Program Overview

To provide new and future managers with practical tools, support and resources they need to perform their jobs effectively and confidently. The program addresses the goals and vision of the University’s senior administration to provide Queen’s specific training for management level staff.

The program is intended to fill a need for entry and mid-level management training. The participants (mentees), as new and future managers, will benefit by establishing professional networks and the acquisition of practical skills. The mentors, as current managers and Foundational Leadership Program graduates, will have an opportunity to continue their own learning by applying their leadership skills, supporting the university’s goal of leadership continuity.

The program consists of 7 full-day training sessions offered over a period of 7 months. Session dates start in November 2017 and end in May 2018. (Workshop outlines with dates provided in the program overview). In addition, each participant (mentee) will be mentored by a Foundational Leadership Program graduate. The mentoring component will start in October 2017 and continue until the program close in May 2018. There will be a program orientation on Friday October 13, 2017 from 10:00 to noon.

The program is administered by Queen’s Organizational Development & Learning, Human Resources and has a course fee of $500.00 for each participant (mentee). The program fee covers all training materials and program manual. The program manager is Shannon Hill, Learning and Development Specialist.
Submission Instructions

The deadline for confirming your interest in participating in the program is end of day Friday September 29, 2017. Please submit application to Shannon Hill, Learning and Development Specialist, Human Resources.

Applicant Information

Last Name ____________________________ First Name ______________

Department __________________________________________________

Job Title _____________________________________________________

Email _______________________________ Phone __________________

Chartfield (fund-department-account) ________  __________  __________

Applicant Statement of Commitment

I understand that I will make my participation in all aspects of this program, including pre-session preparation and session attendance, a priority.

I understand if I withdraw or miss more than two sessions of the program I may be ineligible to complete the program and my department may be charged a fee of $500.00.

I have discussed my participation in this program with my direct supervisor to help ensure that any disruption to our department’s operations, as a result of my attendance in this program, is minimized.

I certify that all information provided in my application is true and accurate.

_________________________________________   __________________
Applicant’s Signature      Date
Applicant’s Direct Supervisor Information

Last Name __________________________ First Name ________________

Department __________________________________________________________________

Job Title _____________________________________________________________________

Email ____________________________________ Phone ______________

Supervisor Support

The applicant will be expected to make their participation in all aspects of this program, including pre-session assignments and session attendance, a priority.

In order to support the applicant’s success in the program, I agree to the following:

• Support the full participation of the applicant
• Provide guidance and advice to the applicant as needed
• Provide opportunities for discussion and debriefing related to program content

I understand and acknowledge that if my employee withdraws or misses more than two sessions they may be ineligible to complete the program and my department may be charged a fee of $500.00.

The applicant and I have discussed their participation in this program and I believe this opportunity will be beneficial to the participant’s management and leadership development. I support and will help ensure this applicant’s full participation in this program.

__________________________   ____________________
Supervisor’s Signature     Date
To assist us in designing a program that meets your learning needs and professional goals, as well as matching you with a compatible mentor, please complete the following questions. The information you provide is confidential and the information will only be viewed by the program coordinators for use in planning and implementing the Emerging Leaders Program.

1) What characteristics, experience, and area of expertise would you like to see in your mentor?

2) Are you currently managing staff? If so, how many.

3) What attracted you to this program?

4) What do you hope to accomplish (three personal learning objectives) in the program?