



APPLICATION FORM LEADING CHANGE WORKSHOP

Thank you for your interest in the Caribbean Centre for Development Administration's (CARICAD) ***Leading Change Workshop***. Please note that eligible candidates are required to:

- 1) Complete the electronic application form. (An application form completed manually will not be accepted).
 - a. Ensure that the relevant section on the application form is filled out and signed by the Head of the sponsoring organisation or his/her authorised designate, if you are being sponsored by your organisation.
- 2) Submit the completed electronic application form by 4:00 PM ECT October 29, 2021, to info@caricad.net.



APPLICATION FORM LEADING CHANGE WORKSHOP

SECTION A: PERSONAL INFORMATION

PERSONAL INFORMATION	
Prefix: (Mr, Mrs, Miss, Ms, Dr, other-specify)	
First Name:	Last Name:
Date of Birth (D/M/Y):	Sex: ☐ Male ☐ Female
Home Address:	Mailing Address (if different from Home Address):
Work Phone Number:	Mobile Phone Number:
Preferred Email Address:	
Other Email Address:	
CURRENT EMPLOYMENT INFORMATION	
What type of organisation do you work for? ☐ Government Ministry/Department ☐ Regional Organisation ☐ Other	
Job Title/Position:	
Name of Organisation:	Mailing Address:
Phone:	Email:



APPLICATION FORM LEADING CHANGE WORKSHOP

SECTION B: PROGRAMME REFERENCE

1) How did you hear about the CARICAD's Leading Change Workshop? (Please select all that apply.)

- ☐ Colleague
- ☐ Website/Internet
- ☐ Word of Mouth
- ☐ Government Circular
- ☐ Other (please specify)

2) Describe any change initiatives that you are currently or will soon be involved with? (Your response should NOT be more than 200 words.)

3) How do you expect this workshop to assist you in addressing your change initiative? (Your response should NOT be more than 200 words.)



APPLICATION FORM LEADING CHANGE WORKSHOP

SECTION C: PROGRAMME REQUIREMENTS

- 1) This programme will be delivered virtually over 4 days as follows:
 - Thursday January 6, 2022, from 9 am ECT to 4:00 ECT
 - Thursday January 13, 2022, from 9 am ECT to 4:00 ECT
 - Thursday January 20, 2022, from 9 am ECT to 4:00 ECT
 - Thursday January 27, 2022, from 9 am ECT to 4:00 ECT
 -
- 2) Your full attendance is required in order to receive the Certificate of Completion. Do you commit to this?
 - ☐ Yes
 - ☐ No
 - ☐ Unsure

If you selected “No” or “Unsure”, please state why in the textbox below:

SECTION G: DECLARATIONS

Applicant's Declaration

Applicant's Name:

I declare that the particulars in this application are true to the best of my knowledge and belief. I am aware that failure to provide true and accurate information could result in the disqualification of the application.

☐ Yes

☐ No

Date:

Should I be selected to participate in the Leading Change Workshop, I declare that I agree to fully participate in all components of the Workshop until completion.



APPLICATION FORM LEADING CHANGE WORKSHOP

☐ Yes

☐ No

Date:

In order to complete the application process you are required to:

- 1) Complete the electronic application form. (An application form completed manually will not be accepted).
 - a. Ensure that the relevant section on the application form is filled out and signed by the Head of the sponsoring organisation or his/her authorised designate, if you are being sponsored by your organisation.
- 2) Submit the Completed electronic application form by 4:00 PM ECT October 29, 2021, to info@caricad.net.

If the applicant is being sponsored by his/her organisation, the Head of the sponsoring organisation or his/her authorised designate is required to complete the section below:

Head of Organisation or Authorised Designate's Name and Job Title:

I declare that I have reviewed the foregoing application and I commit to supporting the applicant in meeting the programme requirements, including financial support to cover workshop fee of USD\$1500.00.

☐ Yes

☐ No

State the name and/or organisation to which the invoice should be sent to, and e-mail and mailing addresses:

Date:



APPLICATION FORM LEADING CHANGE WORKSHOP

If the applicant is self-funded, please indicate:

- ☐ Yes (**invoice will be generated in accepted applicant's name**)
- ☐ No

Thank you for your interest in the CARICAD's Leading Change Workshop.

For additional information or queries, please contact us at info@caricad.net