**Request for support for
personal and professional development**

Please complete this form to request support (financial and time) to attend any development events. Requests for support should be discussed and agreed with your line manager before forwarding to the appropriate colleagues for finance coding and adding to the faculty or directorate learning and development programme.

|  |
| --- |
| Name Date: |

|  |
| --- |
| Signature of supporting manager: Date: |

|  |
| --- |
| Conference/event/programme of study (please attach any supporting documentation)Does this form part of the agreed outcomes of your PDR? Yes/No |

|  |
| --- |
| Venue and date(s):Cost (estimate if not finalised): |

|  |
| --- |
| How will participation in the above contribute to your own personal and professional development? |

|  |
| --- |
| How will the benefits of your participation be shared with colleagues in the directorate? |

|  |
| --- |
| Authorised by:Finance code:Evaluation due (date): |

**Evaluation**

To be completed within one month of completion of the activity/event.

Name: ……………………………………………….

Event/activity:

This will also be helpful with the completion of your PDR.

|  |
| --- |
| How did the activity impact on your role at work? How has it enhanced your knowledge or skills relevant to your work? |

|  |
| --- |
| Would you recommend it for others and why?  |

Please return to the appropriate colleague for inputting into the learning and development plan