



Institute Nomination

I nominate _____ to participate in

The Management Institute – Session #____, _____ **through** _____
(Please see Management Institute schedules for the dates.)

The Leadership Institute – Session #____, _____ **through** _____
(Please see Leadership Institute schedules for the dates.)

In making this nomination, I understand the recharge basis and agree to

- Support this nominee in his or her efforts to put into practice what is learned, and
- Link these efforts to our Performance Management System.

In accepting this nomination, I agree to

- Attend and participate in at least 90% of the scheduled sessions,
- Incorporate at least one significant learning element into my professional or personal development plan,
- Attend at least one review session approximately three months after the institute to discuss with others our experience in applying “lessons learned.”

Sponsor’s Signature

Participant’s Signature

Date _____

Nomination

- Any manager, group leader and above, may nominate a person to participate.
- Any person who supervises the work of others or any senior technical staff member may seek nomination from his or her manager.

Eligibility

- An individual who has a documented history of exceptional performance,
- A person who has demonstrated a sincere desire to develop his or her leadership skills, and
- Someone whose participation in an institute will benefit the laboratory.

- Please complete both pages and mail or fax this nomination as shown below. -

Nominee Profile

Full Name: _____ Z #: _____

First Name Preferred For Name Tag: _____

Phone: _____ E-mail: _____

Division: _____ Group: _____ Mailstop: _____

Manager: _____ Phone: _____ E-mail: _____

Current Job Title & Responsibilities: _____

How long in your current position? _____

For recharge:

Cost Center: _____ Program Code: _____ Cost Account: _____

* * * * *

Thanks for your enrollment.

Confirmation will be sent to you with specific locations, times, etc.

If you have any questions before your institute begins,
please call us at 667-5247, fax to 667-8625, or e-mail to leadership@lanl.gov.

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2004 Schedules

Management Institute

#16: January 19 – April 14, 2005

Leadership Institute

#20: October 17 – October 22, 2004
(In residence, full time)

#21: January 30 – February 4, 2005
(In residence, full time)

Senior Scientist Institute

(Incorporated into the Leadership Institute)