Process Guidance for Leadership Programmes

Nominations required for three leadership programmes:

1. Aurora
2. Introduction to Leadership
3. Senior Leadership

For Head of College/Services Group

1. Identify a local contact who can liaise with Learning and Organisational Development (L&OD) and Heads of School/Department throughout the nomination process
2. Work in consultation with their Heads of School/Department, Senior Managers and HR to identify successful participants for three programmes in advance of the agreed University wide closing date
3. Identify reserve participants for call up in situations where a nominated individual can no longer attend the programme from the beginning

For Head of School/Department

1. Review the Programme information to support an informed discussion with interested staff
2. Signpost the programme to eligible staff; giving enough time for staff to meet the local and University wide closing date
3. Consider all eligible staff and prioritise. Assess the applicant's suitability in comparison to programme information
4. Complete nomination spreadsheet and provide any relevant information, prior to submitting to Head College/Services Group
5. Provide appropriate feedback to both unsuccessful and successful candidates. Consider how to handle this in advance (Development Discussion sessions are available to support this, please contact learninganddevelopment@ed.ac.uk for more information). Direct individuals to alternative development options if more appropriate.   Alternative development options are available
6. Consider how you will approach development needs of all interested individual's in line with normal local procedures for development discussions. L&OD would be happy to discuss any locally identified development themes arising

Head of College/Service

Receive nominations request and identify local contact for Schools and Departments

Head of College/Service

Set local closing date and inform Schools and Departments

Interested staff discuss development needs with line manager and, if appropriate, submit details to Head of School/Department for consideration

Head of School/Department
Discuss with eligible managers and staff

Head of School/Department
Complete nomination spreadsheet and submit to Head of College/Service

Head of College/Service
Identify successful delegates and reserves

Head of College/Service
Share nomination spreadsheet with L&OD Team & agree approach to communicating outcomes

Head of School/Department
Ensure development conversations are offered to every interested staff member