Cohort 9* for details for each group). You must be able to attend **all** dates for the Modules for your chosen group(s) – both 1st & 2nd choice (as appropriate).**Please note:** If your first choice is not available, you **will** be allocated to your second choice. If your first choice is your only feasible option, then **do not** indicate a 2nd choice. | **1st**(insert group name) | **2nd**(insert group name) |
|  |  |
| Confirm that you have spoken to your line manager and that he/she has provided a written statement in support (see below). | Yes / No*Please indicate as applicable* |
| If you have any special dietary or access requirements, please provide details below: |
|  |

***Closing date – Wednesday 24th January 2018***

Please submit this completed form by email and attach your line manager’s written statement of support to Debbie Conlon at Debbie.Conlon2@ggc.scot.nhs.uk

### Please note that a copy of your application form and your line manager’s statement of support will also be seen by the Programme Lead and the facilitators for your chosen group.

### Development Workshop & Masterclasses

### In order to achieve your certificate of completion, you are required to attend all of the following:

### The Development Workshop (“*Skills for leading adaptively*”) in June 2018

### Two Masterclasses during October/November 2018; and

### All of the six module days over the course of the programme.

### Certificates will be issued electronically after the consolidation event.

### The Development Workshop and the Masterclasses will be run a number of times in different locations. Once your place on the programme is confirmed, you will receive further details about all of these events and you will be invited to choose your preferred dates/locations.

**Application Form (part 2 of 2)**

### Applicant’s Line Manager’s Statement in Support

|  |  |
| --- | --- |
| **Name of applicant:** |  |

I confirm that I support the application of the above name applicant to participate in ***Leading for the Future*** in 2018-19. I understand the level of commitment required of this applicant in participating in ***Leading for the Future*** and I am fully supportive of their full participation.

|  |  |
| --- | --- |
| **Name of line manager:****(please print)** |  |
| **Signature:** |  | **Date:** |  |

*Please give reasons (below) why you feel that this programme of leadership development is suitable for this applicant and how you envisage they will be able to apply the learning in their current role and for the benefit of the organisation.*

|  |
| --- |
|  |

Please ensure that you provide this signed statement of support in time to be included with the named applicant’s application form for ***Leading for the Future***.