**ATD Sacramento presents the**

**2018 Best Practices in Talent Development Award**

We are accepting submissions for ***Best Practices in Talent Development*** from the public sector, from the private sector (including non-profits), and from independent consultants or coaches in the Sacramento Region (El Dorado, Nevada, Placer, Sacramento, Sutter, Yolo, and Yuba Counties).

Three awards will be given in this category: one for each type of organization (public, private, independent) to recognize a training team, organization, or individual who has implemented a best practice in learning or talent development in 2018. We will celebrate submitters and award recipients on Wednesday evening, December 5, 2018, at the UC Davis MIND Auditorium. Submit up to three of your best practices for the 2018 calendar year.

**Guidelines:**

* Follow these instructions or your submission will be ineligible. Complete all fields; they are required.
* Use this form for your submission. Please keep the file in the MS Word format when submitting.
* Email the form or questions to [mail@astdsac.org](mailto:mail@astdsac.org) with the subject line “ATD Sacramento Champions of Learning Best Practices Submission” ***by 5:00 p.m. on Monday, October 15, 2018***.

**What’s Next:**

* You will receive a confirmation email within three business days of your submission.
* A national volunteer committee made up of talent development experts selects the top best practices. Organization names will be redacted for a fair evaluation.
* Award recipients will be notified before November 16, 2018.
* Best practices, even those not selected for an award, may be highlighted and shared at the December event. Your submission indicates your approval for us to share the content of your best practices with participants of the Champions of Learning event.

**Judging Criteria**

Evaluation criteria for the submission is scored 1 (poor) to 5 (exceptional) based on evidence of:

1. Best practices that are current, practical, and/or innovative
2. Explanation of the organizational challenge and the actions you took resolved the challenge presented
3. Your best practice showed measurable business impact and results
4. Transferability of best practices to other organizations (replicable)

\*Completeness, accuracy, and clarity of the submission is a factor the judges consider.

\*Preference given to ATD Sacramento member submissions. Join at [www.tdsac.org/membership](http://www.tdsac.org/membership).

**Best Practices Submission Form**

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| *Organization (to be printed on certificate)* |  |
| *Project/Initiative Title* |  |
| *Select type of organization (Choose one – one award given for each category):* | * *Public Sector* * *Private Sector* * *Independent Consulting* |
| *Name of Person Submitting* |  |
| *Work phone number* |  |
| *Mobile phone number* |  |
| *Email address* |  |
| * *I would like to submit a supplemental video. [The Program Director will contact you for further instructions.]* | |

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| ***Team members who contributed to the project success*** |
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| ***Project Summary*** |
| Write a brief summary of your project/initiative to provide a context to the raters as they review your submission. Highlight the current, practical, and/or innovative aspects of your best practice. **Limit response to 250 words.** |
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| ***Challenge*** |
| What was the organizational challenge and/or need that led to this initiative? Be specific. **Limit response to 350 words.** |
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| ***Solution*** |
| Describe the actions taken to resolve the challenge(s) presented. Please share the best practices that made this initiative successful. **Limit response to 500 words.** |
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| ***Results*** |
| How did you evaluate the success of the initiative? What measurable business impact and results did you capture? What outcomes resulted from your initiative? **Limit response to 250 words.** |
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| ***Lessons Learned*** |
| The purpose of the Best Practices submissions is to SHARE what we are doing well. What information will be vital for other organizations to know if they were to replicate your initiative/program? **Limit response to 250 words.** |
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**Submit form and any questions to** [**mail@astdsac.org**](mailto:mail@astdsac.org)