



Application for Life and Career Planning Programme

Please submit your binding application by email to
Jennie Reponen, HR coordinator HR department, email: reponen@kth.se

Date: _____

Name: _____ Social security number: _____

Position: _____ Date of employment: _____

School: _____ Department: _____

Describe
Why do you want to take part in the Life and Career Planning programme?



Annex to application for Life and Career Planning

This annex must be attached to the application to Life and career planning programme.

Programme structure

The immediate manager of the applicant must sign the annex because the manager must be aware that the employee will complete the scheduled part of the programme during working hours.

The programme is free of charge as it is funded by the labour market partners. However, the manager may be charged a fee if the employee repeatedly fails to attend the programme without giving a reasonable reason.

When completing the Life and Career Planning, the participant are to present an action plan established between the employee, the immediate line manager and the coach. At this meeting, the employee presents what she/he has decided on and this action plan should be regarded as a basis for discussion during the planning session.

A follow-up meeting is also planned between the employee and the manager. The action plan may, naturally, also be used as a basis for future planning dialogues.

It is of great value when the manager are engaged and interested in the action plan.

If you as the applicant's line manager have any questions or concerns regarding the programme or the action plan, please contact, HR coordinator, Jennie Reponen, phone 08-790 7791, email: reponen@kth.se

Applicant's name: _____

Line manager's signature: _____

Email to line manager: _____

Printed name: _____