

# PROGRAM FOR LEADERSHIP DEVELOPMENT



## SPONSORING STATEMENT

This is a writeable PDF. You may type directly on this form, or print it and complete it by hand. *Please type or print legibly.*

**NOTE: You must use [Acrobat Reader 9.0](#) or higher to complete, save, and send this form electronically.**

NAME OF APPLICANT:

*Last (family)*

*First*

*Middle Initial*

*Prefix (Mr., Ms.)*

*Suffix (Jr., II)*

COMPANY/ORGANIZATION NAME:

SESSION DATE:

This statement should be completed by a senior executive of the organization who is thoroughly familiar with the candidate and can provide a detailed, firsthand appraisal. The candidate's application will not be reviewed until both the application and Sponsoring Statement have been received.

To be eligible for attendance, the candidate must be a full-time employee of the sponsoring company throughout the entire session of the *Program for Leadership Development*, and agrees to return full-time to the sponsoring organization in a managerial role upon completion of the program.

Please have your sponsoring executive complete this Sponsoring Statement. This document may be sent directly from the sponsoring official to the Admissions Committee or, if appropriate, may be sent together with the application.

*In accordance with Harvard University policy, Harvard Business School does not discriminate against any person on the basis of race, color, sex or sexual orientation, gender identity, religion, age, national or ethnic origin, political beliefs, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.*

*Federal or state law may require that all admissions material be shown to a student upon request.*

NAME OF SPONSORING OFFICIAL:

*Last (family)*

*First*

*Middle Initial*

*Prefix (Mr., Ms.)*

*Suffix (Jr., II)*

TITLE OR POSITION:

COMPANY/ORGANIZATION ADDRESS:

*(P.O. boxes accepted outside U.S.)*

*Street*

*City*

*State/Country*

*Zip Code/Postal Code*

COMPANY/ORGANIZATION TELEPHONE:

FAX:

COMPANY/ORGANIZATION WEBSITE:

EMAIL:

## PLEASE RETURN THIS SPONSORING STATEMENT:

**BY MAIL:**

**ADMISSIONS COMMITTEE**

**Program for Leadership Development**

Harvard Business School

Soldiers Field

Boston, MA 02163-9986 U.S.

**BY FAX:**

**ADMISSIONS COMMITTEE**

**Program for Leadership Development**

Fax: +1-617-496-1731

For questions on the status of your submitted sponsoring statement, please call +1-617-495-6226.

**CONFIDENTIAL:** The information you provide below is for use by the Admissions Committee only.

**PLEASE DESCRIBE THE CURRENT RESPONSIBILITIES OF THE APPLICANT WITHIN THE ORGANIZATION.**

**NUMBER OF REPORTING LEVELS ABOVE THE APPLICANT, UP TO AND INCLUDING THE CHIEF EXECUTIVE OFFICER OF THE PARENT COMPANY:** \_\_\_\_\_

*PLEASE PROVIDE AN ORGANIZATIONAL CHART.*

**HOW DOES THE COMPANY IDENTIFY AND EVALUATE "HIGH-POTENTIAL" INDIVIDUALS?**

**WHAT COMPANY PROCESSES OR PROGRAMS ARE IN PLACE TO DEVELOP THESE INDIVIDUALS?**

**HOW MANY OF THESE INDIVIDUALS HAS THE COMPANY IDENTIFIED AT THIS TIME?**

PLEASE DESCRIBE YOUR OBJECTIVES IN NOMINATING THE APPLICANT FOR THE *PROGRAM FOR LEADERSHIP DEVELOPMENT*.

WHAT DISTINGUISHES THE APPLICANT FROM OTHER "HIGH-POTENTIAL" INDIVIDUALS?

WHAT PROSPECTIVE CHANGES ARE PLANNED IN THE APPLICANT'S POSITION AND/OR RESPONSIBILITIES UPON COMPLETION OF THE PROGRAM?

WHAT, IF ANY, LONG-RANGE ORGANIZATIONAL LEADERSHIP OBJECTIVES HAVE BEEN IDENTIFIED FOR THE APPLICANT AT THIS TIME?

HAVE YOU DISCUSSED THESE OBJECTIVES WITH THE APPLICANT?     YES     NO

HOW WOULD YOU EVALUATE THE APPLICANT'S STRENGTHS, AS WELL AS AREAS FOR DEVELOPMENT? CONSIDER SUCH FACTORS AS KNOWLEDGE OF FINANCE, HUMAN RELATIONS, MARKETING, AND LEADERSHIP.

HOME-BASED MODULES I AND III OF THE *PROGRAM FOR LEADERSHIP DEVELOPMENT* REQUIRE AN AVERAGE COMMITMENT OF FOUR TO SIX HOURS PER WEEK. IS THE COMPANY WILLING TO SUPPORT THIS TIME COMMITMENT DURING THE COURSE OF THE PROGRAM?     YES     NO

## LANGUAGE PROFICIENCY

Proficiency in spoken and written English is essential for active participation in the fast-moving classes and small group discussions. If English is the applicant's second language, or if he or she has less than one year's experience working in an English-speaking environment, please provide a brief statement documenting his or her proficiency. *(The Admissions Committee also may request an interview.)*

### PLEASE NOTE:

- It is understood that participants will be completely free of official duties while members of the program, and that they will not be asked to be absent from the program except for emergencies.
- The candidate's application will not be reviewed until both the application and Sponsoring Statement have been received.
- Payment is due within 30 days of the invoice date. Cancellations or deferrals must be submitted in writing more than 30 days before the program start date to receive a full refund. Due to program demand and the volume of preprogram preparation, cancellations or deferrals received 14 to 30 days before the program start date are subject to a fee of one-half of the program fee. Requests received within 14 days of the program start date are subject to full payment of the program fee.

*Upon acceptance, payment is required prior to the program start date.*

SIGNATURE OF SPONSORING OFFICIAL: \_\_\_\_\_

DATE: \_\_\_\_\_

I certify that all the information and accompanying material provided in connection with this application are authentic and accurate.