

# Learning and Organisational Development

a Division of the  
Office of Human Resources  
*Oik Skimmee*



**Isle of Man  
Government**  
*Reiltys Ellan Vannin*

## Course Application

Please complete using  
BLOCK CAPITALS

<b>Course Title</b>				
<b>Part 1 - Your Details</b>	Title	Surname	Forenames	Date of Birth
Job title and Grade		Department	Division	Telephone
Email address			Work Address	

### Civil Servants—Please Complete This Section

Development will link to objectives or competency levels appropriate to your role/career development. For you to get the most from this learning opportunity we need to know what you hope to gain from it. You and your Reporting Officer need to have a clear understanding of the benefits.

Leading and Working Together

Communicating and Influencing

Achieving Results

Delivering a Quality Service

Changing and Learning

Showing Commitment and Resilience

**If this development is also linked to an objective, please note the details here.**

**Now, please tell us what benefits you hope to gain from attending the course.**

### Public Servants—Please Complete This Section

Please give your reasons for applying for this course and tell us what benefits you hope to gain from it.

### Note to all applicants

If you decline our initial invitation, you will be offered a place on **two other dates**. If you do not attend by the third offer you will have to re-apply and join the bottom of the waiting list. We will advise you if we have to take this action. Hopefully our active management of the waiting lists will enable your needs to be addressed quickly.

Details of this application, registration or completion will be held and may be released to your line manager and/or departmental representative at their request.

Signed .....

Date .....

Please pass this form to your line manager/reporting officer for completion of Part 2 overleaf.

**Part 2: for completion by line manager/reporting officer**

Please complete using BLOCK CAPITALS

Title	Full Name	Job Title
Email address	Telephone	Fax
Department	Division	

Please let us have your reasons for supporting this application and tell us how you expect to see the learning applied in the workplace.

By returning this form you are agreeing to accept, on behalf of your department, any cancellation fee in respect of non-attendance. Actual cancellation fees will be advised when an offer of a place is made.

Signed ..... Date.....

Please post to:

**Learning and Organisational Development Division**

Office of Human Resources  
Goldie House, 1-4 Goldie Terrace  
Douglas  
IM1 1EB

Fax - 685465  
Email - lodd@gov.im



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**OD0413**