Laos Australia Institute

***Supporting Human Resource Development in Laos***

**Women in Leadership/  
Learning Circles for Executive Women**

**30, 31 March & 1 April 2023**

**Application Form**

**A course for Australian Alumni Women**

**Dear Laos Australia Alumni Women,**

You are invited to participate in the **Laos Australia Institute course ‘Women in Leadership** – **Learning Circles for Executive Women’.** The program will commence on Sunday 30 March 2023 with a three-day leadership retreat in Vang Vieng. The program is designed to continue with self-directed Learning Circles which will meet at least once every three months to continue their shared learning experiences.

The program begins with the Women in Leadership Retreat, built on the Effective Leadership Program. The Effective Leadership program is an introduction to a range of models, theories and practices that are critical to leading effectively at a team level. It forms the basis for individuals to begin exploring and further developing their own leadership style grounded in best practice leadership behaviours.

A Learning Circle is an interactive, participatory group that provides members with the opportunity to learn from their own and others’ experiences, test ideas and share ongoing feedback through peer to peer coaching. The goal is to build, share, and express knowledge through a process of open dialogue and deep reflection around issues or problems experienced in the workplace. The structure balances individual ownership with collective responsibility to provide a setting which helps everyone to identify and achieve theirs’ and the group’s objectives.

Importantly, each Learning Circle is self-directed with support available as required. This means that each group will decide on a theme / subject area for their three-monthly meeting and the members will be required to take turns organising how the meeting will be structured and what it will include.

Please see the Course Brochure for more information: <https://bit.ly/WomeninLeadership2023>

**We are seeking applications from Australian Alumni Women from the Government of Laos, Party Organs, Private Sector, and Civil Organisations at the middle management level (emerging leaders)**

**To be considered for entry to this program, applicants will be:**

1. Working at middle management level - this also includes owners and leaders of small or medium sized enterprises;
2. Resident in Laos;
3. Proficient in English and able to demonstrate English level competency to the IELTS 5.5 level
4. Committed to;
   * develop sustainable leadership and management practices
   * contribute to communities of practice of Inclusive Leadership in their local sphere of influence

**As part of the application process, participants must provide information about their:**

* current employment
* highest level of education
* engagement in actively fostering networks with multiple stakeholders
* their commitment to developing sustainable and inclusive leadership and management practices, including contributing to their local sphere of influence
* manager’s commitment to release them from duties to fully engage and participate in this course.

PARTICIPANT SELECTION

Applicants submit their applications by **11:59pm on Sunday 12 March 2023.**

All applications must be completed in English.

The selection committee will review the applications and select successful participants.

The selected participants will be provided with further details of the course and must accept in writing the offer of a place on the course.

We seek a maximum of 30-35 female participants, and strongly encourage persons living with disability, persons from remote or regional areas, ethnic minorities, and women from other marginalised groups to apply.

APPLICATION FORM

**Applicants must complete all the details/sections requested on the form below to be considered for this course. Incomplete applications will not be considered.**

Please email your complete application to [infohrd@laosaustraliainstitute.org](mailto:infohrd@laosaustraliainstitute.org) **11:59pm on Sunday 12 March 2023**. If your files are too large to send in an email, please save them to a file sharing service, such as Dropbox or google Drive and send us a link to the files.

Applications received after the deadline will not be considered.

Please complete all sections in English

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| --- | --- | --- | --- | --- | --- | --- |
| Family name |  | | | | | |
| Given names |  | | | | | |
| Preferred name or Nickname for use on the course |  | | | | | |
| Email |  | | | | | |
| Mobile phone |  | | | | | |
| Date of birth | /  /     dd/mm/yyyy | | | Place of birth (State/province) | |  |
| **Do you identify as having a disability?**  Under Australian law, disability includes physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement, and the presence in the body of disease-causing organisms | | | | Yes  No | | |
| Ethnicity | | Do you identify with a specific ethnic group?  Yes  No  (Optional Response) If YES, which ethnic group? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Current Position title | |  | | | | |
| Current Organisation Name | |  | | | | |
| Current Work Unit | |  | | | | |
| Current Work Location | |  | | | | |
| Date commenced your current Position | | /  / | | | | |
| Current duties and responsibilities  (100 words limit) | |  | | | | |
| Highest level of education completed, and date of completion | |  | Name of Institution where you last graduated | |  | |

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| --- |
| Why do you want to participate in this program? (200-word max) |
|  |
| As a leader what has been one of the biggest challenges you experienced when wanting to bring a change with regards to inclusivity in your workplace (200-words max) |
|  |

## English language details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you done any recent English language studies and/or participation in any overseas forum/seminar/training? | | Yes, Year ……….  No | | | |
| If `**Yes**’, provide describe. | |  | | | |
| Have you taken a recent IELTS, TOEFL or PTE English test? | | Yes  No | | | |
| If `**Yes**’, provide the test results. | | | | | |
| Test name (IELTS, TOEFL or PTE English test) |  | Date test taken | /  / | Overall score |  |
| Reading Score | Writing Score | | Listening Score    Listening Score | | Speaking Score |
| If **‘No’**, or if there is some uncertainty about your English level, you may be asked to participate in an English language check organised by the Laos Australia Institute to confirm you have sufficient competency in English to participate effectively in this course. | | | | | |

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| Recommendation Letter | | | | |
| ***(This part is to be completed by applicant’s direct supervisor who has the authority to release/ confirm the participant can join the program)***  Your signature on this form signifies your agreement to the following:   * to release the applicant from work duties while they attend the initial full three-day training period in Vang Vieng, attendance is compulsory. * to allow time and, if appropriate, provide support for the participants to fully participate in the activities of their Learning Circle. Each learning circle is self-directed with support as required from the LAI. This means that each group will decide on a theme / subject area for their three-monthly meetings and the members will be required to take turns organising how the meeting will be structured and what it will include.   **.** | | | | |
| Name of Organisation | |  | | |
| Name of Authorised Supervisor | |  | | |
| Position title of Authorised Supervisor | |  | | |
| Name of Candidate | |  | | |
| Position title of Candidate | |  | | |
| Supervisor’s statement: What do you hope the Candidate will gain from participation in this program? (Up to 100 words) | | | | |
|  | | | | |
| **Authorised Supervisor signature**  On behalf of the organisation, I, the undersigned, fully understand the commitment being undertaken by the applicant and support their application and agree to their release to undertake all components of the short-term award. | | | | |
| Full name |  | | Signature |  |
| Email |  | | Mobile |  |
| Date | / / | |  | |

## Participant’s authorisation, agreement, declaration, and signature

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| --- | --- | --- |
| **Authorisation**  DFAT must comply with the *Privacy Act 1988* in relation to the personal information you have provided in this form.  Should I be a confirmed participant in this course I consent:  a) to the Australian Government using and disclosing extracts of my application (relating to my academic background and achievements, leadership skills) in promotional material in hardcopy and on the internet. I note that promotional material may include, but is not limited to, media releases and information circulated to DFAT’s offshore posts and Australian education institutions, concerning the short course.  b) to my personal information, including sensitive information as defined in the Privacy Act 1988, being collected, handled, used and disclosed by and exchanged between DFAT and other parties for the purpose of promoting and managing the various activities undertaken by the LAI.  I authorise DFAT to disclose the personal information collected in this form to other Australian Government departments and Australian education institutions for the purpose of promoting and managing the various activities undertaken by the LAI.  **Understanding**  I understand and confirm that:   * DFAT has the right to vary or reverse any decision regarding participation in this short course made on the basis of incorrect or incomplete information * Decisions by DFAT to confirm my selection to participate are final and confidential and no correspondence about outcomes of the selection process will be entered into.   **Declaration of commitment and acknowledgement**  Should I receive a place on this short course I agree to:   * undertake and complete all aspects of the course within the start and end dates indicated in the course brochure * participate, without other accompanying persons (except for approved carers) in the full-time intensive modules in Vang Vieng on the dates indicated in the course brochure * engage actively and foster networks with multiple stakeholders, * facilitate the transfer of learning from the course with colleagues and peers   I declare, in submitting this form, that the information contained in it and provided in connection with it is true and correct.  **I acknowledge that giving false or misleading information is a serious offence under the *Criminal Code Act 1995* of the Commonwealth of Australia.** | | |
| Full Name | **Signature** | **Date** |
|  |  | /  / |



**Questions?**

If you have any questions or require further information, please contact

Viengsam Indavong (Viengsam)

Public Diplomacy and Alumni Engagement Manager, LAI

Email: [viengsam.iIndavong@laosaustraliainstitute.org](mailto:viengsam.iIndavong@laosaustraliainstitute.org)

M: +856 20 5523 1826

OR

Ouphaphone Phomma (Toulie)

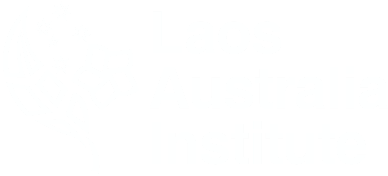
HRD Officer, LAI

Email: [ouphaphone.phomma@laosaustraliainstitute.org](mailto:ouphaphone.phomma@laosaustraliainstitute.org)

M: +856 20 2398 2635

Applications are open now and will close at midnight on Sunday 12 March 2023

Applications can be lodged by following this link: <https://bit.ly/WomeninLeadership2023>





For more information:

**Laos Australia Institute**

p: **(856) 21 265 721**

website: [**www.laosaustraliainstitute.org**](http://www.laosaustraliainstitute.org/)