

## Leadership & Management Process

- Referral to Northumberland Business Service Ltd (NBSL) inbox – [l&mreferral@n-bs.org](mailto:l&mreferral@n-bs.org) from various lead sources ie Skills Broker / Provider / direct from Employer
- Eligibility check carried out by NBSL Funding Team
- Eligible organisations referred to Leadership & Management Specialist Adviser (LMSA) who contact them to arranged to visit the organisation to carry out the diagnostic/assessment
- LMSA produces Personal Development Plan (PDP) for each participant
- LMSA discusses the outcomes of the Assessment/PDP with the individuals detailing relevant provision on a Development Cost Proposal – this information allows the organisation to make an informed choice
- LMSA submits paperwork to NBSL Funding Team who then raise a contract for the grant

### Note: 2 funding streams

for CORE Programme NBSL contract with the organisation – organisation can claim contracted amount on proof of payment to the training provider once the development has started

for ESF Programme NBSL contract with the chosen provider – provider claims payment on proof of completion ie certificate plus evidence of 50% organisation contribution where the full £1,000 is being claimed