

## Management Development Program for Women 2012-2013

### Admission requirements

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Participants must have worked three or more years in:

- first line or higher levels of management; or
- a professional position; or
- a position which provides management preparation skills; AND
- must be sponsored by their employer, or by someone in an organization who is familiar with the candidate's work and career goals.

All applicants are considered with emphasis being placed on the sponsor's assessment of the candidate's potential. Educational background is not a barrier to the program.

### Sponsorship

Sponsors are expected to provide support and guidance for participants to complete the requirements of this program. A *Recommendation and Agreement to Sponsor* identifying the areas in which the candidate requires further training, and an appraisal of the candidate's potential for advancement in management must be submitted by the sponsor. (See details on page 4)

### Tuition fees

The program tuition fee is \$8,500. This fee covers the costs for instruction, residential session accommodation and meals, nutritional breaks, course materials and an individual management skills assessment. Students will need to purchase program text books as suggested by instructors.

Tuition fees are HST exempt (under Certificate RI 18838937). A deposit of \$500 must be submitted with the application form and will only be returned if the applicant is not accepted. The balance of \$8,000 is due by July 30, 2012.

Please send cheques, made payable to **Carleton University**, to: The Centre for Research and Education on Women and Work, 703 Dunton Tower, 1125 Colonel By Drive, Ottawa, ON K1S 5B6

Under special circumstances, arrangements can be made to pay the tuition with installments. In some cases, financial assistance may be available through bursaries sponsored by KPMG, the Leacross Foundation, the Dawn Rodger Family Bursary and the Carole Campbell Book Bursary. Further information is available from the Program Administrator.

### Application procedure

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The application package includes the Recommendation and Agreement to Sponsor statement and the participant application form. Application forms are also available online at [sprott.carleton.ca/mdpw](http://sprott.carleton.ca/mdpw).

All applications will be reviewed and applicants will be advised of their acceptance. Applications will continue to be accepted until early September. In all cases, the Management Board may conduct interviews to solicit additional information as required.

### Withdrawal from the program

Participants who withdraw from the program after their acceptance, but before July 30, will forfeit their deposit. Those who withdraw after July 30 will forfeit their full tuition fees.

### Session dates

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|---------------------------------|-----------------|------------------|
| • September 19-21 (Residential) | • December 6- 8 | • Feb 28 - Mar 2 |
| • October 18-20                 | • January 17-19 | • April 4-6      |
| • November 15-17                | • February 7- 9 | • May 2-4        |

## Management Development Program for Women – Application

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In addition to submitting this application, applicants must also forward a *personal statement of career objectives* and a *resume*. A “Recommendation and Agreement to Sponsor” statement must be submitted by the person sponsoring the candidate. The sponsor’s statement is to be sent directly to the Program Administrator.

Your resume must include, education and training, employment outline and both volunteer and professional activities.

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Name of applicant (first) (middle) (last)

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Home address Postal Code

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Home telephone Home email

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Name of employing organization

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Employing organization address Postal code

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Applicant’s position in employing organization

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Work telephone Work email

**Your current position is:**

- Senior Management
- Middle Management
- First line management
- Not yet in management

**Your work experience:**

- # of years in present position \_\_\_\_\_
- # of years in present organization \_\_\_\_\_
- # of years total work experience \_\_\_\_\_
- # of people currently supervised \_\_\_\_\_
- # of years mgmt experience: \_\_\_\_\_

**Your tuition will be paid by:**

- Employer
- Self
- A deposit of \$500.00 is attached (cheque made payable to Carleton University).

## Sponsorship

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Please complete the information below of the person who will submit a “Recommendation and Agreement to Sponsor” on your behalf. (See details on page 4)

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Sponsor’s Name Position

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Organization Telephone

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Address Postal Code

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Email

# Carleton University consent to use personal information

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Pursuant to Section 42 of the Freedom of Information and Protection of Privacy Act (R.S.O. 1990, c.F.31)

I, \_\_\_\_\_ give my consent to the Centre for Research and Education on Women and Work, (CREWW) Carleton University to use my personal information under the terms and conditions noted below.

1. The personal information of Management Development Program for Women (MDPW) participants to be used is as follows: Name, address, telephone numbers, fax numbers, email addresses, mailing address, employer, title, photo, brief bio.
2. The personal information may be used by the following Carleton University personnel:
  - CREWW Director
  - CREWW Administrator
  - CREWW Faculty
  - Carleton University Alumni Services
  - MDPW Alumnae Association
  - Administrative Assistants under the supervision of the Administrator
3. The personal information will be used only to inform MDPW participants and alumnae of specific events of specific. Photographs taken throughout the program year may be used for promoting the MDPW, however, will not be published without express written permission of the subject in the photo. Complete contact information to be kept on file in the Centre for Research and Education on Women and Work (CREWW) and in the Carleton University Alumni Services office for use exclusively by the staff as outlined above to facilitate contact regarding issues and events to do with the MDPW, the MDPW Alumnae Association and the MDPW Toastmasters Club, as well as other professional development opportunities, such as the "Women in Management Speakers' Series."
4. This consent to use my personal information is valid until cancelled by the signatory.

No use of personal information about me beyond the terms described above is permitted without my express written authorization or unless permitted by law. This agreement does not include, or supercede other personal information agreements signed at Carleton University concerning my personal information.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_

## Recommendation and Agreement to Sponsor

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A confidential statement in support of the candidate's application is required from the employer or supervisor who has agreed to sponsor the candidate. The statement should include, but is not limited to, the following:

- Sponsor's working relationship to the candidate,
- areas of responsibility in which the candidate has worked in your company
- or organization,
- appraisal of the candidate's potential for advancement in management, and
- identification of areas in which the candidate requires further training.

Please indicate if you are the candidate's employer or from another organization.

**Return your completed application forms, including the statement of career objectives and your resume, with your deposit to:**

Centre for Research and Education on Women and  
Work on Women and Work  
703 Dunton Tower  
1125 Colonel By Drive  
Ottawa, ON K1S 5B6  
Tel: 613-520-2650  
Fax: 613-520-2652  
Email: [aemilia.jarvis@carleton.ca](mailto:aemilia.jarvis@carleton.ca)

Participants must be sponsored for admission to the Management Development Program for Women. Sponsors play a dual role in that they may support the candidate a) financially, and/or b) in a mentoring relationship. Most participants are sponsored by their employing organization. However, if this cannot be arranged, a candidate may be sponsored by a manager from another organization who is familiar with the candidate and her work.

Sponsors are encouraged to become partners in the learning process, providing the necessary support for the candidate to carry out the workplace based assignments. These assignments can be shaped to meet the needs of the sponsoring organization.