



Entry Guidelines 2018

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1. Introduction

Future Workplace Awards are part of HR Summit and Expo West Africa. As the industry grows so does the need to reward industry leaders, innovators and top employers in different industries.

1. Important dates to remember:

- Submission opens: **13 September 2018**
- Submission closes: **12 October 2018**
- Shortlist Announced: **01 November 2018**
- Winners Announced: **Evening 29 November 2018, Landmark Centre, Lagos**

2. Awards Categories

-  **Best Employee Engagement Programme**
-  **Best Learning and Development Programme**
-  **Employer of the Year**
-  **Best Employee Wellness and Wellbeing Programme**
-  **Best Graduate Recruitment Programme**
-  **HR Professional of the Year**

3. Criteria

Best Employee Engagement Programme

An award to recognise the importance of employee engagement in today's businesses. The Awarded initiative is one where engagement levels are improved because of an HR initiative. Our judges will be looking for:

-) Innovative management tactics which have boosted employee engagement
-) Clear links between employee engagement strategy and the wider business strategy
-) Evidence of high levels of engagement, which have contributed to the organisation's financial results
-) A clear and measurable impact on performance and engagement levels



Best Learning and Development Programme

This award will recognise an organisation that has implemented an innovative and successful L&D strategy. The winning organisation needs to highlight organisational benefits, by directly linking the learning needs of people to the business needs of the organisation. The winning entry demonstrates that:

-) Learning has an enterprise-wide role and is involved in the executive team, creating solutions to business issues, and setting organisational strategy
-) A L&D development strategy that demonstrates a clear alignment to the business strategy, and supports continuous learning and capability building
-) Investment is made in the efficiency of the business, and in measuring the effectiveness of learning & the achievements with innovative learning solutions
-) The learning and development strategy is effectively communicated to the wider organisation
-) Clear and measurable impact has been achieved, on both individual as well as organisational performance & engagement levels.

Employer of the Year

This award honours an employer that demonstrates superior people development strategies, resulting in a productive, engaged and motivated workforce; becoming an employer of choice. Nominations can be submitted by government organisations, public and semi-government companies. The judges will be scoring on:

-) The evidence provided of how employees are engaged in strategic goals and company values
-) The demonstration of how human resources have been optimised to achieve and sustain commercial and competitive success
-) The distinction in implementation of people development strategy, meeting the needs of the individual employees and facilitating the execution of the company strategy

Best Employee Wellness and Wellbeing Programme

Recognising employers which place employee well-being centre stage within the organisation, and those that have embedded a strong culture of health and wellness. This award will go to the organisation that provides the most compelling evidence that their employee wellness programme not only works, but that has also created a clear and measurable return on investment in this area. Judges will need to see:

-) A clear explanation of a holistic and innovative wellbeing programme, that addresses an important business issue



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-) A transparent narrative that demonstrates why the programme was implemented & how it is aligned with the broader business strategy
-) Evidence of adoption and integration of the programme across the organisation, and of achievement of sustainable business benefits
-) Clear and measurable value for business: return on investment and how it has strengthened the organisation. Metrics, staff feedback & case studies can be used to strengthen applications

Best Graduate Recruitment Programme

This award recognises the efforts of the organisation in attracting high calibre talent from top-notch universities and schools. The winning employer must show:

-) Ability to display success in achieving targets around cost, number and quality of desired graduates
-) Innovative use of social media, online platforms and youth events in attracting graduates
-) A customised employer branding campaign that has delivered measurable benefits in attracting graduates
-) Evidence of success: How has adopting a graduate recruitment programme improved the recruitment process and drove business performance?

HR Professional of the Year

Celebrating a senior HR executive who has demonstrated exceptional leadership and business best-practice in developing effective HR strategies. These strategies need to have had significantly benefited the business throughout the last 12 months. The jury will be looking for a game-changing HR leader who has led a team in the:

-) Successful implementation of a people strategy that directly contributes to the achievement of organisational objectives
-) Clear and successful articulation of a compelling, unique and relevant employee value proposition (EVP)
-) Effective implementation of bold, visionary, innovative people strategies
-) Creation of an executive culture in which people issues are at the heart of every important business decision
-) Demonstrated commercial contribution to the business through the team they lead

4. Judging Process

After the closing date for submissions, all nominations will be collected and reviewed by our panel of judges guaranteeing objectivity and credibility. The judges will use the published criteria to score the entry. Each Award winner will be scored individually by each judge and then consensus will be made based on all scores. No correspondence may be entered by outside parties. Judging will be based on the strength of the submissions and the Award key criteria. After all scores are consolidated, a



shortlist will be created and winners selected. The shortlist will then be announced and published prior to the ceremony. Winners will be announced on the night of the Awards ceremony itself. The decision is final and neither the organisers nor the judging panel will enter into any correspondence about the results.

5. Things to Remember

-) You can enter as many categories as you like
-) There is no cost associated with submitting an entry or attending the ceremony on 29 November 2018
-) We encourage employers, from both the private and public sectors, from any industry, based across West Africa to make submissions
-) The Employer of the Year award acknowledges top employers in the private sector and public sector separately
-) Winning or even being shortlisted is an independent endorsement that sets you apart from competitors
-) All entries must be uploaded online – we cannot accept any entries by email or post
-) All entries, supporting material and files uploaded have to be in English.
-) Entering is a fantastic way to showcase your quality of work to as many current and potential customers as possible
-) Entries surpassing the word count limit will be disqualified.
-) Additional attachments should be easy to read and understand submitted in MS Word or pdf format.

6. Confidentiality

We recognise and respect the sensitive nature of the information submitted in the entries. Entries are not disclosed or discussed outside the judging process. We do not publish the names of companies, organisations or individuals that have not been shortlisted for an Award, nor will we reproduce any information from your entry. Therefore, if you enter the Awards, but are not successful, this will remain confidential.

In addition, entrants may mark any commercially sensitive information contained in their entry as 'not for publication'. All entries and supporting material will be destroyed after the Awards presentation. The organisers reserve the right to use information contained in the winning entries (apart from contact details and any content marked not for publication) for subsequent publicity, promotions and other activities relating to the Awards.