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# **Springboard Application Form**

**Name –**

**School / Function –**

**Job Title –**

**Line Manager –**

Springboard is for women of all backgrounds, ages and stages of their life and combines the attendance of four full day workshops, completion of a workbook, networking and co-coaching. Each participant will set their objectives on the first workshop, which can be to do with work or their personal life.

We will be looking for a wide variety of participants at different stages of their careers from all areas of the University.

Places are limited to 30 delegates so we ask that you and your line managers complete a short statement to support your application and you must ensure prior to applying, that you will be able to attend all four workshops.

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| **Workshop** | **Date** |
| Day 1 – Be the authentic you | Thursday 18th April 2024 - 9:30 – 16:30 |
| Day 2 – Taking control | Wednesday 8th May 2024 - 9:30 – 16:30 |
| Day 3 – Assertiveness | Thursday 6th June 2024 - 9:30 – 16:30 |
| Day 4 – The future | Tuesday 25th June 2024 - 9:30 – 16:30 |

**If your application is successful, you will be expected to:**

* Commit to the full programme, attending all modules
* Undertake all pre-work and post-work set in connection with each workshop
* Meet regularly with your manager to discuss your personal development and learning points
* Commit to implementing the learning points in order to develop yourself

**Employee**

*I confirm that I agree to the expectations of the programme as stated above*

Signed Date

**Line Manager**

*I confirm that I will support my employee through the programme as required and ensure that they attend all workshop dates*

Signed Date

**Please return the completed application form to** **peopledevelopment@reading.ac.uk** **by 5th April 2024**

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**Application Statement**

Please use the space below to complete a short statement (no more than one page),

explaining why you want to join the programme and what you hope to get out of it.

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**Line Manager Supporting Statement**

Please use the space below to detail -

* Why do you support your team member attending this programme?
* How will you help them to apply their learning during and after this course?