**System Consulting Skills Programme**

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| **Dates**  **Day 1:** Wednesday 12th September  **Day 2:** Tuesday 16th October  **Day 3:** Wednesday 21st November  **Day 4:** Tuesday 5th February 2019 | **Venue**    **To be confirmed** |

Please complete the following information and email this form to [*leadershipenquiries.yh@hee.nhs.uk*](file:///C:\Users\msherlockstorey\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\QUQQGAJB\LocalEvents.TVWLA@hee.nhs.uk) by **Wednesday 25th July 2018.** Applications will be reviewed, and decisions communicated as soon as soon as possible after this date.

The following criteria will be used for selection. The successful participant will:

* Work across organisational boundaries
* Lead change especially in new healthcare architectures.
* Have a significant level of responsibility
* Your application should make clear:
* How you specifically intend to apply the learning
* Show commitment to ongoing learning and application
* Challenging insightful learning objectives aligned to programme content
* Your acceptance of our cancellation policy

Selection will be carried out by a virtual panel. If successful, final joining instructions will be sent at least 2 weeks prior to the first workshop by *Amanda* *Reszczynski.*

Please answer all the questions below - feel free to expand the form, as required, to suit your answers. Please note that we will share application forms, in line with information governance guidelines, with the programme provider to allow them to understand participant thinking and adapt the programme accordingly if required. Your application will also be used to help evaluate the impact of this programme. Please refer to our enclosed HEE Privacy Policy for more information.

If you are successful and accept your place on this programme we will share your email address with other participants on the programme, and with other cohorts of the programme if this is required i.e. to build a network. We will also invite you to participate in post-programme impact evaluations and invite you to alumni events.

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| Personal Details *(please complete all fields)* | | |
| **Name** |  | |
| **Role/title** |  | |
| **Organisation** |  | |
| **Email Address** |  | |
| **Phone Numbers** (please provide your Office and Mobile phone numbers) | Office: | Mobile: |
| **Do you have any special requirements?**  *If you require any special requirements, i.e Access, Dietary.* |  | |
| **Do you have the full support of your Line Manager and a senior sponsor to attend this programme?** Examples of Senior Sponsors include – QI lead, OD lead,HRD, Transformation Lead, AO.  **Line Manager’s Name Line Manager’s Email Address**  **Line Managers Signature**  **Senior Sponsor’s name Senior Sponsor’s email**  **Senior Sponsor’s Signature**  Commitment to a specific change programme in your organisation where you can apply learning | YES  NO      …………………………………………………. By signing, you are agreeing to the booking terms and conditions outlined below      ………………………………………………….  …………………………………………………. …………………………………………………. | |

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| **Biographical Information** *(NB text boxes will expand on typing)* | | |
| **Current position and length of tenure:** | **Role:** | **Tenure:** |
| **Previous Organisational Development / change management experience**  Please describe your experience as a leader of change or as a OD/HR/Improvement/ programme manager practitioner and/or as well as any formal development, if any, you have undertaken in this area. PLEASE NOTE THIS IS FOR PROGRAMME DELIVERY PURPOSES ONLY AND DOES NOT FORM PART OF THE SELECTION PROCESS. | | |
| **Please describe *specifically* how you intend to apply the learning gained during this programme in your current role** | | |
| **Objectives** (Please list 3 related to your participation on this programme) | | |
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| **Shared peer experience is consistently rated as being an invaluable part of our events.** Beyond this programme, how willing and able would you be to become part of a learning community which would meet regularly? Please rate yourself on a scale of 1(unlikely) to 6 (very likely) – circle your answer below.  **1 2 3 4 5 6** | | |

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| **IMPORTANT Booking Details and Conditions** | |
| **This programme is funded by the NHS Leadership Academy.** If you are accepted on this programme you will need to commit to the following:   * attend ALL4 days (unless previously agreed with YHLA or the facilitator). * complete and return any evaluation questionnaires required at the end of the programme and participate in any post-programme follow up, especially to evaluate long term impact. * **you and your line manager are aware that there is no cost associated with this programme unless there is a failure to commit to all requirements, or you cancel with less than 4 weeks’ notice. In such circumstances, the cost of £2300 will be recovered (which represents the cost of your place) from your line manager as set out in the terms below. Travel and backfill will not be refunded.**   To demonstrate best value to patients and taxpayers, we need to ensure maximum attendance. Your presence is required on all sessions. Failure to attend without a justifiable reason\* will result in NHS YHLA reporting this absence, and related costs, to your HR Director/Accountable Officer.  \**workload pressure is not considered a justifiable reason.*  I have read and understand the booking conditions  *We cannot proceed with your application unless this box is ticked* | |
| **Invoicing Address for cancellation/non-attendance fees** |  |
| Thank you for completing this form, please return to [leadershipenquiries.yh@hee.nhs.uk](file:///C:\Users\msherlockstorey\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\QUQQGAJB\LocalEvents.TVWLA@hee.nhs.uk)  **Please hold all the programme dates in your diary.** | |