

THE HONG KONG COUNCIL OF SOCIAL SERVICE

HKCSS Institute

NGO Executive Leadership Development Programme 2010

APPLICATION FORM – For Core Participant

This form should be completed and returned to HKCSS Institute, Room 1109, Duke of Windsor Social Service Building, 15 Hennessy Road, Wanchai, Hong Kong by 19 Mar 2010 (Friday).

In compliance with the Personal Data (Privacy) Ordinance, all personal details would be kept in strict confidence.

PART I: TO BE COMPLETED BY APPLICANT

1. **Name of Applicant:** *(as appeared in your travelling document)*

*Prof/Dr/Mr/Mrs/Ms

_____ (Surname)

_____ (Other name)

_____ (Please give name in Chinese, if any)

* Please delete the inappropriate.

2. **Name of Organisation:** _____

Position: _____ Work Unit/ Department: _____

3. **Mailing Address** _____

Tel: (Office) _____ **Fax:** _____

(Mobile) _____ **E-mail:** _____

4. **Age:** 21- 30 31 – 40 41 – 50 51 or Over

5. **Education:**

Post-graduate, pls specify _____

Degree, pls specify _____

Associate degree /Diploma, pls specify _____

6. **Work Experience in NGO Sector.**

(In chronological order, starting with present or the most recent employment work experience)

Name of Agency	Position Held	Duration of Service (no. of years)	Working w. Board (Yes/No)

7. Involvement in Public Services.

(In chronological order, starting with present or the most recent public service experience)

Name of Organisation	Position Held	Duration of Service (no. of years)

8. Highlights of Continuous Learning Achievement in the last five years, if any:

Name of Study	Course Provider	Year

9. What do you expect to achieve through participating in the NGO Executive Leadership Development Programme?

10. What do you think you can contribute to the Sector as an alumnus of the Programme?

11. Selection of Workshops

The programme requires you to select minimum ~75% (9 out of the 12 workshops) of the below activities. To be eligible for studentship, 85% of attendance of the **selected activities** is required. Please tick to indicate your preference. (Please note that Assessment Debriefing, Workshop 1 & Team project presentation are compulsory)

	Date	Activities/ Workshops
<input checked="" type="checkbox"/>	Week of 12.4	Assessment Meeting and Debriefing (half day) (date to be confirmed)
--	Apr-May	Module 1 - Lead with Purpose
<input checked="" type="checkbox"/>	22.4 (Thur)	1. Establishing Leadership Role and Assess your Leadership Style (1 day) <ul style="list-style-type: none"> ◆ Trend, Assessment and Implications ◆ Action Learning on teambuilding - the Mindset of Change ◆ Personal Effectiveness & planned action
<input type="checkbox"/>	29.4 (Thur)	2. Strategic Thinking on Purposes (1 day)
<input type="checkbox"/>	13.5 (Thur)	3. Board Relationships and Development (0.5day)
<input type="checkbox"/>	27.5 (Thur)	4. Inspiring and Leading Teams (1 day)
--	Jun - Jul	Module 2 - Network and Influence
<input type="checkbox"/>	10.6 (Thur)	5. Building Network and Social Influence (1 day) <ul style="list-style-type: none"> ◆ Networking in Community ◆ Working with Government on Policy Level
<input type="checkbox"/>	24.6 (Thur)	6. Leadership Expression in Public Communications (1 day)
<input type="checkbox"/>	8.7 (Thur)	7. Working with the Public (1 day) <ul style="list-style-type: none"> ◆ NGO Marketing & Brand ◆ Stakeholders Response Assessment
<input type="checkbox"/>	15.7 (Thur)	8. Mobilizing Resources (1 day) <ul style="list-style-type: none"> ◆ Funders & Big Givers Relations ◆ Transparency and Accountability Communication
--	Aug - Sept	Module 3 - Organisational Health and Growth
<input type="checkbox"/>	19.8 (Thur)	9. Assessing Organisational Health (0.5 day)
<input type="checkbox"/>	19.8 (Thur)	10. Organisational Decision Making on Moving Forward (0.5 day)
<input type="checkbox"/>	26.8 (Thur)	11. Cultivating Social Innovation and Entrepreneurship (0.5 day)
<input type="checkbox"/>	9.9 (Thur)	12. Leading Change & Managing Staff Relations (1)
<input checked="" type="checkbox"/>	21.9 (Wed)	Team Project on Stakeholders Engagement & Individual Action Plans Review (1 day)

Schedule of 10 meet-the-people talks in the formats of visit, luncheons or breakfast is yet to be informed. Each activity is lasts for about 2 hours.

(Please note that time schedule, trainers and guest speakers are subject to change without prior notice before the course commencement date.)

12. Tuition fee payment procedure would be notified to shortlisted candidates after the deadline of application (19 Mar 2010)

13. Statement by Applicant

I hereby declare that all information given in this form is true and complete to the best of my knowledge. I accept that this information will be used in the selection process and that any misrepresentation will disqualify my application. I authorize The Hong Kong Council of Social Service to use my data for statistical and research purposes. I understand that I will have to take up the responsibilities as required if I am selected to join the programme.

Signature of Applicant: _____

Date: _____

PART II: TO BE COMPLETED BY BOARD OF DIRECTORS

1. **Reasons for Recommending the Applicant:**

2. **A successful applicant is obligated to engage in the assessment meeting, and other training activities requested by the organiser. Will your organisation support the applicant in fulfilling these tasks?**

3. **If your Agency/Organisation is recommending more than one staff, please indicate your priority position for this Applicant:**

Signature :

Name :

Position :

Name of Organisation :

Address :

E-mail address:

Telephone :

Date :

-END-