

**2019 ALIGN Awards Application**

We appreciate your business and are excited for your interest in this year’s ALIGN Awards! To be considered for the 2019 ALIGN Awards, fill out the form below. Please reach out to your Client Success Manager with any questions. To submit, email nomination form and any supporting documents by

**June 28, 2019** to Hannah Brenner: hannah@bizlibrary.com.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Overview:

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Date of initial learning program launch: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please select up to **three** of your top business challenges:

[ ]  Agility

[ ]  Change and Uncertainty

[ ]  Client Retention

[ ]  Competitive Advantage

[ ]  Compliance

[ ]  Dispersed Workforce

[ ]  Employee Retention

[ ]  Leadership

[ ]  Multiple Generations

[ ]  New Managers

[ ]  New Product Launch

[ ]  Productivity

[ ]  Sales Growth

[ ]  Skill Gaps

[ ]  Succession Planning

[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Describe how these challenges impact your organization:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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3. Describe your overall learning program, in detail, and how it has addressed your business challenges:

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4. How does senior leadership support the program? Please provide specific examples:

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5. How are you measuring the success of your program?

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6. What ROI has been calculated for your program? Please list specific numbers and figures. (ex: helped to reduce first year turnover by 7% over the past year; cut training costs by $3,000 by going paperless; decreased safety violations from 50 to 28 over past year).

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7. Describe your overall marketing and communication plan. Please include methods used, frequency, and how it is customized for the target audience and initiative:

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8. Please estimate the percent for each content-type used as part of your learning program (should equal 100%):

\_\_\_\_\_\_ Off-the-shelf content (such as BizLibrary videos)

\_\_\_\_\_\_ Custom Content

\_\_\_\_\_\_ Documents, links, and articles

\_\_\_\_\_\_ Classroom sessions

\_\_\_\_\_\_ Outside consultants

\_\_\_\_\_\_ Other (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Describe your use of learning technology to encourage and foster a social learning environment in your organization. Please also include examples of the types of information, resources and activity that employees share and access via technology, and please explain the results or impact of this activity. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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10. Custom content can be an important element in best practices learning programs. Describe your custom content strategy, development plans, tools, and the content areas in which you use custom content.
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**If you would like to be considered for Best New Program Launch, please complete two questions below. Please note, to be eligible for this award you must have an initial program launch date of September 2018-present.**

11. What were initial goals for the program launch?

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12. What results were gathered after program launch? How did you use those results to adjust your program?

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**If you would like to be considered for Training Professional of the Year, please complete the three questions below:**

13. What professional organizations are you a member of?

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14. How have you contributed to the training and development community?

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15. Describe the most important new skill or competency you either acquired or significantly improved this year and how it enhanced your mastery of the learning profession.

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