



SUPERVISOR APPROVAL FORM TO ATTEND PREPARING TO LEAD

Overview of Program

Preparing to Lead is a five month virtual training course designed to provide the essentials in leadership development for emerging leaders. The program consists of five virtual sessions over the course of five months, as well as a two-hour long virtual orientation session. Participants should expect to spend 29 hours in session, in addition to time spent completing pre-work and a team project. Please complete the following information below to provide approval for your direct report to attend this training.

Participant Information

Name:	
Agency:	
Email:	
Phone Number:	

Supervisor Information

Name:	
Title:	
Email:	
Phone Number:	

Supervisor Approval

By signing this form, you provide approval for your employee to attend Preparing to Lead from the Partnership for Public Service. You also agree to ensure that the tuition payment of **\$3,500 per person** will be provided in a timely matter.

Supervisor Signature: _____ Date: _____