



# Enter now and be a winner!

London Hilton Park Lane, Friday 2nd October 2009



Deadline for entries Friday 5th June

## BEST TRAINING AND DEVELOPMENT PROGRAMME - company award

### About this category

This award is open to companies which view the development of skills in their staff as an integral part of their own development.

The judges will be looking for investment in training, examples of effectiveness and good appraisal and personal development programmes.

Please complete and action all sections below

Please note: This document is designed to guide you through the entry process and ensure that you provide the information required to meet the judging criteria.

### A1 - Please state the exact name of your company and programme as you wish it to appear in print or on screen

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### A2 - Please state your address and other company details

Name .....  
Position .....  
Company .....  
Address .....  
.....  
..... Post Code .....  
Tel No ..... Fax No .....  
Email .....

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# ENTRY FORM



**A3 - Please describe as clearly and succinctly as possible how the training/development programme has handled each of the following, as applicable. As a guideline this entire section should be no longer than approximately 400 words. Please use separate sheets if necessary.**

a. Briefly describe the background to your company and the training and development programme that you would like to submit for this award.

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b. Describe the objectives of the training and development programme.

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c. Describe the implementation of the programme, including investment, communication, appraisal and assessment systems, changes to existing practices, commitment from management, and average number of training.

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d. Describe the benefits and recognition that the programme has brought to your company, including development and retention of staff, plus examples of effectiveness in training such as IIP awards.

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# ENTRY FORM



### Press Clearance

Finalists and winners will be covered in Plastics & Rubber Weekly magazine. The information for the entries is taken from the entry forms. If there is any specific information in your entry that is sensitive and should not be published, please make this clear at the time you submit your entry.

### A4 - Supporting material

Please detail any supporting material enclosed with this entry.

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Material, such as statistics, examples, diagrams, photos etc which highlight your entry are all encouraged. We do recommend that you restrict these materials to those that are most relevant and help illustrate the points you have made in your entry.

If you require any information to be returned to you please tick here

### A5 - Entry Checklist

Please read all of the following carefully, then sign and date to confirm your entry below.

#### Qualifying criteria

The significant portion of the entry must have taken place in the 18 month period January 2008 - June 2009 - however we accept that many programmes and products have longer life spans than 12 months.

We welcome entries that have an international element but the significant portion must have taken place in the UK or Ireland.

Entries must be new - products which have merely been revamped slightly or programmes which have run virtually unchanged for a number of years are not eligible.

Although we want you to keep your entry to about 400 words, we encourage you to provide supplementary material.

Make your entry form clear, coherent and concise

You need to make your case in a clear, interesting and persuasive way. The judges have many entries to assess, so they are more likely to appreciate a form which is short and succinct.

#### Structuring an entry

The entries that work best are those that include:

- An explanation of customer or market need
- An explanation of a problem and how it was solved
- The reaction from market, customers, staff
- A good summary of how the judging criteria have been met
- Present facts, be specific
- Give good examples
- Testimonials where available help a lot
- Be visual with photographs, camcorder, diagrams etc
- Include a product where appropriate



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### Judging

Judging for this award will take place in April 2008. A renowned panel of industry experts will independently judge the award. The judges' decision is final and they also reserve the right to reallocate an entry into a different category. In each category, the judges will select a small number of companies or projects for inclusion on a shortlist.

### A6 - Declaration

I confirm that I have read the entry details and this entry abides by all qualifying criteria.

Signed: .....

Date: .....

### A7 - Send your entry to us

All entries must be submitted by 5pm on Friday 5th June 2009

Return the completed entry form along with any supporting material to us as follows:

#### By post:

Plastics Industry Awards 2009, 4th Floor, Carolyn House, 26 Dingwall Road, Croydon, Surrey CR0 9XF

#### By e-mail

plasticsawards@crain.com

#### By fax

020 8253 9651

#### Telephone

If you have any questions regarding your entry call us on 07944 540555

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