Program Area: Talent Management

Category: Best Program to Improve Individual Development Planning

The category, Best Approach to Improve Individual Development Planning is for the written descriptions of best practices for improving development of individual employees.

More specifically, this category is for written descriptions of programs or initiatives that drive career growth of individual employees while also improving talent mobility and retention in the organization.

The program can include, but not be limited to, the following:

* Efforts to expand the use of Individual Development Plans (IDP) to more, or all, employees.
* Efforts to get managers to better collaborate with individual employees to help them grow in their current roles and/or prepare them for new roles.
* Efforts to better align individual development planning with employees’ career aspirations.
* Efforts to better align individual development planning with employees’ performance development needs.
* Efforts to improve communication of the relevant skills needed to meet career goals and the paths needed to get there.
* Efforts to create more opportunities for self-paced learning related to career aspirations.
* Efforts to develop or promote formal programs linked to individuals’ career aspirations, including certifications and advanced education.

Training, learning, talent, HR, or other related departments can either enter 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 these criteria below.** | |
| 1. **F**it to the Needs | This approach/strategy/program addresses the need to retain talent that is critical to the organization’s business success. |
| 1. **D**esign and Delivery | The approach makes talent development more employee-centric by planning development in ways that drive individual career growth while addressing talent retention and business needs. |
| 1. **A**doption of the Program | The approach is actively supported by top leadership and well received and adopted by individual employees. |
| 1. **Measurable Benefits** | The approach achieved measurable business benefits and outcomes for individual employees and the organization. |
| 1. **Overall** | Overall, the approach has a positive impact for individual employees and the organization. |

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: Fit to the Needs

Use this area to describe the business conditions and business needs that led the organization to improve individual development planning. What caused the organization to change or increase its focus on individual development planning?

Details:

*Use this area to provide a high-level description of the efforts to improve individual development planning.*

*What goals did you establish and were they achieved? How did this program tie into both the need to improve individual career development and organizational talent and business objectives?*

Details:

Judging Criteria 2: Design and Delivery of the Program

*Use this area to discuss the specific design of your efforts to improve individual development planning. What behaviors, processes and technologies were addressed?*

*Details:*

Judging Criteria 3: Adoption of the Program

*Use this area to discuss how your audience adopted the program. Define the organization’s strategies and processes used to drive adoption of improved individual development planning. Describe any challenges and how they were overcome.*

*Details:*

Judging Criteria 4: Measurable Benefits

*Use this area to discuss the measurable business benefits seen by your organization.*

*How do you measure ROI/business impact and what were the results? How did you prioritize and identify what was important?*

*Details:*

Judging Criteria 5: Overall

*Use this section to provide a summary of overall results of the efforts to improve individual development planning. What lessons did you learn and how will they be applied to future efforts?*

Details: