

Coaching Development Programme Application Form

This form should be completed by the applicant and their line manager after discussion within the context of the applicant’s development plan identified at appraisal. The form should then be endorsed by the relevant PVC/ Director and forwarded to the Coaching Network at coaching@gre.ac.uk by midday on Tuesday 18th May.

*The applicant must be able to attend all days of the Coaching Development Programme including Action Learning Sets*

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| 1. **Personal details – to be completed by the applicant**
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| Name:  | Start Date:  | Faculty/Directorate/Department:  |
| Job Title: | Grade:  |
| University email address: | Tel. Ext.:  |

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| 1. **Benefits of attendance – to be completed by the applicant**
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| Please outline your main objectives in becoming a coach within the university, including:* the benefits and relevance of the Coaching Network to the University/Faculty/Directorate/Student Experience;
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| * its relevance to your longer-term career goals;
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| * how your involvement with the Coaching Network will enable you to support the University’s Values;
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| * what skills you could bring to the Coaching Network
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| * What do you think are the main benefits and challenges of being an internal coach?
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| * What attributes are key to being an effective coach?
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| * How would you ensure your coaching practice is as inclusive as possible?
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| If you have any coaching qualifications, please detail below: |
| 1. **Commitment Agreement – to be completed by the applicant**
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| I am able to attend all the coaching development programme dates: Activity   Date Time Induction  8th June 10:00-12:00 Module 1A   29th June 09:30-12.00Module 1B   21st July 09:30-12:00 CMI Briefing  8th September 09:30-10:15 Action Learning Set 1   8th September 10:15-12:30 Module 2A   28th September 09:30-12.00Module 2B   14th October 09:30-12.00Action Learning Set 2  2nd November 09:30-12:30 Module 3  18th November 09:30-12:30 Action Learning Set 3    7th December 09:30-12:30 Module 4  6th January 2022 09:30-12.00Action Learning Set 4  1st February 2022 09:30-12:30 I (name, signature and date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I agree to:* commit to the full coaching development programme including attending the inducton, all four delivery days plus the action learning set days and to also be prepared to undertake some self-directed study.
* find a minimum of two coachees for the duration of the programme.
* commit to act as a coach within the Coaching Network for at least one year after the completion of the development programme.
* reimburse the university with the cost of the Chartered Management Institute level 5 qualification in coaching if you leave the university one year after the completion of the qualification.
* be ready to embrace the coaching relationships, and actively work with their coachees to address their goals.
* devote the necessary time to meet with the coachee(s) during the development programme and the Coaching Network.
* commit to have at least two or a maximum of three individual or group coaching relationships a year
* be prepared to embrace the networking opportunities and continuous professional development within and beyond the Coaching Network.
* I have held a contract of employment with the university for at least 12 months at the point of completing the application form.
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| Date:   | Signature: |
| 1. **Line Manager endorsement:**
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| I strongly support \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ participation as a coach within the Coaching Network. I confirm that the staff member will be released from duties to attend all days of the Coaching Development Programme and once the Coaching Network goes live the to release the staff member to have at least two or a maximum of three individual or group coaching relationships in a one year period.   |
| Line Manager’s Name: (Print)  | Signature: |
| Job Title:  | Date:  |
| PVC/Director endorsement: I strongly support the application for the reasons outlined by their line manager.  |
| PVC/Director signature:  | Date: |
| 1. **Panel Decision**
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| Application accepted declined |
| Chairperson’s signature: | Date:  |

The Data Protection Action 1998 requires the university to observe a legal provision designed to safeguard both staff members’ rights and the data relating to them. The act requires that we inform you of what personal data is acquired and the purpose for which it is acquired.

By signing the form you will be giving the university permission to collect, hold and process additional personal data relating to your programme of study. Signing this declaration does not compromise any rights you enjoy under the Data Protection Act 1998 nor any other legislation relating to personal privacy and data storage. Should the university need to collect and process additional sensitive data your explicit consent will be sought. Further information can be obtained from the University’s Data Protection Policy statement and the Data Protection Code of Practice published on the university’s intranet.

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| 1. **For Office use only:**
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| **Receipt of application acknowledged** |  |  |  |
| **Applicant advised of panel decision**  |  |  |  |