

**Thank you for your interest in Creating Transformation.**

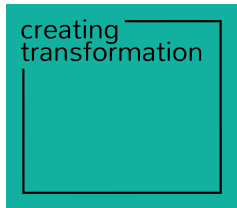
We're committed to making this programme and the process to book a place accessible to everyone. If there is anything you need to support you, please do get in touch.

We're offering 1:1 calls, online information sessions, frequently asked questions, a fact sheet and supporting videos. Do check out all the resources before you decide to book your place to ensure that this programme will actively enable and support you to deliver on your ambitions and intentions.

If you have any further queries about the programme or the application process, please do get in touch. [i.twemlow@peoplemakeitwork.com](mailto:i.twemlow@peoplemakeitwork.com)

**Booking Deadline:** We'd love to receive your booking in September. What is more important to us is that we give organisations, networks, and groups sufficient time to complete their booking, so if you need more time, please do let us know. Please send your completed video or voice recording to: [i.twemlow@peoplemakeitwork.com](mailto:i.twemlow@peoplemakeitwork.com)

We will confirm receipt of your recording within 3 working days.



You've decided to submit a video / voice recording to book your place. We've created some guidelines in case you find them useful.

**In your video we are looking for the following information:**

The name of your organisation / network or partnership

The name of the person submitting the booking

The names of the two people (including their roles) who will be participating in the programme.

The size of your organisation - do you have more or less than 40 employees?

Whether or not you need financial assistance to enable your organisation to access the programme.

The reason why you are applying to the programme - ie what are the challenges, opportunities, or changes you are seeking to address? What is the transformation you want to create? What skills, insights, learning and ideas are you most in need of to create your transformation?

The name and email address of the main point of contact for the application. Who can we get in touch with if we have any questions or queries about the application?

**We recommend:**

Your final submission is no longer than 12 minutes

Checking your sound and wifi stability before you hit record

Finding a time and a space where you can concentrate and avoid being interrupted

Playing back your recording to peers or colleagues to get their feedback on the content and to check you have included all the relevant information.

**We're looking for:**

An outline of the challenge, opportunity or change that you want to create to transform your organisation. Where is it you want to get to? What is getting in the way? What skills, insights, learning or practice are you looking for?

We're only interested in your organisation, your challenge and your appetite for the programme. We're not looking for broadcast quality submissions, presentation skills etc.

You are welcome to spend time on editing, presentations or graphics but it isn't necessary and will not influence our overall decision. Essentially if you want to be on the programme, and the programme suits your needs, you're in!

**You're ready to send your video recording to:**

Please send your recording to [l.twemlow@peoplemakeitwork.com](mailto:l.twemlow@peoplemakeitwork.com) either via email or WeTransfer.

You will receive confirmation that we have received your recording within 3 working days. If you do not receive confirmation from us, please do come back to us to check. We don't want anyone's work or information to be lost due to spam filters or digital gremlins.