**ATD Sacramento presents the**

**2017 Best Practices in Talent Development Award**

We are currently collecting submissions for ***Best Practices in Talent Development*** from the public sector, private sector, and from independent consultants or coaches in the Sacramento Region (El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba Counties).

Three awards will be given in this category; one for each type of organization (public, private, independent) to recognize a training team, organization, or individual who has implemented a best practice in learning or talent development in 2017. We will celebrate the successes of all nominees and award recipients at a special dinner and awards ceremony on Thursday evening, December 14, 2017 at the UC Davis MIND Auditorium. Submit up to three of your best practices for the 2017 calendar year.

**Guidelines:**

* Follow these instructions or your submission will be ineligible. Complete all fields; they are required.
* Use the MS Word form provided in this packet. Please keep the file in the MS Word format when submitting.
* Email the completed form or questions to mail@astdsac.org with the Subject Line: ATD Sacramento Champions of Learning Best Practices Nomination ***by 5:00 p.m. on Friday, October 13, 2017***.

**What’s Next:**

* You will receive a confirmation email within 3 business days of your submission.
* A national volunteer committee made up of talent development experts selects the top best practices. Company/Organization names will be redacted for a fair evaluation.
* A maximum of three awards will be given; one for each sector: public (government), private, and independent coach/consultant.
* Best practices, even those not selected for an award, may be highlighted and shared at the December event. Submission indicates approval for ATD Sacramento to share the content of your best practices with participants of the Champions of Learning event.

**Judging Criteria (6 Key Elements)**

Evaluation criteria for the submission is scored 1 (poor) to 5 (exceptional) based on evidence of:

1. Best practices that are current, practical and/or innovative.
2. The actions you took resolved the challenge presented.
3. Programs and initiatives that demonstrate measurable business impact and results.
4. Completeness, accuracy, and clarity of the submission.
5. Transferability of best practices to other organizations (they should be replicable).
6. Preference given to ATD Sacramento member nominees. Join at [www.tdsac.org/membership](http://www.tdsac.org/membership).

**Best Practices Submission Form**

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| *Organization (to be printed on certificate)* |       |
| *Project/Initiative Title* |       |
| *Select type of organization (Choose one – one award given for each category):* | * *Public Sector*
* *Private Sector*
* *Independent Consulting*
 |
| *Name of Person Submitting* |       |
| *Work phone number* |       |
| *Mobile phone number* |       |
| *Email address* |       |
| * *I would like to submit a supplemental video. [The Program Director will contact you for further instructions.]*
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| ***Team members who contributed to the project success*** |
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| ***Project Summary*** |
| Write a brief summary of your project/initiative to provide a context to the raters as they review your submission. **Limit response to 250 words.** |
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| ***Challenge*** |
| What was the business/organizational need that led to this initiative? Be specific. **Limit response to 350 words.** |
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| ***Solution*** |
| Describe the actions taken to resolve the challenge(s) presented. Please share the best practices that made this initiative successful. **Limit response to 500 words.** |
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| ***Results*** |
| How did you evaluate the success of the initiative? What outcomes resulted from your initiative? **Limit response to 250 words.** |
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| ***Lessons Learned*** |
| The purpose of the Best Practices submissions is to SHARE what we are doing well. What information will be vital for other organizations to know if they were to replicate your initiative/program? **Limit response to 250 words.** |
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**Submit completed form and any questions to** **mail@astdsac.org**