Participant Information Sheet

Research Title: Developing Leaders in the Workplace: An Empirical Study of Line Managers' Wants and Needs from Leadership Development Programmes.

Researcher: Maria Loumpourdi, Doctoral Researcher at the University of Glasgow, 2427664l@student.gla.ac.uk

You are being invited to take part in a research study. Before you decide to take part, it is important to understand why the research is being conducted and what it will involve. Please read the following information carefully and discuss it with others if you wish. Ask the researcher if there is anything that is not clear or if you would like more information. Take some time to decide whether or not you wish to take part.

Thank you for reading this.

What is the purpose of the research?

The purpose of the proposed study is to explore line managers' wants and needs from leadership development programmes and their perceptions of how these wants and needs could be met. More specifically, this study will seek to explore the following research question: 'What do line managers want and need from leadership development programmes and how could their wants and needs be met?'.

Why have I been chosen?

You have been chosen to participate in this study because you are a line manager who has: a) direct managerial responsibility for other employees in large (over 2,000 employees) international companies, b) at least two years of managerial experience, and c) experience of participating in in-house (offered by their current or previous companies) leadership development programmes.

What does participation in this research entail?

Participation in this study will entail a one-to-one online interview for approximately one hour to explore your wants and needs from leadership development programmes and your perceptions of how these wants and needs could be met. The interview will be organised based on your availability. The interview duration will only be extended if you give your permission. However, the maximum duration of this interview will not exceed 75 minutes in total. The interview will be conducted using Teams or Zoom based on your preference. The interview will be audio/video-recorded if you give your permission for me to do so. A limited number of generic questions will form the skeleton of this semi-structured interview. This set of questions will be shared with you at least one week prior to the scheduled interview to give you time to reflect. Additional probing and follow-up questions might be asked to ensure accuracy in the unpacking of meaning as well as in the interpretation of data.

Do I have to take part?

It is entirely up to you to decide whether or not to take part in this research. If you decide to take part, you are still free to withdraw at any time and without giving a reason. If you choose to withdraw, your data will not be included in the research project unless you give permission for this to happen.

Will my participation in this study be kept confidential?

Confidentiality will be respected unless there are compelling and legitimate reasons for this to be breached. If this was the case, the researcher would inform you of any decisions that might limit your confidentiality. However,

confidentiality may be impossible to be guaranteed due to the small sample size. To preserve your confidentiality, any personal information shared during the interview will be de-identified from the research data through pseudonymisation. Your name, age, gender, or any other information that could direct or indirectly identify you will not be disclosed. Direct quotes that include personal details that could be linked back to you will not be used. Information that could identify specific individuals, institutions, organisations, or situations related to your professional practice will either not be used or will be de-identified. Moreover, the interview recordings (audio/video) will be encrypted as soon as it is reasonably possible and be transcribed by the researcher without the involvement of any other individual or third-party entity. Any additional personal information revealed during the interviews, including, but not limited to, job titles, company names, length of service, geographical location will be masked in the transcripts.

Only basic personal data, such as name and contact details (email address and potentially phone number) will be collected to schedule interviews and follow up on the provided data. The collected personal data will not be kept for longer than it is needed for the purposes of this project. Data classified by the General Data Protection Regulation (GDPR) as high risk or sensitive will not be collected, recorded, and/or stored. No confidential data will be recorded to a cloud server outside the European Union and all recordings will be saved locally to be compliant with the General Data Protection Regulation (GDPR). You will also have the right to request access to, copies of, and rectification or erasure of your personal data as well as to object to the processing of such data.

The research data, including the interview recordings and original transcripts, will be stored separately in the researcher's OneDrive account provided by the University of Glasgow, which requires multi-factor authentication, and which will only be accessed through personal password-protected devices. If you prefer the interview to be conducted via Zoom, the researcher will not use the application as this stores data in the Cloud. Instead, the researcher will use the PC/Mac version.

How will the research data be used?
The data will be used to explore emerging themes concerning the research question. The results of this study will be included in the researcher's doctoral dissertation for the fulfilment of the assessment requirements for the Doctor of Education degree at the University of Glasgow. A summary of the results of the project could be made available to you on request following its conclusion.

The collected personal data will be deleted/destroyed once the de-identification process has been completed. Audio/video recordings will be retained on the University of Glasgow Zoom Client until downloaded and encrypted. The data will then be deleted. Paper documents that will be used through the transcription and analysis stages will be shredded and placed in confidential waste by September 2024. All other data will be stored on the University of Glasgow One Drive and transferred to the Enlighten: Research Data storage. The research data will be retained for 10 years after the completion of the research project in line with the University of Glasgow Research guidelines.

If this study leads to the production of conference papers, journals and/or any future publications (print and/or online), your data will remain de-identified through the use of pseudonyms. Direct quotes will only be used with your permission, and these quotes will be anonymised.

Who is organising and funding the research?
This research is being organised by the researcher. There is no funding for this research.

Who has reviewed the study?
This project has been considered and approved by the College Research Ethics Committee. To pursue any complaint about the conduct of the research, contact the College of Social Sciences Lead for Ethical Review, Dr Benjamin Franks: socsci-ethics-lead@glasgow.ac.uk.

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_____End of Participant Information Sheet_____