



Nominating manager role for development programmes

Committing to a development programme such as the *Edinburgh Leader, Edinburgh Manager or Aspiring Manager* requires time, support, feedback, effective diary management and often approval. We therefore ask that a [supporting nomination form](#) is submitted in addition to the delegate's application to confirm they will be supported during and beyond the programme to put their learning in to practice. The person who provides this support is referred to as the "**Nominating manager**".

Nomination process

We expect the delegate and their nominating manager have conversations **before** the application is made, to discuss the time commitment and agree the purpose and objectives of attending. Questions we would expect to be discussed include:

- What does the delegate hope to learn and achieve?
- What are their learning outcomes and objectives?
- How will they know these are achieved?
- Does the delegate have the required time to invest in this development commitment?
- How will they ensure the learning is transferred back in to the workplace?
- What support will they need?

The nominating manager and delegate should then assess the responses against the objectives of the programme and discuss the individual's suitability.

We've provided some additional [Guidance on selecting a programme](#), a [Leadership Development Guide](#) which outlines alternative programmes and regularly publish details of shorter internal [courses and resources](#) on our webpage.

If you both feel the programme is the right development opportunity for the delegate, both the delegate and nominating manager forms should be completed and submitted before the * closing date.

* Please note that in situations where more eligible applications than places are received, we may need to restrict allocation of eligible places on a first come basis.

Beginning and attending the programme

We expect the nominating manager to support and enable their colleague to not only have the time and ability to attend the programme elements, but also to complete the pre and post workshop activities and have time to meet with peers for development discussions. This may occasionally require re-arrangement of meetings, teaching allocations or other regular work.

Role of nominating manager for supporting delegate

We know that integrating learning from programmes back to the workplace is essential for learning transfer. We therefore encourage nominating managers to have regular conversations with delegates to discuss how they're getting on, what they've learned, how they will put this in to practice and any other support they may need. This may be done during normal 1-1 conversations or set up as specific check in points. We leave this up to you to manage as suits both parties best.

Development reflections presentation

We ask the nominating manager to review their colleague's end of programme reflection presentation (around 5-10 minutes long depending on programme) and provide them with constructive feedback.

We don't want to be too prescriptive about this and expect feedback is provided as usual in a private and confidential space. This is a good opportunity to discuss continuous development objectives and how the nominating manager can support the delegate beyond the programme.

Making a difference beyond the programme

We ask that nominating managers continue to have development conversations to support their colleague to make a difference beyond the programme.

We also encourage delegates to continue their discussion group / peer mentor meetings and conversations beyond the programme and to look for other relevant networking opportunities wherever possible.

Provide programme feedback and evaluation

Approximately 6 months after the programme Making a Difference programme celebration event, we will reach out to nominating managers and delegates to ask for feedback on the programme and its impact upon the delegate. It's extremely useful at this point if you can outline how the delegates management or leadership style has changed since attending the programme and key areas they have implemented in to their role and team.

Change of nominating manager

It's not uncommon for the person in this role to change during the course of the programme and that's fine, please just email the Talent and Development team (TalentAndDevelopment@ed.ac.uk) to confirm who the new contact is. The out-going nominating manager should ensure this role is handed over to the new nominating manager and they understand their responsibilities.