**Nomination form for Women in News, 2019**

**This form is to be filled out by:**

 **(i) By the person who nominated you to come onto the programme (usually your immediate supervisor/manager at work)**

**(i) If you are nominating someone else whom you believe deserves to come onto the WIN programme and not applying yourself**

* **Send completed form to** **womeninnewseca@gmail.com** **if you are from Uganda**

**SECTION 1: MANAGER AND COMPANY INFORMATION**

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| **Company Name:** |
| **Nominating Manager:** | **Job Title:**  |
| **Company Address:** **City/Country:**  |
| **Telephone No.:** **Mobile No.:**  | **Email:** **Skype Handle:** **Twitter handle:**  |
| **Name of Nominee:** | **Job Title:**  |
| **Nominee Contact Details****Telephone of Nominee:** **Mobile No. of Nominee:** **Email of Nominee** |

**SECTION 2: ABOUT THE NOMINEE (This important section will serve as part of the 360o Feedback process for the Nominee’s one to one coaching process)**

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| **1. Please list 3 Professional and 3 Personal Strengths**PersonalProfessional |
| **2. How would you describe her approach to work and assignments?** |
| **3. What makes the nominee stand out as a potential candidate**  |
| **4. What are your reasons for selecting this particular nominee?** |
| **5. Interpersonal Relationships. How do you feel do supervisors, peers and staff perceive the individual?** Supervisor:Peers:Staff (if relevant): |
| **6. Communication Skills (Good, Average, Poor, Excellent)**General:Presentations (Content and Delivery):Listening: |
| **7.** **Does the nominee have any known weaknesses that the WIN programme could help address through a personal development plan? Eg. What does she need to improve on?** |
| 8. **What gets the nominee motivated and enthusiastic at work**? |
| 9. **How does the nominee cope with pressure and stress?**  |
| **10. Does the individual accept feedback? Is she coachable?** |
| **11. What support would she need from within your organisation in order to progress with her career? Both from the management and employees?** |
| **12. Do you think the nominee has the potential to progress in her career? Y/N**  |
| **13. Where do you see her in three to five years’ time?**3 Years: 5 Years**:**  |
| **14. Any additional comments? Please list here.** |

**SECTION 3: YOUR COMMITMENT AND UNDERTAKING**

**Memorandum of Understanding**

I hereby commit to support the nominee should she be selected for the 2015-19 WIN Programme. I also commit to release her to attend training, coaching and mentoring as well as assist her with any information that she may require for the pursuance of her assignments while on the programme.

I will endeavour to ensure she shares her new competencies, where appropriate, with our other staff, to build capacity in our organisation.

Throughout the programme and upon its completion, I also undertake to support her to apply some of the knowledge and skills she will have gained through the programme whenever such opportunities arise.

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| Name: |
| Signature: |
| Organisation: |
| Date:  |

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