

Nomination Form for Employee Training

Your Name / Your Role:	Pat Surname, Team Manager, CS Team		
Title of Event:	Improving Empathy in the Workplace		
Type of Event: Workshop, Conference, Course, online etc...	Workshop	Duration:	1 Day
Date(s)	15th Month Year	Start/Finish Times:	9am to 5pm
Summary of Event: Outline what the event is about and its content (you could attach or point to the information if held electronically)	An opportunity to explore what empathy is and what it isn't (sympathy), role play and receive immediate feedback on a range of situations to improve empathetic responses and flow of conversations. This is a solid introduction suitable for first line managers seeking to develop their empathy skills.		
Why attend this event? Include how you believe that the content of the event relates to and/or helps you in your role	'Empathy' is a big buzz word in our Organisation and associated with our Brand and the 'S' in our ESG policy. Only last week at the whole department briefing we were told that it's important we are all self-aware and make empathy a priority in the way we work together. I'm new to Line Managing and consciously aware that at my last performance review chat we discussed how I was handling conflict and concern for others. It's clear to me that this is a new challenge for me. I certainly want to develop the skills to do this better. As a first line manager I am accountable for my team's performance and that includes their wellbeing. The workshop provides an opportunity to practice being empathetic. This will help with team and individual conversations where the subject is challenging or related to an individual's wellbeing.		
How does this help towards your personal performance objectives and P&PD plan:	Performance objectives – Team Wellbeing Satisfaction Score (currently 71) and need to get this to at least a score of 80. Personal & professional development plan – as assessed at the last review we recognised the need to develop empathy and therefore this aligns with my learning and the business needs.		

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State the benefits you can foresee for your role/team/the organisation?	Direct and positive impact on my team wellbeing score (aiming to improve from a score of 71 to a score of 80 over the next 9 months, this should include an uplift in the score for team communication and an improved score on how we manage conflicts within the team. Longer term impact on the development of my Management and Leadership Skills Longer term ability to build empathy into the way I will need to coach others and help others to be more empathetic which meets the needs of the business.
What are the costs of attending this event? Include the fees that need to be paid out to the Event organiser, travel and other expenses and an estimation of your missed work costs (based on your salary).	£399.00 The Workshop cost is £299 for the day, this includes lunch. The Workshop is being held within walking distance to the office so there are no travel or other expenses. The salary related cost of one day of missed work is estimated to be £100 and that needs to be factored in.
State any loss of revenue or productivity due to your absence: Where relevant to your role, this will be in addition to the costs of attending.	This should be minimal as I expect the team to continue operations as normal.
What plans will be put in place to manage your absence?	I'd arrange the day plan ahead of my absence so that the team are prepared. The Team Supervisor and an appointed person will handle my direct calls (as they would if I had a planned holiday) however, they will be able to reach me in case of emergency.
If you are unable to attend, what could you do instead?	I will continue as now and rely on ad-hoc coaching with my Line Manager. I can lookout for alternative trainings or opportunities.
In your view, do the benefits outweigh the costs?	Yes – considering the value it brings to me in my role and how it aligns with improvements sought by the business, I think this is worthwhile.