CMI FAST-TRACK CHARTERED MANAGER APPLICATION FORM

PART 1: ABOUT YOU

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| This section of the application focuses on you, as a manager and leader, as well as your eligibility and your reasons for wanting to become chartered.  1.1 Your eligibility to apply for the Chartered Manager award   |  |  | | --- | --- | | *Please complete the following information:* | | | **Name:** |  | | **CMI Membership:** |  | | **Contact Email Address:** |  | | **Contact Phone Number:** |  | | **Employer Name:** |  | | **Job Title:** |  | | **Work/Office Location:** |  |   Please confirm your eligibility to apply for Chartered Manager by ticking the box and (if applicable) providing a link to your professional profile page (such as your LinkedIn network)   |  |  |  | | --- | --- | --- | | **I have at least 3 years experience in a management role and have successfully completed a relevant CMI Management and Leadership Qualification within the last 5 years** | |  | | **Here is a link to my professional profile page** |  | |   1.2 Your personal statement on what being awarded Chartered Manager would mean to you  Please use the space below to summarise the reason why you are applying for Chartered Manager status.   |  | | --- | | ***Pass criteria: Identifies the significance of being awarded Chartered Manager status, describes the impact on you, your role and organisation.*** |   (*The expected word count for this section is 200-300 words.)*   |  | | --- | |  | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PART 2: BEING AN ETHICAL AND INCLUSIVE LEADER  2.1 Your role as an ethical and inclusive leader  The CMI Professional Standard sets out what good practice in management and leadership looks like and at the centre of the Professional Standard there are 5 competencies that define what it means to be “An Ethical and Inclusive Leader”.   * Provide an example for the following 3 competencies. * Your example needs to show when/how you have demonstrated each of these behaviours within the workplace.  |  | | --- | | ***Pass criteria: Demonstrates, with a relevant example, how you embed each of the following competencies into your actions and behaviours.*** |   *(The expected word count for each of your examples is 100 - 200 words)*   |  |  | | --- | --- | | **Behaviour expected of an ethical and inclusive leader** | **Example used to demonstrate this behaviour within the workplace** | | **Leading With Integrity** I lead by example and hold myself accountable in applying positive moral principles, by building trust and demonstrating integrity in my actions and behaviours. |  | | **Championing Inclusivity**  I am a compassionate leader who ensures fairness for all, by challenging injustice and championing actions which remove intentional and unintentional barriers. |  | | **Committing to Social, Environmental and Economic Sustainability**  I evaluate the impact that I and my area of responsibility have on the sustainability of my organisation; ensuring I balance the needs of people and society, the planet and the environment, and profit and economic sustainability. |  | |

PART 3: IMPACT OF ACHIEVING MY CMI QUALIFICATION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| As managers and leaders we should always strive for success which is why it is important that we reflect upon how the learning gained from completing their CMI qualification has been applied within our roles and/or areas of responsibility.  Your reflection needs to include the impact this learning has had on your role (as a manager/leader), your team, and/or your organisation. Examples used to support this reflection should ideally be from within the last 18 months. When completing this section, it is important that you focus on **what you learned, how you applied this learning, and how you knew this application of learning was successful.**  For each of the 3 sections below you need to include the following sub-headings in your response:   1. **Background and/or an introduction**, including what was learned and/or the model/theory that was most relevant and resonated the most 2. **At least one example of how this learning was applied and why** 3. **The positive impact this learning had,** including its outcome, and what was achieved   *(The expected total word count for this section is about 900-1200 words or 300-400 words per section)*   |  |  | | --- | --- | | **The Positive Impact This Learning Has Had On You and Your Role**  *Pass criteria: Makes use of all available resources, including knowledge and experience, to achieve personal and life goals. Is self aware, reflects on own performance, and the impact they have on others.* |  | | **How This Learning Has Helped You To Support And/Or Build A High-Performance Team/Working Environment**  *Pass criteria: Creates a sense of purpose, sets expectations, and adapts to changing needs. Leads with integrity and sustainability to build an effective and inclusive team. Encourages and supports others to achieve their goals.* |  | | **How This Learning Has Enabled You To Be Successful In The Achievement Of Your Organisational Goals/Objectives**  *Pass criteria: Demonstrates effective, conscious, and inclusive decision making, assesses your impact on personal, team and organisational performance. Measures and achieves results efficiently and effectively for all stakeholders.* |  | |

PART 4: YOUR PERSONAL AND PROFESSIONAL DEVELOPMENT

As a manager or leader, it’s likely that you recognise the importance of looking after the wellbeing and development of those colleagues within your area of responsibility, but what about your own wellbeing and development?

Ongoing personal and professional development requires you to constantly be looking for opportunities to learn and develop your skills to ensure that you can do your job to the best of your ability.

4.1 Ongoing commitment to personal and professional development

This section requires you to complete the table below by identifying 3 (THREE) medium to long-term development goals that you want to achieve within the next 12 to 18 months.

Your goals could be something that you have identified when completing the CMI Management Diagnostic, and/or they might relate to something you want to improve on/develop further following feedback received.

*(The expected word count for this is 300 - 400 words)*

|  |  |  |
| --- | --- | --- |
| **What do you want to develop and why?** | **How are you planning to develop this knowledge, skill or behaviour?** | **What would success look like for you and for your organisation?** |
|  |  |  |
|  |  |  |
|  |  |  |