

# Nomination Form for *Creating the Leading Edge*

Please complete this form and return it to your training department. Please diarise the dates of the modules you have applied for and you will be informed whether or not you have a place on each module. (Queries Arabel Norrish – 084 3353316 or [aajnorrish@cybersmart.co.za](mailto:aajnorrish@cybersmart.co.za) )

Title, Initials, Surname	
First names	
First name generally used	
Staff Number	
Telephone	
Fax	
Cell	
Email address	
Name of your department	
Your position in the department (Job Title)	
How many staff report to you?	
To whom do you report?	Name:
	Position:
	Telephone and email:
Provide a brief motivation in support of your application to attend the modules you have selected (as indicated on the back of this form).	
Special needs (such as dietary requirements or preferences; venue access; etc)	

Please tick the modules you wish to attend and diarise the dates:

No.	Core Modules	Dates	Tick
1.1	The Higher Education Sector – an Overview	19 April 2012	
1.2	Personal Leadership	9 to 11 May 2012	
1.3	Building the Team	30 & 31 May 2012	
1.4	Project Management	24 to 26 July 2012	
1.5	Goal Setting, Feedback and Coaching	14 to 16 August 2012	
1.6	Effective Communication	30 Aug & 4 Sept 2012	
1.7	Basic Financial Management	18 to 20 Sept 2012	
1.8	Labour Law for Leaders	23 & 24 October 2012	

### Programme Participant's Contract

I agree to:

- Where applicable, to study the relevant pre-reading in preparation for the modules;
- Give my full attention on the days of the programme, and in any follow-up sessions or working group sessions that I may be required to attend;
- Participate and contribute as an individual and as a group member;
- Encourage my line manager to assess my development and application in the workplace of the skills acquired in the course of this programme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Programme participant)

### Immediate Line Manager's Contract

- I support the above staff member's application to participate in this Regional Development Programme.
- I will ensure that the staff member is not interrupted while he/she is on the programme.
- I undertake to assist and support this staff member by assessing and coaching him/her in the transfer of the skills into the workplace.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Line Manager)