

# WIG Step Up Step Across

# application form

We are delighted you are applying for the Step Up Step Across Leadership Programme with The Whitehall & Industry Group.

Your application information will allow us to make sure this programme is the right fit for you, as well as provide our facilitators with essential information to get to know you from the outset. It will also ensure our programme learning outcomes are delivered most effectively.

We therefore kindly ask you to ensure that you leave enough time to properly complete the application. The completed form should be sent via email, along with a headshot and short CV, for the attention of the Programme Manager at [leadershipprogrammes@wig.co.uk](mailto:leadershipprogrammes@wig.co.uk)

A member of the Leadership Programmes team will then be in contact about your application.



WIG is an independent not for profit charity and membership organisation – driven by a team passionate about developing responsible, inclusive, and collaborative leaders through mutual understanding and constructive engagement. Our key purpose is to create non-lobbying conversation across the sectors between government, private, and the not-for-profit sectors.

WIG has almost 40 years’ experience in delivering memorable and high impact cross sector collaborative leadership development interventions that truly translate into improved leadership practice and performance for leaders in their teams and organisations. Our firm commitment is to develop good leaders, who are also leaders for good. We build a community of likeminded people committed to integrity, collaboration and driven by a shared purpose of future prosperity for all.

The Whitehall & Industry Group is a company limited by guarantee and a registered charity, number 1061584. Registered address: 80 Petty France, London SW1H 9EX.

## Personal Information

|  |
| --- |
| Title: First name (s): Family name: |
| Preferred name (if different from above): |
| Job Title: |
| Organisation name: |
| Organisation address: |
|  |
| Telephone number: |
| Email address  Professional:  Personal: |

Tell us about you:

Please provide a short bio for us and your fellow delegates (max. 300 words) with both a professional and personal insight. This will be included in a programme handout. And remember to attach a short CV and headshot to your application email.

Tell us about your current strengths as a leader and your leadership style. You should include your main responsibilities, how long you have been in this role, the size of the team you manage or number of direct reports (if applicable) and your grade or rank (where appropriate):

Tell us about your current challenges, your approach to them, and how this programme may assist:

Your Objectives:

Please outline what are the most important things, for you, to take away from this programme:

Please share - in your view what are the gains and benefits for you in doing a cross sector programme:

Your contribution:

We aim to maximize shared learning by putting together a group of participants with a diverse mix of backgrounds, skills and experience. What would you offer/contribute to the group?

How did you hear about this programme and what specifically attracted you to it?

Do you have any reasonable adjustments or dietary requirements? (The answer will not be used as part of the moderation process)

Line manager’s endorsement:

This part of the application form needs to be completed by your line manager. Please comment on the application including the expected benefits to the applicant and the organisation:

Manager’s Name:

Manager’s role or title:

Date and initials:

Payment Information: If your application is successful, please provide the details of the recipient to whom the invoice should be sent. You are required to settle the full price of the programme before the programme start date. (if you are a member of a public sector organisation signed up to CSL please raise the booking via Government Campus at the same time as submitting your WIG application).

Contact name:

Organisation:

Tel. & E-mail:

Purchase Order No. if known:

## Terms and Conditions:

* Payment of the programme fee is due in full prior to the Programmes start date. Either the earlier of: thirty (30) days from the date of our invoice or 2 weeks prior to the First Module date. WIG reserves the right to deny participation in the program if the invoice has not been settled before the programme start date.
* If you withdraw from the programme after confirming your acceptance, you will be liable to pay the full fee. We will however be happy to accept a replacement if you have a suitable colleague who will be able to join the programme. Regrettably if a replacement isn’t found, before the programme begins, we will require full payment.  If a replacement is found, we will refund the programme fee less a15% administration charge.
* WIG reserves the right to run modules at a venue or virtual platform other than the one specified, when necessary. If this is the case you will be informed as soon as possible and provided with information about accommodation, travel directions etc.
* WIG reserves the right to change the details of the programmes without notice. Where circumstances force WIG to cancel a programme, the liability of WIG shall be limited to a refund of any fees paid for that particular programme. WIG is not liable for any consequential loss.
* This programme takes a collaborative approach. The programmes outcomes and success relies on the full commitment and participation of each individual in the cohort, as much as the input and expertise of facilitators and speakers. The expectation of full participation, engagement, and commitment to all module dates, forms part of this agreement.

I have read the terms and conditions and agree to the terms stated. I also confirm I have read and agreed to be available on all programme dates (Please initial here):

## Privacy and data protection:

Once you complete the programme, we would like to keep in touch with you with opportunities, benefits, and news tailored for Leadership Programme alumni. Please tick if you would like/not like to be added to WIG’s Leadership Programme alumni mailing list, to receive news & opportunities tailored for alumni: Select Y/N

By entering your details on the application form, you agree to allow WIG to contact you by mail, email or telephone about the programme. We shall record your details on our database and will take all reasonable precautions to keep the information safe. WIG does not sell, trade, or rent your personal information to others. For our full privacy policy, please refer to the WIG website.

Thank You.