

**2018 Workplace Learning & Performance Leadership Award**

**Nomination and Application Form**

**Sponsored by:** ATD Greater Cleveland Chapter

Cleveland State University

The Rotary Club of Cleveland

**Award Objective:**

ATD Greater Cleveland’s Workplace Learning & Performance Leadership Award recognizes a Northeast Ohio organization that demonstrates outstanding leadership in organizational learning, employee development and performance.

**Award Scope:**

**Nominated practices** may range from a single, narrowly-focused activity to a multifaceted, multidisciplinary initiative, so long as the results can be clearly linked to advancing the organization's goals.

Examples of nominated practices are electronic learning technologies, a corporate university, a performance improvement intervention, a change initiative, a leadership curriculum, a virtual university, customer training or a technical training course.

**Nominated practices must show innovative practices and business results or outcomes.**

**Award Eligibility:**

* Nominated organizations and persons are **not** required to be members of ATD.
* The organization / division being nominated can be any profit, non-profit or government agency and must have a location in the Northeastern Ohio region where the best practice has been implemented.
* All applications (**not** nominations) must be completed by at least one individual who is with the organization in which the practice is used.
* All nominated practices must have been designed and substantially produced by the individual or organization submitting an application (with minimal use of vendors/consultants).
* For the finalists **only**, nominated practices must be seen by the Award Committee (This is done during an onsite visit).
* The winning organization agrees to host and lead a monthly two-hour ATD meeting (within six months of winning the Award) to share their best practices.

The winning organization agrees to have a representative present to accept their award at the Business Leadership Award Luncheon in May 2017

**Award Process:**

|  |  |  |
| --- | --- | --- |
| **Step:** | **Activity** | **Deadline** |
| 1. Nominations
 | * Submit nomination by completing Questions 1- 2 (See Page 3).
* Email Award Nomination information to **director@atdgreatercleveland.org**
 | End of day, Monday, March 5, 2018 |
| 1. Applications solicited
 | * Applicants will be **selected** from the nominations and asked to complete the remainder of the Application Form (Questions 3-7) to demonstrate their interest in being considered for this award.
 | Wednesday, March 7, 2018 |
| 1. Applications Due
 | * Deadline to submit application and supporting documents to **director@atdgreatercleveland.org**
 | Wednesday, March 21, 2018. |
| 1. Finalist
 | * Finalists will be selected based on the review of applications
* Site visits will be conducted
 | March 26-April 5, 2018 |
| 1. Award Winner
 | * The award winner will be selected and recognized at the Annual Business Leadership Award luncheon on May 17, 2018.
 | April 9, 2108 – Candidates notified |

* If you have any questions, contact Lori Klepfer at 440-477-6243.
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*(Type responses directly into this form)*

# **Award Nomination (Questions 1 and 2 only)**

1. Complete the Organization and Nominator information below:

|  |  |  |  |
| --- | --- | --- | --- |
| Organization’s Name:  |  | Nominator’s Name:  |  |
| Organization’s Address: |  | Nominator’s Title: |  |
| City, State, Zip Code:  |  | Nominator’s Organization:  |  |
| Contact in Organization: |  | Nominator Telephone No.:  |  |
| Contact Telephone No.:  |  | Nominator Facsimile No.: |  |
| Contact E-mail Address: |  | Nominator E-mail Address:  |  |

1. Provide a **one-page** **Summary** of your nominated practice. Describe what it is, who does it affect, why was it done, and when was it done. Briefly describe the **business results** and the **innovative aspects**. Email this form to Lori Klepfer at director@atdgreatercleveland.org. Deadline: End of day, March 5, 2018..

# **Application Form (Questions 3 to 7) Complete only if selected as a finalist**

**Please include any and all collateral materials (such as participant manuals, Leader Guides, CDs, etc.)** that will help the Award Committee understand your submission. If you do not have certain requested information, state “not available”. Do not let occasional unavailable information keep you from competing for this Award. As you provide the information requested, please attach additional pages as necessary. ***Note:*** *We recognize that your application contains proprietary material. Your materials will not be duplicated. They will be used only for evaluation purposes. All collateral materials will be returned to your organization or deleted once the review is complete.*

**Submit completed Application and all documents to:** director@atdgreatercleveland.org

1. Describe in detail the **organizational results** achieved by your nominated practice:
* Describe the results (both business results such as return on investment and human success factors such as improved performance and increased personal or professional growth).
* Describe how your results are measured.
* Describe the impact of achieved results on the business.
1. Describe the **innovative and creative** (WOW factor, what is unique or cutting edge) features of your nominated practice.
2. Describe how your nominated practice is **strategically aligned** (to organizational goals and human resource processes / systems).
3. Describe the **systematic methods** used to produce and implement your nominated practice from analysis to implementation.
* Needs Identification (how were they defined and how are needs filled),
* Process of Design / Development (methods used), and
* Process of Implementation (methods used).
1. **Attach** additional comments / materials (as applicable)