

Internal Programme/Course Booking Form

Your Details

First name Surname

Department

Room Ext Email

Are you: Part-time/Full-time? Date

Your Requirements

Please enter the title and date of the programme/course you wish to join:

What is the urgency of this requirement: low / medium / high?
(please delete as appropriate)

Would you prefer a formal course event / a coaching session / don't mind?
(please delete as appropriate)

What new skills and/or knowledge do you hope to learn as a result of the programme?

How will the skills or knowledge be applied after the activity?

⌚ **Please complete a separate booking form for each programme you wish to attend (you can photocopy this form if necessary)**

⌚ **Please note there will be a cancellation charge for failure to notify us of non-attendance (except in unforeseeable circumstances)**

For all development activities taking place during work time, it is necessary to obtain the signature of a line manager/supervisor:

To be completed by your Line Manager/Team Leader/Supervisor:

First name Surname

Department Position

Room Ext Email

Signature Date

Please respond to the following prompts:

I have discussed this application for staff development with my team member:	Yes / No
I support their attending this event, which will effectively support their work goals:	Yes / No
I have discussed/set appropriate targets/objectives with the candidate for the event: <i>(please attach these)</i>	Yes / No
I will speak to my team member after the event and continue to monitor their progress, to include offering appropriate opportunities for applying new skills and for interest:	Yes / No
After three months I will do a follow-up, to see how objectives have been realised and what further support is required:	Yes / No

Additional Information:

③ **Catering preferences:** vegetarian / vegan / other:
(please specify & indicate a preference if relevant)

③ **Access Issues:** *(please identify any difficulties you may have using any School sites)*

③ **Any other requirements:**

The LSE Staff Development Unit works hard to provide effective learning and development opportunities for all staff at the School.

In order to help us ensure that we maintain this momentum, we would ask for your help in completing the questions overleaf. This will provide us with information on which staff use which services. Thank you for your support.

(Please turn over this page:)

Ethnic Origin

(Please could you tick the relevant box:)

- ☐ 11 White - British
- ☐ 12 White - Irish
- ☐ 19 Other White background
- ☐ 21 Black or Black British - Caribbean
- ☐ 22 Black or Black British – African
- ☐ 29 Other Black background
- ☐ 31 Asian or Asian British - Indian
- ☐ 32 Asian or Asian British - Pakistani
- ☐ 33 Asian or Asian British - Bangladeshi
- ☐ 34 Chinese
- ☐ 39 Other Asian background
- ☐ 41 Mixed - White and Black Caribbean
- ☐ 42 Mixed - White and Black African
- ☐ 43 Mixed - White and Asian
- ☐ 49 Other Mixed background
- ☐ 80 Other Ethnic background
- ☐ 90 Not known
- ☐ 98 Information refused

Age

(Please could you tick the relevant box:)

- ☐ Under 25
- ☐ 25 - 34
- ☐ 35 - 44
- ☐ 45 - 54
- ☐ 55 - 64
- ☐ Over 64

Gender

(Please could you tick the relevant box:)

- ☐ Female
- ☐ Male

Do you consider yourself to have a disability?

(Please could you tick the relevant box:)

- Yes ☐
No ☐

If you have answered yes, what is the nature of your disability?

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Thank you.

When completed, please return this form to:

***The Health and Safety Unit (U1006), London School of
Economics, Houghton Street London WC2A 2AE***