MANAGEMENT & LEADERSHIP SKILLS DEVELOPMENT
CONTEXT PROGRAMME - APPLICATION FORM REDR
Application Deadline: 21 February 2016

Who is the programme for?

Existing staff in key team leader or management positions from all programme areas or disciplines are targeted. Participants would be middle to senior staff, who are likely to be called upon to manage some aspect of a small-medium scale emergency response. This programme examines key aspects of management and leadership in emergency situations.

Programme location and structure

Location: Jordan (outside Amman city)
Duration: February 2016- 22 Nov 2016
Residential: Participants will be asked to stay at the chosen residence during workshops. Other options will be deliberated case by case and according to chosen location of residence.
Activities: Throughout the course, in addition to the workshops, there will be other learning activities such as coaching, individual learning, buddy groups, and the implementation of action plans.

Month	0	1	2	3	4	5	6	7	8	9
2016	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**
Activities	**Self-assessment**	**13-16/3/16 WS 1**				**25-28/07/16 WS 2**				**Closing**

Participant criteria

- National staff
- Commitment to take on role in a humanitarian response
- Holds a management position
- May be an experienced manager but in development/transitional rather than humanitarian field
- Would-be key post if emergency happened in country or key partner in humanitarian delivery
- Demonstrable learning ability: demonstrated learning from experiences to date, willingness to learn and experience new things
- Commitment to attend all modules and engage fully in the process – face-to-face training, telecons, self-learning, peer learning and course work (have contract for the full duration of the programme)
- Commitment to develop individual potential to take on new role and skills
- Able to participate fully in the course using the English language

Selection will consider current location and selection will be from all posts: e.g. all areas of programme and support functions

Agency and line manager

The agency must be prepared to invest in this individual through overall commitment. The agency should give support for the duration of the programme, including in participants' engagement with work before, between and after workshops. It is expected that the manager gives an overall commitment to provide supportive dialogue and action to help maximise the learning opportunities (i.e. performance discussions with the staff member during the programme). Prior to the programme, the manager should discuss with the individual why the programme fits with his/her learning needs identified during performance appraisal and relate to identifying career progression. The application should be submitted by the applicant's manager.

Contribution towards the training costs

Organisations of the participants will be expected to make a contribution to the cost their staff participating in the programme, based on the following bands:

	Travel	Accommodation
Band A: National NGOs and government	Pay for travel costs to and from the training location	**100 JD:** Amount to cover the accommodation cost (Bed, breakfast, lunch and dinner for both workshops; each 4 nights). This is to be paid through RedR UK to ensure smooth logistical arrangements.
Band B: International NGOs and UN	Pay for travel costs to and from the training location	**300 JD:** Amount to cover the accommodation cost (Bed, breakfast, lunch and dinner for both workshops; each 4 nights). This is to be paid through RedR UK to ensure smooth logistical arrangements.

N/B The **course is offered at no charge**. The only commitment required from partners is the logistical aspect including transportation and accommodation for the 2 workshops as shown in the table above.

If you have any questions regarding the application, please contact: ola.telfah@redr.org.uk

Management & Leadership Skills Development Programme

Applicant details			
Full name: (please underline your family name)			
Sex : Male ☐ Female ☐			
Job title:			
Please indicate if you are National or International Staff:	National ☐	International ☐	
Email address:			
Telephone number:			
Organisation			
Name of organisation:			
Work location and address:			
Name & contact details of your line manager	Name: Phone: Email:	Line manager's approval (signature and date)	
Please indicate if you are Band A or Band B (* Band A: NNGO and gov. Band B: INGO and UN)	Band A ☐ Band B ☐	Details of the person to be invoiced	Name: Phone Email:
As part of our impact reporting, RedR may take photographs or ask for quotes from participants on the course. Do we have your consent to take and use photos and quotes for use in donor reporting and publicity?			Yes ☐ No ☐
Special needs			
Do you have any specific needs? Yes ☐ No ☐	Accessibility ☐	Diet ☐	Others ☐
If yes, please specify :			

Please submit your Curriculum Vitae with your application form.
This should be a maximum of four pages. We request your CV so that programme facilitators may be aware of the level of experience and knowledge in the participant group.

If you do not meet all the criteria for your chosen programme, above, please briefly outline why you believe you should be able to participate in the programme.
If you are unable to commit the workshops being 'residential' please let us know why

Management & Leadership Skills Development Programme

Your current role
Describe the programme that you are currently involved with
What are your key responsibilities in your current role?
What is your motivation for taking part in this programme?
What will you do to manage the time input required to take part in this programme?
What will you do to transfer your learning to colleagues around your organisation?

Date:

Applicant signature:

Line manager support (to be completed by the applicant's line manager). For the programme to be a success, it needs the full commitment of participant and line manager. This helps to ensure that the investment in development remains a priority throughout the programme.
Please give two examples from the last six months that illustrate how this staff member has been delivering results for your organisation in their current role
How will you support them in fulfilling all the requirements of the programme applied for? (residential workshops, telecons, peer learning, action learning sets or e-meetings)
How will you support them in transferring their learning to the rest of your team? (You will be asked to report on their progress, and how you have supported them, at a later stage.)
Are you willing to report back with the external coach/programme facilitator during the programme?

Date:

Manager signature: