



Center for

# LEADERSHIP EXCELLENCE

*The Cornerstone of Leadership*

## ***Exceptional Assistants' Network Seminar Series***

### **Program Application**

The EAN Seminar Series is designed to enhance administrative skills, broaden understanding of the University's culture, and introduce program participants to a network that focuses on personal development and community service. Applicants must be a full-time University employee serving as an administrative assistant or in a support/service role.

Please **TYPE** your responses in the boxes, print a copy for signatures, and follow directions at the bottom of this page.

<b>Applicant's Full Name:</b>		
<b>Department:</b>	<b>Job Title:</b>	
<b>Phone:</b>	<b>Email:</b>	
<b>Supervisor's Name:</b>	<b>Phone:</b>	<b>Email:</b>

Please check the series of your choice. If enrollment in your preferred series is full, your registration will be moved to the next available series.

<input type="checkbox"/> <b>Spring Series</b>	4/4/2017	4/11/2017	4/18/2017	4/25/2017
<input type="checkbox"/> <b>Fall Series</b>	10/3/2017	10/10/2017	10/17/2017	10/24/2017

<b>Applicant's Signature:</b> I agree to attend the entire series for which I have registered. If I am unable to attend a session, I will notify the program coordinator.	Date:
<b>Manager's Signature:</b> I support the applicant's participation in this program.	Date:

Return completed application to **Tonia Duncan-Rivers** by  
**FAX** (434.243.7786) or **Email** [tdd3v@virginia.edu](mailto:tdd3v@virginia.edu)  
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