**OD CPD: Standard Booking Form

***West Midlands Leadership Academy Application Form***

Please complete and email this to leadership.wm@hee.nhs.uk - An electronic version of this form can be found on our [website](http://www.hee.nhs.uk/hee-your-area/west-midlands/our-work/attracting-developing-our-workforce/leadership), or, please email us to request a form.

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| **First name** | **Surname** |
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| **NHS Trust / Organisation Name** | **Area: please tick / delete** |
|  | [ ] Shropshire [ ] Staffordshire [ ] Black Country [ ] Birmingham and Solihull [ ] Coventry and Warwickshire [ ] Hereford and Worcester |
| **Job Title** | **Banding** |
|  |  |
| **Email Address** | **Work Number** |
|  |  |
| **Mobile Number** | **Work Postal Address** |
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| **Name of HEE WM Leadership Academy Programme Applying For**  | **Dates preferred to attend** |
| ***OD CPD*** |  |  |

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| **Personal statement: Why do you need this programme? What do you hope to gain? (300 words)**Explain how attending will benefit you, what you want to gain from it, and how it relates to your personal development plan. Be as detailed as possible within 300 words max.We will use this information to assess if you are ready to attend the programme before placing you on our waiting lists. |
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| **Impact: How will you use what you have learnt – what is your business case to attend? (150 words)** What will you do with the knowledge/skills you learn on the programme? How will it benefit to you and your organisation? How will you measure impact? |
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| **Manager Support: Please Completed and Confirm** |
| **Manager/Sponsor: Name, Role, Email and Phone:** |  |
| **What do you want participant to gain from programme (100 words):** |
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| **Manager Agreement**: By ticking this box and submitting this form, you as manager are confirming that you are supportive of this application and study leave. You are also aware that failure to complete the programme to which your staff member has been assigned could incur a cost of up to £1000. **Your staff member cannot be considered for the programme without support from you as manager. For our Cancellation and non-attendance policy, please click** [**here**](http://www.hee.nhs.uk/sites/default/files/documents/West%20Midlands%20Leadership%20Team%20%20Cancellation%20and%20DNA%20Policy.pdf) | Yes / No |
| **Budget Codes**: Please provide relevant budget code from your department / organisation as evidence you are aware of our DNA policy |  |