Program Area: Learning & Development

Category: Best Off-the-Shelf Learning Library

The category, **Best** **Off-the-Shelf Learning Library,**is for a written description of an eLearning Library. This category celebrates excellence in comprehensive eLearning content libraries offering diverse, high-quality courses designed to meet the varied learning needs of organizations and individuals. These libraries provide scalable, accessible, engaging learning experiences, empowering users to upskill and achieve their goals effectively. Winning entries demonstrate exceptional content breadth, usability, learner engagement, and measurable business value.

Training, learning, talent, HR, or other related department can enter either **alone** or **together** with a helping organization (such as a vendor aka solution provider, or consultant). Helping organizations **cannot** enter alone.

**Instructions:**

1. You must use this Word document for your submission.
2. Type your submission description into the appropriate sections of this document.
3. Do not change the formatting or font – *Helvetica body 12* (size, color, or type).
4. Do not remove any sections of the application.
5. If any fields are not applicable, please leave them blank or write N/A.
6. Read the Judging Criteria below. The judges will evaluate your submission according to these criteria.
7. Write in paragraph form and check the spelling.
8. Write using the third person. Do not use “we, our, us,” etc.
9. Avoid “marketing” languages; focus on details and outcomes.
10. Include images, charts, and graphs in this document form; please do not include separate documents. Please insert these items within the context of your responses. These items may also be added to the end of the document in an appendix if necessary.
11. If applicable, you may provide supporting reports, videos, and course links. Please provide proper access information to courses and details for special instructions. If providing passwords to courses or videos, ensure they are valid for one year or more and can be easily accessed by the web. Do not include any links or embedded links within this form. Provide all links, URLs, and User access information in your online application for submission. Make sure access is available to reviewers for at least one year.
12. When completed using the same font size, this document should be approximately (15-20 written pages), font size Helvetica 12, not including instructions, questions, or graphics. If you have additional supporting information, you may include it within the appropriate sections of this entry form or in an appendix at the end of the document.
13. Within the online application, if you have selected “Yes” to granting Brandon Hall Group publishing permission of your entry, but there are parts of your application you wish not to have published, please indicate by **highlighting those details within this form in red,** so they are omitted from publishing.
14. Save as a **Word Document** with a new file name. Example: Company Name\_Category\_Short Title
15. Sign up or log in to the HCM Excellence Awards portal: <https://excellenceawards.brandonhall.com/hcm/>. Upload your completed entry form, complete the online application, and provide all supporting links and URLs. Check to make sure you have completed your online application and payment.

**Please direct any questions to:** [**awards@brandonhall.com**](mailto:awards@brandonhall.com)**. Do not send any applications via email, but only through the award application site.**

|  |  |
| --- | --- |
| **Judging Criteria: The judges will evaluate your entry on a scale of 1-6 on each of the criteria below.** | |
| **1)Content Breadth and Relevance** | The variety and comprehensiveness of topics covered in the learning library ensure that they cater to diverse learner needs and organizational goals. |
| **2)Content Quality and Learning Outcomes** | The library provides depth and quality content and effectively achieves the intended learning objectives. |
| **3)Technology, Usability, and Scalability** | The entry clearly included the learning library's technical performance, including its ease of integration with learning management systems (LMS) and accessibility across devices. |
| **4)Learner Engagement and Interactivity** | The library's ability to keep learners engaged through interactive features, innovative design, and personalization. |
| **5)Business Value and ROI** | The learning library supports organizational goals, reduces training costs and provides measurable benefits to users. |

Entry Overview:

***Please make sure all information matches the online application.***

Entry Information

|  |  |
| --- | --- |
| **Entry Title** | (Insert text here) |
| Name of Entering Organization | (Insert text here) |
| \*Name of Helping Organization (Vendor)  if submitted jointly: | (Insert text here) |
| \*OPTIONAL PR | (Insert text here) |
| Date | (Insert text here) |
| Brief Description of Entry (2-3 Sentences) | (Insert text here) |

Company Background (of entering organization, not the solution provider)

Insert company logo here

Use the grid below to give information about the organization, size and scope, and industries served.

|  |  |
| --- | --- |
| **Company-at-a-Glance** | |
| Headquarters | (Insert text here) |
| Year Founded | (Insert text here) |
| Revenue | (Insert text here) |
| Employees | (Insert text here) |
| Global Scale (Regions that you operate in or provide services to) | (Insert text here) |
| Customers/Output, etc. (Key customers and services offered) | (Insert text here) |
| Industry | (Insert text here) |
| Stock Symbol | (Insert text here) |
| Website | (Insert text here) |

\*Optional: Company Background (of solution provider if submitted jointly)

Insert company logo here:

Use the grid below to give information about the organization, size and scope, and industries served.

|  |  |
| --- | --- |
| **Company-at-a-Glance** | |
| Headquarters | (Insert text here) |
| Year Founded | (Insert text here) |
| Revenue | (Insert text here) |
| Employees | (Insert text here) |
| Global Scale (Regions that you operate in or provide services to) | (Insert text here) |
| Customers/Output, etc. (Key customers and services offered) | (Insert text here) |
| Industry | (Insert text here) |
| Stock Symbol | (Insert text here) |
| Website | (Insert text here) |

Budget and Timeframe

Please fill out the following grid with your best ability. You may offer an estimate or range for each. If this information is confidential or not applicable, enter N/A. Your entry will not be judged based on this information; however this offers the judges a greater understanding of your entry, complexity, and/or maturity.

|  |  |
| --- | --- |
| **Budget and Timeframe** | |
| Overall budget | (Insert text here) |
| Number of (HR, Learning, Talent) employees involved with the implementation? | (Insert text here) |
| Number of Operations or Subject Matter Expert employees involved with the implementation? | (Insert text here) |
| Number of contractors involved with implementation | (Insert text here) |
| Timeframe to implement | (Insert text here) |
| Start date of the program | (Insert text here) |

Entry Details:

Judging Criteria 1: Content Breadth and Relevance

Use this area to describe the Learning Library and answer the following questions:

1. Does the library include a wide range of topics relevant to multiple industries or job roles?
2. Is the content up-to-date, accurate, and aligned with current trends and best practices?

Details:

Judging Criteria 2: Content Quality and Learning Outcomes

Use this area to discuss how the content quality our learning outcomes and address the following questions:

1. Are the courses well-structured, engaging, and free of errors?
2. Do they enable learners to acquire skills or knowledge that can be applied in real-world scenarios?

*Details:*

Judging Criteria 3: Technology, Usability, and Scalability

Use this area to discuss the library's technical performance, including its ease of integration with learning management systems (LMS) and accessibility across devices and address the following questions:

1. Is the library scalable to accommodate organizations of different sizes?
2. Is it user-friendly, easy to navigate, and technically reliable?
3. Does it support multiple platforms and comply with accessibility standards?

*Details:*

Judging Criteria 4: Learner Engagement and Interactivity

Use this area to discuss the library's ability to keep learners engaged through interactive features, innovative design, and personalization and address the following questions:

1. Are there interactive elements (e.g., quizzes, videos, simulations) that enhance the learning experience?
2. Does the library allow customization or personalization to meet individual learner needs?
3. Is the content engaging and impactful for a diverse audience?

Judging Criteria 5: Business Value and ROI

Use this area to discuss how learning library supports organizational goals, reduces training costs, and provides measurable benefits to users. And address the following questions:

1. Does the library contribute to improved employee performance or organizational productivity?
2. Is it cost-effective compared to custom solutions?
3. Does it offer learners a demonstrable return on investment (ROI)?

Details: