



LEARNING & PERFORMANCE EXCELLENCE AWARD

Program Description & Requirements



- Has your organization made significant contributions to workplace learning and performance or a client's workplace?
- Has your organization demonstrated a commitment to improving employee or client performance to achieve bottom-line success?
- Does your organization offer and implement programs that lead to enhanced learning and performance across the organization or a client's organization?

YES, YES, AND YES? GREAT! THEN WE'D LIKE TO RECOGNIZE AND HONOR YOUR ORGANIZATION OR AN ORGANIZATION YOU NOMINATE!

WHAT'S IN IT FOR THE NOMINATED ORGANIZATION!

- Assess the effectiveness of their learning and performance department during the submission process;
- Get valuable feedback on submitted learning and performance initiatives from a team of seasoned learning and performance professionals who evaluate their submission package;
- Gain public recognition for members of their internal learning and performance staff and the organization;
- Receive the recognition they deserve from their learning and performance colleagues for a job well done;
- Demonstrate organizational competence in the area of learning and performance to employees, the community and competing organizations.

The Learning & Performance Excellence Award recognizes organizations that demonstrate a commitment to improving employee performance and enhancing learning across the organization through documented initiatives. Awards may be given for organizations in different categories based on number of employees.

ELIGIBILITY – Requirements are as follows:

- Nominations must be made by a CFC-ASTD member.
- Any organization in the Central Florida area can be nominated for the *Central Florida Chapter of ASTD Learning and Performance Excellence Award*.
- Must not have previously received the award within the past five years.

- Awards may be given to qualified organizations for each the following categories:
 - Small (less than 100 employees in the Central Florida area)
 - Medium (less than 500 employees in the Central Florida area)
 - Large (500 employees or more in the Central Florida area)

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 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:

- Show how the organization has championed learning and performance initiatives across the organization.
- Submit documentation showing specific examples of how the organization demonstrates excellence and commitment to learning and performance throughout the year (see Submission Package for this award).
- Provide a detailed description and submit documents for all of the six evaluation categories explained below by showing accomplishments and improvements across the organization in each category during the past year.

Evaluation categories:

1. Strategic alignment of training programs to organizational goals

Address at least the following factors:

- Explain how training programs are aligned with business needs.

- Define how needs assessments are performed. (Please attach samples, if possible. See section four for details.)
- Identify steps you take to meet the unique needs of different areas of the organization.
- Describe learning innovations that have been implemented this year.

2. Organizational Commitment to Learning and Performance

Address at least the following factors:

- Describe how training is part of the business mission, vision, values and strategic plan.
- Describe the commitment of the department and the organization to professional learning and development organizations (such as ASTD, ISPI, SHRM, etc.).
- Describe your training department members' involvement in community organizations.
- Describe the organization's management team's role in the company's training programs.
- Identify the tuition reimbursement guidelines and percentage of employees accessing this benefit.

3. Creation and maintenance of a professional learning and performance environment

Address at least the following factors:

- Describe the training facility. (Accessible, learning-friendly, neat, adequate supplies and equipment, etc.)
- Tell us about your leader's guides, participant materials and other learning aids. (Attach 30-60 minute section samples of your leader's guides, participant materials, etc. See section four for details.)
- Delineate the process of developing leader's guides, participant materials, etc.
- Outline the training methods and techniques used in the classroom.
- Describe the use of celebration/recognition activities to reward and reinforce participants' training efforts.

4. Mechanisms in place for learning and performance staff development

Address at least the following factors:

- If and when you use instructor-led training, identify the trainer to employee ratio.
- Describe what learning and development opportunities were made available to trainers.
- Describe how the organization ensures a trainer is qualified to teach their assigned classes.
- Describe the process used to internally assess and continuously improve trainer effectiveness.

5. Performance measurement and improvement initiatives

Address at least the following factors:

- Describe how you evaluate your training effectiveness. (Attach samples as appropriate. See section four for details.)

- Level 1: Did they like it? (Participant satisfaction level)
 - Level 2: Did they understand it? (Pre- and post-tests)
 - Level 3: Did they use it? (Assess 90 days after training)
 - Level 4: What is the bottom line impact? (Cost/benefit analysis)
- Describe the process you use to analyze the above evaluation approaches and steps you take to make appropriate changes.
 - Identify the method (or methods) used to track progress toward alignment of training programs and organizational goals. Describe how often you measure progress to plan.
 - Describe the techniques used to ensure learning is applied back on the job.

6. Overall excellence in learning and performance operations

Address at least the following factors:

- Two examples when training was able to quickly meet the changing needs of the organization
- Creativity in approach to marketing and delivery of training programs
- Percent of workforce that is trained annually
- Average number of hours of training per employee during last year
- Percent of total payroll invested in training

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. Recipients will receive a standardized engraved plaque with their organization's name and the designation of *Central Florida Chapter of ASTD Learning and Performance Excellence Award*. In addition to the award, Recipients will receive a certificate (suitable for framing) signed by the current Chapter President.



LEARNING & PERFORMANCE EXCELLENCE AWARD Submission Package

Nominees for the *Central Florida Chapter of ASTD Learning and Performance Excellence Award* must submit support documentation, in addition to the information stipulated in the *Criteria* section of the *Criteria/Guidelines* document for this award, to the CFC-ASTD VP of Professional Development by midnight on September 15.

This documentation might include any or all of the following types:

- Organizational Information Form (see Attachment 1 – Learning and Performance Excellence Award Nomination Form). This provides pertinent information about the organization and contact information of representatives coordinating submission of this award submission.
- **Organizational Mission, Vision and Values Statements, if any.** Provide a copy of any of these that are currently in place.
- **Learning and Performance Department mission, vision and/or value statement.** If one exists,
- **Learning and Performance Department Organizational Chart.** This item should show how the learning and performance/training department is organized.
- **Organizational Chart.** This should indicate how the learning and performance/training department fits into the overall organizational hierarchy.
- **Learning and Performance Course Offerings.** Provide a list or catalog of your learning event offerings and a calendar of the dates they were delivered.
- **Assessments.** Provide the following sample assessments, if applicable.
 - Needs assessments.** If a formalized form is not used to evaluate learning and performance sessions, describe the process you use to determine training needs of the organization.
 - Session evaluations.** This should include samples of evaluations given at the end of a learning session or program and used to evaluate the effectiveness of the event.

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. This ensures fairness and equality into the evaluation process. 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 Excellence 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 be asked to sign a non-disclosure form upon joining the committee. Awards Panel members cannot currently or formerly have been employed either internally or externally by an organization nominated for the Learning and Performance Excellence Aware nor may they nominate a candidate for the award. If instances of potential conflict of interest exist, such a panel member will not vote on selection of a candidate.

Learning and Performance Excellence Award Nomination Form			
Nominated Organization			
Industry			
Name of Department Providing Learning & Performance Services			
Number of Full/Part-time/Contract Learning & Performance Staff Members	Full-time	Part-Time	Contract
Types of Training Formats Used (e.g. Classroom/eLearning)			
Size (Number of Full/Part-time/Contract Employees)	Full-time	Part-Time	Contract
Primary Products/Services Organization Provides			
Primary Contact Name For Submission			
Title			
Telephone Number			
Mailing Address (Street)			
Mailing Address (PO Box)			
City/State/Zip			
Email Address			
Secondary Contact Name/Title:			
Secondary Contact Phone #			
Secondary Contact Email Address:			
Name and Title of Nominating Person			
Nominator Organization			
CFC-ASTD Member	(Circle one)	Yes	No
Nominator Phone #/ Email			