

## Crossing Thresholds – Frequently Asked Questions

### **Who is the programme for?**

People who want the time, space and support to explore the next steps in their career, who are ready to give and receive feedback, be challenged and stimulated to think for themselves, and take whatever action is needed to achieve their career goals.

### **Is it only for women who want to be promoted within the civil service?**

We support the civil service's aim to increase the gender balance at management levels, however there will be no pressure on any individual participant to go for promotion. The course enables each participant to honestly examine her unique career aspirations. For some this will mean going for promotion, for some it might lead to a lateral move to a different area, and for others it might mean leaving the civil service to seek work elsewhere.

### **Will my performance on the course be assessed?**

The course offers tools for career development and self-discovery, and there are no assessments as part of the course. We encourage participants to manage their own progress towards their goals using support from their mentors and peer groups. There will be no accreditation given at the end of the course.

### **How will I be paired with a mentor?**

As soon as you activate your Crossing Thresholds Personal Page (by clicking the link in your Welcome email) you will be able to see a list of available mentors, and immediately after Module 1 you will be able to send a request email to the person you want to ask to be your mentor. We do our best to keep the list of mentors up to date, however mentor circumstances can change at short notice so your request might be declined or timeout – in which case you will be prompted to approach someone else.

### **Will I need to devote extra time to the programme in addition to the two days for each module?**

You will need to allow time for monthly 1-hour mentoring sessions with your mentor, and for peer group meetings (for example if you need to meet between modules to organise your Hot Topic learning event). You might also need to negotiate extra time with your line manager for work shadowing and spot mentoring if you decide to pursue these in support of your career goals.

### **Is job shadowing part of the training?**

There are no specific shadowing days and we suggest that you negotiate with your line manager to undertake shadowing sessions to the extent that it supports your career goals/strategy.

### **I am on temporary promotion - can I enrol on the programme for that grade?**

The programmes are geared up to women who are substantive at the relevant grades. We would advise you to enrol on the programme that reflects your substantive grade.

### **What happens if I am unable to attend one of the modules?**

Attendance at both days of Module 1 is required in order to benefit from the remainder of the programme. If you miss one of the later sessions we would advise you to have a catch up with your Peer Group as soon as possible after the module. You cannot join another



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cohort to catch up on a missed module. All module resources are available on the Thresholds website, and you will be sent a link to this after Module 1.

## **What are the start and finish times for the modules?**

Gather at 9.15am for a prompt 9.30am start for each of the facilitated days (both days of Module 1 and Day 1 of Modules 2-5). 4.30pm finish for the facilitated days of all modules except Module 3 which finishes at 5.00pm.

## **Is there any pre-course learning?**

There is no prescribed pre-course learning. Prior to Module 1 please take some time to reflect on the things that are most important to you in your career/working life.

## **Are refreshments and lunch provided on the facilitated days?**

Refreshments and lunch are not provided. The lunch break is 45 minutes, which should give you enough time to purchase food locally.

## **When will I receive joining instructions?**

Joining instructions are sent out by CSL in advance of the programme, and also by Crossing Thresholds in advance of each module. Please therefore ensure that your contact details are always up to date.

## **Where will the modules be held?**

Details of the venue (including a map) will be provided on your Crossing Thresholds Personal Page as soon as we have been informed about it.

## **Are rooms provided for the self-directed days of Modules 2 to 5?**

Rooms are not provided for the self-directed days. Peer Groups decide where they want to meet, whether in an external venue or in one of their organisation's meeting rooms.

## **I would like to book accommodation close to the venue. Can you advise me on this?**

We are unable to advise or book accommodation - please book your own as required.

## **I am trying to enrol via the CSL Portal and it is asking me for a PO number. What is this?**

A PO number is the purchase order number required as payment to book your place on the course.

## **Can I cancel my place before Module 1?**

Please contact the CSL Helpdesk.

## **Can I transfer from one programme to another before Module 1?**

Please contact the CSL Helpdesk.