



PARTNERSHIP FOR PUBLIC SERVICE

EFFECTIVE GOVERNMENT FOR THE AMERICAN PEOPLE

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 GS levels 7-11. This program will hold one two day in-person session in Washington DC and nine additional webinar sessions virtually throughout the remainder of the year. Participants should expect to take approximately 50 hours to complete the course which includes time spent completing pre-work, attending the live webinars and completing 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. This cost does not include any meal or travel expenses that take place during our first session in Washington DC.

Supervisor Signature: _____ Date: _____