

LEADERSHIP PROGRAMME

Application Form

TITLE (Mr, Mrs, Miss, Dr etc):

Given (first) names:

Surname:

Country where you are from:

1. Your Organisation

Organisations
Name:

Your Position:

Business
Address:

Postcode:

Mobile number:

Daytime Contact No.

E-mail address:

2. Organisational background

No of years
trading:

Type of
Company:

Industry:

No of
Employee:

Main
Challenges:

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3. Company and Management Structure Questions

Is the management structure and functional expertise appropriate for the size and complexity of the business?

Is there a balance within the management's approach in terms of level of participation and authority (i.e. a good team, not autocratic?)

Does the management have the necessary communication skills both internally and externally?

Is the management receptive to 'outside' advice? (e.g. bringing in external advisers/consultants as necessary)

If the business is a family business is there sufficient depth of experience, external influence and challenges in key roles?

Does the senior team adequately contribute to and understand strategy?



Does the management have a business plan to achieve the vision and is it appropriate for the size/type of business? Is it sufficiently task focused? How is actual performance compared to the plan?
Have past plans/budgets been achieved?
Has the management got a mix of experience? (e.g. managing a company through a major change/uncertain times)
Does the management have the necessary tenacity/ability to make tough decisions to turn the business around if needed?
Is the management information and the way it is used adequate for the business?

4. Leadership Program Questions

What is it about this specific program that made you apply? What does it offer that you are most interested in?
What specific skills or experiences will you seek out during your training program? What knowledge/skills do you hope to develop?



What are you hoping to achieve through the one-to-one coaching sessions? Have you ever experienced being coached before? If so, in what capacity?

What are your professional plans for your future? How will this training program impact your career/ business?

5. Preferred days and hour slots for individual one-to-one support

Please tick

Mornings

Afternoons

Please tick your preferred time slot (number 1 to 5 with 1 being the time slot you would most prefer)

TIME/DAY	Mon	Tues	Weds	Thurs	Fri
9am-10am					
10am-11am					
11am-12pm					
12pm-1pm					
1pm-2pm					
2pm-3pm					
3pm-4pm					
4pm-5pm					
5pm-6pm					

We appreciate your time commitment to this programme and wherever possible we will try to arrange the one-to-one follow up coaching to take place within your preferred timeframes, however, we may not be able to accommodate everyone one with their specific hour slot every week and so it will be useful to know when other commitments mean you are not be available to meet any timeslots:

Please tick when you are unavailable:

	Mon	Tues	Weds	Thurs	Fri
Morning					
Afternoon					
Evening					



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6. Training and Development

Please use the space below to give details of any leadership training courses or programs that you have participated in previously.

Training Course	Course Details (including length of course/nature of training)

7. Reasonable Adjustments/Arrangements

If you need us to make any adjustments/adaptations to accommodate any disability that you may have, please advise details in the space below?

Once you have completed the application please email to the Programme Manager, Caroline Gilhuus-Moe at CGilhuus-Moe@stepscotland.co.uk

Declaration

Statement to be Signed by the Applicant

Please complete the following declaration and sign it in the appropriate place below. If this declaration is not completed and signed, your application will not be considered.

I agree that STEP Scotland can create and maintain computer and paper records of my personal and relevant business data and that this will be processed and stored in accordance with the Data Protection Act 1998.

I confirm that all the information given by me on this form is correct and accurate.

Signed:

Date:

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