**Host welcomes work shadow, runs through aims and objectives and how the organisation will endeavour to meet them**

**Both the work shadow and host complete evaluation forms and submit to:** **Workforce.Shadowing@bedford.gov.uk**

**Workforce Shadowing contacts host organisation to agree or refuse work shadow request**

**Workforce Shadowing works with the two organisations to confirm start date, length, aims, objectives**

**Expression of interest to line manager via application form**

**Host organisation assigns someone to act as host to meet and greet the work shadow**

**Line Manager sends application to**

**Workforce.Shadowing@bedford.gov.uk**

**Line Manager approves/rejects application**