|  |  |  |
| --- | --- | --- |
|  |  |  |

**Elevate**

**Programme Details**

Elevate aims to connect the delegates with the parts of themselves that make them a unique asset to the London School of Economics, as well as how their work aids and supports the life they want to be living.

They will leave inspired, motivated and confident to pursue their career ambitions and goals and shed any limiting beliefs that are holding them back.

**Delegates will finish the course:**

* With a deep connection to who they are and how their work aligns to that
* With an understanding of where they are currently in all aspects of their lives
* Knowing their strengths, weaknesses, opportunities and threats and a skill gap action plan on how to address these
* With a clear career development plan including goals and next steps
* With a greater understanding of how to network, who their network is and how to utilise this to their advantage
* Knowing how to build a strong personal brand unique to them
* Feeling more confident and assertive at work and how to communicate effectively
* Knowing how to navigate the new hybrid work landscape and have their voices heard

**Dates of the programme:**

* Pre- Course 1:1 coaching – 1-hour session to take place between 9th and 16th of January 2023.
* Group coaching program- Tuesdays 1:00 –3:00 pm

Module 1: 24th January

Module 2: 31st January

Module 3: 7th February

Module 4: 14th February

Module 5: 21st February

Module 6: 28th February

Module 7: 7th March

* Post- course coaching – to take place between 13th March and 20th March, 2023.

Please note that all sessions will be held virtually.

**To apply, please complete and return the form below to** **hr.learning@lse.ac.uk** **by Friday, 9th December, 2022.**

**Elevate-Application Form**

**Your details**

|  |  |  |  |
| --- | --- | --- | --- |
| First name: |  | Surname: |  |
|  |  |  |  |  |  |
| Division/Department |  |
|  |  |  |  |  |  |
| Salary Band: |  | Role: |  |
|  |  |  |  |  |  |
| Email: |  |
|  |  |  |  |  |  |

This application form is designed to support the selection process in the event of a competitive process being required. The following selection criteria will be considered:

* Why you would like to attend the programme
* What are you going to do as a result of attending Elevate
* The manager’s supporting statement
* What organisational wide impact will attendance on the programme have

We will also consider if this is the right programme for the individual, what alternatives may be available and has the applicant had any recent training.

**Please complete the questions below if you are interested in participating in the Elevate programme**

|  |
| --- |
| **1. Why are you interested in participating in the Elevate Programme?** |
|  |
| **2. What would you like to gain specifically from participating in the Elevate programme?** |
|  |
| **3. How will you apply the learning gained from the programme within your Division/Department? (Please include what outcomes you expect for your Division/Department)** |
|  |

**Learning agreement**

Upon accepting the offer of a place on the Elevate Programme the individual agrees to the following conditions:

1. The programme is a confidential environment.

2. Delegates agree to participate fully and appropriately in each of the workshops and all associated learning, dedicating at least an hour a week to reflect on what they have learnt in each session and complete homework activities.

3. Delegates should make every effort to attend all events (dates of programme listed on page 1). If they fail to attend two or more of the taught workshops their Department/Division may be charged the cost of the workshop, a conversation will be held including HR, the individual and their Senior Manager to consider their future attendance on the programme.

4. To advise the HR Organisational Learning Team as soon as practical of any problem that may impact on the participant’s successful completion of the course.

5. To accept that should the above-named leave the employment of the School during the course, or within two years of completing the course, the School will seek to reclaim the following:

· 100% of costs if the above-named leaves during or within 0-6 months of completing the course

· 75% of costs if the above-named leaves within 6-12 months of completing the course

· 50% of costs if the above-named leaves within 12-18 months of completing the course

· 25% of costs if the above-named leave within 18-24 months of completing the course

Please note: The cost of the course is £949 per applicant

**Signature:**……………………………………………… **Date:**…………………………

**The following section should be completed by the line manager of the participant.**

**Dear Manager,**

As part of the application process, we are asking line managers to spend a little time with the applicant to consider how the Elevate Programme can be applied within and supported by the workplace. To this end, would you please complete the following:

|  |
| --- |
| **1. What are your reasons for supporting this person’s attendance on the Elevate programme?** |
|  |

I can confirm that:

* I have discussed participation in this programme with the participant
* I will ensure that the participant has the necessary support to attend the programme
* I will support the participant in putting into practice what they have learned on the programme.

|  |  |  |  |
| --- | --- | --- | --- |
| **Manager’s name:** |  | **Manager’s job title:** |  |
|  |  |  |  |

Manager’s Signature: Date

Individual’s Signature Date

**Please return this application form to** **hr.learning@lse.ac.uk****.**