# Participant Nomination Form

## Participant details

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Surname** |  |
| **Position Title** |  | **Organisation** |  |
| **Mobile** |  | **Phone** |  |
| **Email** |  | | |

Please confirm which intake/location your participant will attend:

* Brisbane: 20-21 February; 20 March; 1 May; 29 May and 19 June
* Cairns: 27-28 February; 27 March; 8 May; 5 June and 10 July

## Nomination Criteria

1. Why the Ignite Programme? Please provide a short summary outlining why you wish to participate in the LGMA Ignite Programme including what you want to achieve as a result of participation? (approx. 150-200 words).
2. Why you? Please provide a short summary as to why you believe you should be selected to participate in this programme, outlining the benefits to you personally and to your Council.
3. What are your current challenges in managing/leading? How many staff do you currently supervise? If you don't have direct reports, how do you plan to apply your learnings in your current role to lead and influence others? Please provide specifics rather than general information.
4. What are your most important leadership objectives? Provide three (3) and be specific by describing behavioural outcomes. For example: “As a leader, I want to be able to …..’’
5. Please provide a brief outline of your Educational / Professional Qualifications and a brief work history. Participants in the Ignite Programme benefit from the diverse experience and outlook of other participants.

## Programme Agreements

* I am aware that all six workshops and one coaching session are mandatory and that I am expected to take part in and contribute to a group presentation on Day 6 of the programme.
* I am aware that a Certificate of Completion will only be issued on completion of six workshop days, one coaching session and the final presentation.
* I agree to engage in a 360 Degree Feedback process and understand that I will invite my direct line manager, direct reports and/or co-workers to provide feedback into this process.
* I agree to invest additional time outside the six scheduled workshops for travel, preparation for the workshops, coaching sessions and the final group presentation.
* I agree to set up and participate in regular meetings with my nominating manager throughout the programme to share my progress and seek guidance and support.

## Participant Acceptance

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Nominating Manager Endorsement**

**Nominator details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Surname** |  |
| **Position Title** |  | **Nominee Name** |  |
| **Organisation** |  | **Phone** |  |
| **Email** |  | | |

Please confirm which intake/location your participant will attend:

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**Nominating Manger Endorsement**

1. Please provide a short summary as to why you believe the Nominee should be selected to participate in the LGMA Ignite Programme (approx. 150-200 words).
2. What specific skills, knowledge or behaviours do you think the Nominee would benefit from developing through their participation in this programme?

**Programme Agreements**

* I am aware that all six workshops and one coaching session are mandatory and that the nominee is expected to take part in and contribute to a group presentation on Day 6 of the programme.
* I agree to take part as a contributor in my nominee’s 360 Degree Feedback process to provide my nominee with constructive actionable feedback as their direct line manager.
* I am aware that in addition to the 6 scheduled workshops, the nominee will incur travel time and be required to contribute additional time in preparation for the workshops, coaching sessions and the final group presentation and I agree to be supportive of the overall time commitment expected of my nominee.
* I agree to set up and participate in regular meetings with my nominee throughout the programme to check in on their progress and provide any guidance or support they may need as their direct line manager.

**Nomination Endorsement**

|  |  |
| --- | --- |
| Name |  |
| Signature |  |
| Date |  |

**Programme Support**

Your role as a nominating manager is vital to the success of your nominee and as such LGMA is committed to providing you with information and support to help you guide the development and learning of your nominee throughout the programme.

The Programme Facilitator will contact you at the beginning of the programme to establish a clear understanding of the desired objectives you want your nominee to achieve out of their participation in the programme. We will check in with you at the half-way point following the completion of the 360 Degree feedback process and then again at the completion of the programme to gather your feedback and discuss the outcomes achieved.

Furthermore, the Programme Facilitator will provide you with a series of handbooks prior to each workshop that summarise the content being covered so that you can use the information to drive discussions during your check in meetings with your nominee following each workshop.

If you require any assistance, please contact me directly.

Kind regards,

Fiona Cullen - Programme Facilitator

07 3174 5006 | [facilitator@lgmaqld.org.au](mailto:facilitator@lgmaqld.org.au)