

Annex D. Request for Participation Letter

Date

The Chief Executive Officer

RE: PHARMACEUTICAL LEADERSHIP DEVELOPMENT PROGRAMME

Dear Chief Executive Officer,

Since 2000, MSH has carried out face-to-face and web-based programmes in 49 developing countries to build the leadership and management capacities of health managers and strengthen the management systems required to deliver quality health services in a sustainable fashion.

The Pharmaceutical Leadership Development Programme (PLDP) uses a structured process in which health managers and their teams learn to apply leading and managing practices to address the primary challenges they face in their facilities while receiving feedback and support from the programme facilitators. Together team members create a shared vision, select their desired results and decide how they will work to achieve the stated results.

The manager / supervisor / CEO's role is to support the team in making a commitment to the results and to provide the direction to make the needed changes. The PLDP integrates leadership and management principles with technical pharmaceutical knowledge. Participants acquire new skills for leading and managing, as well as learning the importance of self-reflection. They work in teams to apply knowledge gained to address challenges in the workplace.

The PLDP will run over a period of approximately six to seven months. It is structured into five workshops with the first four workshops taking place over three days and the fifth workshop over two days. The teaching blocks will be interspersed with a period of approximately four to five weeks of workplace application of principles learnt. At the end of the course, participants present their results to senior managers and other key stakeholders.

During the period when the participants are away from the classroom, there will be coaching visits. In these visits, facilitators meet with the participants to provide mentoring and support in addressing challenges in the workplace.

Please note that the cost of training materials as well as the lunch during the course will be provided for by SIAPS. If necessary, the cost of accommodation (dinner, bed and breakfast) for participants who reside more than 60 km away from the venue may be covered by SIAPS. The province is request to assist participants with transport to and from the venue/s used for workshops and coaching visits.

Thank you for affording your team member an opportunity to participate in the PLDP.

Should you have any queries on the programme, please do not hesitate to contact --- on ---.

Yours sincerely

Representative

Permission from CEO or Facility Manager

Permission is hereby granted for _____, from _____ (facility name), to attend all workshops and coaching visits during the Pharmaceutical Leadership Development Programme (PLDP), which will be held in the province.

Name

Facility

Signature

Date