



Learning and Performance Awards

CNY ASTD annually recognizes excellence in learning and performance practices that link learning to strategic growth in the CNY area.

Nomination Form and Submission Materials
Entries due March 31, 2010

The **2010 CNY BEST Awards** cover practices conducted in or during 2008 and/or 2009

Check type of nomination:

- Organization (for-profit):** Business entity which links employee learning to the business' strategic growth
- Organization (not-for-profit):** Non-Profit, Government, or Education entity or collaboration which links learning to strategic growth
- Consultant:** External Organization/Individual who helps link clients' learning to strategic growth
- Individual:** Internal employee who contributes to internal or external customers' learning progress or success

Nominee Information

Name of Organization _____

Name of Individual _____

Nominator Name _____

Organization _____

Email _____ Phone _____

Please provide a name for the learning and performance practice being nominated
(should be short, concise, and descriptive).

***** Save the date! *****
CNY BEST Awards Ceremony
June 10, 2010
5:30-8:30pm



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Submission Materials

Excellent learning and performance practices come in all forms and structures! As such, one submission format may not fit all. Present submission materials in a way that best demonstrates the impacts of the nominated learning and performance practice. Include materials that adequately demonstrate the impact of the learning and performance practices and initiatives. And, visit www.cnyastd.org for **Tips for Preparing a Winning CNY BEST Nomination**. If you have any questions regarding how and what to submit, contact info@cnyastd.org.

**Submit five (5) paper copies of the nomination by March 31, 2010 to:
CNY ASTD, PO Box 6343, Syracuse, NY 13217-6343**

Materials to submit for Nominated Organizations

The nominated organization has linked learning to strategic growth or success by demonstrating commitment to helping employees enhance their skills and continue learning. Submit the following:

- Executive summary including why the learning and performance practice was initiated, who were the training recipients, and overall outcome and results. *Please limit summary to 250 words.*
- Overall description of the learning and performance practice. *Please limit description to 250 words.*
- Specific examples of the learning and performance practice.
- Examples of how the practice resulted in strategic growth or success for the organization. Ex. increased revenue, increased productivity, or whatever demonstrates the results achieved.

Materials to submit for Nominated Consultants

The nominated external organization/individual helped link learning to a client's strategic growth or success. *Consultants - nominate your best practice(s)*. Submit the following:

- Executive summary including why the learning and performance practice was initiated, who were the training recipients, and overall outcome and results. *Please limit summary to 250 words.*
- Overall description of the learning and performance practice conducted for the client. *Please limit description to 250 words.*
- Specific examples of the learning and performance practice.
- Examples of how the practice resulted in strategic growth or success for the client organization. Ex. increased revenue, increased productivity, or whatever demonstrates the results achieved.
- Letter of reference from the client stating how the consultant made a difference for the organization.

Materials to submit for Nominated Individuals

The nominated individual contributed to an internal or external customer's learning and performance progress or success. Submit the following:

- Executive summary of individual's contribution including why the learning and performance practice was initiated, who were the training recipients, and overall outcome and results. *Please limit summary to 250 words.*
- Overall description of the individual's learning and performance contribution. *Please limit description to 250 words.*
- Specific examples of the individual's learning and performance contribution.
- Examples of how the individual contributed to a customer's learning progress or success. Ex. summaries of data from participants, survey results, statistics and awards or anything else that demonstrates the individual's contribution.
- Three letters of recognition from interested parties (customers, superiors, participants) stating how the individual made a difference in learning and performance for the customer.