Managing Self, Managing Others Application Form - Easy English Version

About the Program and How to Apply

This program is for people who work in Victorian public libraries. It is called "Managing Self, Managing Others" (MSMO). In this program, you will learn how to be a leader and work well with others. It will help you get better at working with people.

The program teaches how to make a team work together. You will learn about yourself, how to handle changes, how to talk and write to people, and how to help others work better.

Program Details:

- Date: March 19, 2024 (Tuesday) to March 22, 2024 (Friday)

- Location: Jasper Hotel, 489 Elizabeth Street, Melbourne, Victoria 3000

Application Dates:

You can apply from September 1, 2023 (Friday) to October 2, 2023 (Monday).

For more information, contact PublicLibraries@slv.vic.gov.au.

Applicant Information:

Please write your:

- First Name

- Last Name

- Job Position

- Library You Work At

- Branch/Division of the Library

- Address

- Phone Number

- Your Email

Your Work and Learning:

Please tell us about your work history, experience in leading people and building teams, and any training you have had (up to 200 words).

- How does the Managing Self, Managing Others program help with your goals in leading people? (up to 100 words)

- What areas do you want to improve in managing people? (up to 100 words)

Benefits of the Program:

- Why should you be chosen? How will you benefit? (up to 100 words)

- How will your library benefit from your participation? (up to 100 words)

- What good things will happen for your team if you join this program? (up to 100 words)

Your Thoughts on Leading People:

- Describe what makes a great people manager. (up to 100 words)

- What are you good at in managing people? (up to 100 words)

- What do you think leaders do in public libraries? (up to 100 words)

Manager's Confirmation:

Please make sure you talk to your manager before applying and have a plan to help you finish the program.

- Have you talked to your manager about this? (Yes/No)

- Manager's First Name

- Manager's Last Name

- Manager's Phone Number

- Manager's Email

- Did your manager send an endorsement form to publiclibraries@slv.vic.gov.au? (Yes/No)