

## 2023 ADIA Awards

### Educational Initiative

#### What does this award recognise?

This category recognises an ADIA member organisation that implemented a successful education, training, or staff development initiative in the 2021 / 2022 financial years. The initiative could be one that the nominee developed or purchased as an off-the-shelf program that they then customised to some extent.

#### Who can enter this award?

Open to all ADIA members that:

- Meet the above conditions
- Implemented the initiative between 1 July 2021 and 30 June 2022.

#### Background information

Please start your award submission with the following information:

- Name of member (your company)
- Name of contact person for this entry
- Contact email address
- Contact phone number

## **AWARD SUBMISSION QUESTIONS**

### **SECTION 1: OVERVIEW**

- a. Very briefly describe the initiative – its working title, the conditions or events within your organisation that led to the initiative, the staff who benefitted by role and participation numbers, and when it was launched. (Maximum 5,000 characters. This question is NOT scored, but it will provide judges with important background information.)
- b. What specific outcomes were set for the initiative, referencing improved staff knowledge, behavioural change, and overall organisational benefit? Provide specific, measurable data. For example, if you developed a new in-house training program then your targets might include things like numbers of participants, completion within specified timeframes, promotions resulting from training completion, and new customer acquisition resulting from the training. (Maximum 7,500 characters. How much is this answer worth? 0%. This question is NOT scored but will be referred to during assessment of other responses.)

### **SECTION 2: OPPORTUNITY and ALIGNMENT**

- a. How does this initiative align with your organisation's mission, vision and overall strategic direction? (Maximum 20,000 characters. How much is this answer worth? 8%.)
- b. How and why did you determine that this was the right staff development initiative to address the above situation? Include in your response any research undertaken. (Maximum 20,000 characters. How much is this answer worth? 8%.)

### **SECTION 3: PLANNING**

- a. Detail the pre-implementation processes your organisation completed to ensure that the initiative would be successful, including how you identified knowledge and / or skills gaps. (Maximum 20,000 characters. How much is this answer worth? 8%.)
- b. Who was involved in this pre-implementation phase and why? (Maximum 20,000 characters. How much is this answer worth? 8%.)

#### **SECTION 4: MONITORING and EVALUATION**

- a. Detail the methods and tools used for measuring staff improvement, and how they were used. (Maximum 20,000 characters. How much is this answer worth? 8%.)
- b. Outline the process and actions you adopted to keep staff focused, committed and engaged in the development opportunity? (Maximum 20,000 characters. How much is this answer worth? 8%.)

#### **SECTION 5: EXECUTION**

- a. List the major challenges faced from the time you realised staff development was needed and explain how you overcame each challenge. (Maximum 20,000 characters. How much is this answer worth? 8%.)
- b. Outline the human and financial resources that your organisation committed to the development and implementation of this initiative. This can include, but must not be limited to, the hours invested by staff participating in the initiative. (Maximum 20,000 characters. How much is this answer worth? 8%.)

#### **SECTION 6: OUTCOMES**

- a. With the outcomes you outlined in Section 1 in mind, to what degree has the initiative been successful? Provide comparative data and consider the inclusion of participant and customer surveys and feedback to support your response. (Maximum 25,000 characters. How much is this answer worth? 9%.)
- b. Describe the ways in which the initiative went beyond normal training and staff development expectations to demonstrate 'excellence'? (Maximum 25,000 characters. How much is this answer worth? 9%.)
- c. What unexpected outcomes or benefits have resulted from the initiative, and how have you maximised advantage from these? (Maximum 25,000 characters. How much is this answer worth? 9%.)
- d. How has this initiative directly and / or indirectly improved your customer offerings and / or experience? (Maximum 25,000 characters. How much is this answer worth? 9%.)

## **SECTION 7: COMMUNITY SERVICE**

As part of your submission, we would love to hear how your business is supporting the community. In 150 words or less, please let us know about an initiative an individual, department, or the organisation as a whole, has undertaken in the last 12 months. This initiative could serve your local community, an individual, a charity, foundation, or disaster relief. Please provide a supporting image.

These stories may be used as part of the celebration at the 2023 ADIA Awards Night.

## **SECTION 8: SUPPORTING DOCUMENTS**

When making your submission, please ensure you provide the following:

- a. A company logo in high-resolution jpeg format. Please ensure the file is appropriate for a white background (send to [events@adia.org.au](mailto:events@adia.org.au) with subject line '<company name> logo for Educational Initiative Awards Submission')
- b. Please provide a 100-word bio of your company
- c. The name of the individual accepting the award on the company's behalf, should the submission be judged the winning entry.

Submissions with missing items from section 8 will not be accepted.