



## LEARNING & PERFORMANCE PROFESSIONAL OF THE YEAR Program Description & Requirements



- Have you made significant contributions to workplace learning and performance within your organization, a client's organization, or your community?
- Have you implemented effective and innovative workplace learning and performance programs and projects within your organization or a client's organization?
- Have you made significant contributions to the effectiveness and goals of the Central Florida Chapter of ASTD?

**YES, YES, AND YES? GREAT! THEN WE'D LIKE TO RECOGNIZE AND HONOR YOU OR SOMEONE YOU NOMINATE!**

### WHAT'S IN IT FOR YOU!

- Increased self-esteem because of nomination and possible receipt of an award;
- Opportunity to showcase your talents and accomplishments to CFC-ASTD members, guests, organization and the community;
- Increase credibility for your talents, knowledge, and skills in the T&D professional community
- Enhanced marketability by highlighting this honor on your resume, curriculum vitae (CV), and showcase it on the wall of your office or home.
- Be invited to serve on the Awards Panel for evaluating nominee selections.

**The Learning & Performance Professional of the Year Award** will be given to one internal or external Learning and Performance practitioner who has distinguished him/herself by attaining significant professional achievements and/or made measureable documented contributions to his/her organization or a client's organization during the award year.

#### **ELIGIBILITY** - Nominees for this award:

- Must be actively engaged in the Learning and Performance profession as an internal or external practitioner.
- Must be a member in good standing of the Central Florida Chapter at the time of their nomination and presentation of the award.
- May be nominated by a Central Florida Chapter member in good standing or they may self-nominate.
- May be an officer or active member of the Central Florida Chapter Board of Directors at the time of their nomination and receipt of the award.

- May be a Chairperson or active committee member for the Central Florida Chapter at the time of their nomination and receipt of the award.
- Must present documentation of the assessment, design, development, delivery and evaluation of a learning and performance/training program(s) or learning and development-related project during the past twelve months, as an internal or external learning and performance professional.

### ***SUBMISSION DEADLINE***

A completed nomination form must be received and nominees must complete and submit the following documentation to the chapter VP of Professional Development no later than midnight on September 15. All documentation should be submitted by email or via U.S. Mail to: [professionaldev@cfc-astd.org](mailto:professionaldev@cfc-astd.org) or mail to: CFC-ASTD - Attn: VP of Professional Development, PO Box 195779, Orlando, Florida 32719. Please direct all questions about the award to the VP of Professional Development.

### ***SUBMISSION NOTIFICATION***

Acknowledgement of receipt of a submission package will be sent out immediately upon verification that all required documentation has been received. Nominees will receive notification of the award decisions regarding their entries on or before the end of the first week of November. This date may be changed by the awards panel in subsequent years based on actual Awards Ceremony date. It is possible that the recognition will not be awarded in a given year if no eligible nominations are received.

### ***CRITERIA***

All nominees must provide a completed nomination form and the specific documentation and information defined below as well as that outlined in the Submission Package for this award. See Submission Package for specific information required.

#### **Nominees for this award must:**

Prepare and submit a detailed synopsis of how they have demonstrated professional excellence through use of creative and innovative development of new ideas and programs or by the highly effective utilization of well-regarded principles in the learning and performance area. Specific achievements may be related to a learning and development-related program, project or ongoing activity within their organization or that of a client company.

#### **Specific points to be addressed in the synopsis should include at least:**

- Specific departmental or organizational goal that created a need for the program or project.
- How their role in a needs assessment process led to the identification and creation of a learning and performance initiative that addressed an identified departmental or organizational goal.

- Describe how they included the latest learning and performance theories, research and concepts of adult learning into a specific face-to-face or electronic learning and performance program/project during the current year.
- Show examples of creativity, innovation and competence in the materials and aids used to facilitate knowledge in the program they developed.
- Explain how they incorporated cutting-edge and creative approaches in the delivery of key information or concepts and how they facilitated the active exchange of ideas among participants.
- Illustrate examples of methods used to evaluate how learners gained, retained, and used what they experienced during the learning event that the nominee was instrumental in creating and delivering.
- Results attained through the implementation of the learning and performance initiative described in the award submission.

**Attachments to support the narrative submitted include:**

- A 30-60 minute section of the leader guide or lesson plan, a participant guide, or printed copy of slides
- Evaluation forms, questionnaires, list of questions used in focus groups or other evaluation related documentation used for the project.
- Testament from a Director level or above in the nominee's organization validating the specific impact that this project/program had on departmental or organizational goal attainment.

***AWARD PRESENTATION***

The selected recipient of the *Central Florida Chapter of ASTD Learning and Performance Professional of the Year Award* will be recognized during an awards ceremony at the annual November/December chapter meeting. In addition to the award, recipients will receive a certificate (suitable for framing) signed by the current Chapter President.



## LEARNING & PERFORMANCE PROFESSIONAL OF THE YEAR Submission Package

Nominees for the *Central Florida Chapter of ASTD Learning and Performance Professional of the Year Award* must submit the following support documentation, in addition to the information stipulated in the *Criteria* of the *Criteria/Guidelines* document for this award, to the CFC-ASTD VP of Professional Development by midnight on September 15. Submission packets will not be returned and will only be used for consideration of the award.

- Completed award Nomination Form (see Attachment 1 – Learning and Performance Professional of the Year Nomination Form)
- One page biography highlighting individual professional highlights.
- Detailed Curriculum Vitae (CV).
- A letter from the nominee or nominator stating why the candidate is deserving of the award.
- Reference letters from at least two people within the nominee's organization or client organization attesting to nominee's credentials, experience, and eligibility for the award. One of these people must be the nominee's direct supervisor.

### EVALUATION OF NOMINEE SUBMISSIONS

A distinguished panel of 7 individuals has been formed as an Awards Panel to evaluate submissions and make a selection for each award. To guarantee knowledge of the Chapter and the Learning and Performance Profession, at least 4 of the panel members are CFC-ASTD members while remaining members may be learning and performance professionals from outside the Chapter.

Potential panel members can include Past Chapter Presidents, chapter members in good standing, or any prominent local professional associated with the learning and performance profession or education program related to the profession. Additionally, in subsequent years, the recipient of the Professional of the Year Award may be invited to join the panel as a rotating seventh member as a way to further recognize him or her and to actively engage them in the awards process. By opening the committee to outside educators or professionals, the chapter's goal is to further promote the awards program and raise awareness about the chapter and its activities.

Panel members may not nominate their own organization or a client organization. The Awards Panel will receive all submissions no later than September 15 and will meet face-to-face or through any technological means to discuss the credentials and worthiness of each nomination. They will determine if an eligible candidate exists and recommend appropriate award distribution to the CFC-ASTD Board through the VP of Professional Development.

To avoid the name of the selected organization or individual winners from being divulged in advance, panel members are asked to sign a non-disclosure form upon joining the committee. Awards Panel members cannot be related to, or be a significant other, of an individual award nominee for the *Learning and Performance Professional of the Year Award* nor may they nominate a candidate for the award. In instances of potential conflict of interest, such a panel member will not vote on selection of a candidate.

## Learning and Performance Professional of the Year Nomination Form

<b>Nominee Name</b>	
<b>Nominee Title</b>	
<b>Number of Years in Learning and Performance Profession</b>	
<b>CFC-ASTD Member/Year Joined</b>	(Circle one)      Yes                      No
<b>ASTD National Member/Year Joined</b>	(Circle one)      Yes                      No
<b>Telephone Number</b>	
<b>Primary Email Address</b>	
<b>Secondary Email Address</b>	
<b>Organization</b>	
<b>Mailing Address (Street)</b>	
<b>Mailing Address (PO Box)</b>	
<b>City/State/Zip</b>	
<b>Name and Title of Nominating Person</b>	
<b>Nominator Organization</b>	
<b>Mailing Address (Street)</b>	
<b>Mailing Address (PO Box)</b>	
<b>City/State/Zip</b>	
<b>CFC-ASTD Member</b>	(Circle one)      Yes                      No
<b>Nominator Phone Number</b>	
<b>Nominator Email Address</b>	