



# Fiji Human Resources Institute

DEVELOPING THE NATION

ORGANISATION AWARD 2019

## LEARNING AND DEVELOPMENT PROGRAMME OF THE YEAR

This Award recognises exceptional organisational strategies which ensure that appropriate skills are aligned to each role through its Learning and Development programme for employees. There is a culture of continuous coaching and assessment of performance and there are processes to identify learning needs and development opportunities for employees as well as possible succession opportunities which may be departmental as well as cross functional. The organisation supports training programmes identified for staff and talent mapping for the future is also considered with the aim to ensure that the organisation is equipped for the future with appropriately trained staff to deliver the organisation's strategies.

### **Eligibility Requirements**

1. The organisation has to be nominated by the Chief Executive Officer/Managing Director of the organisation.
2. The eligibility period for this award is from 1 January, 2017 till close of application date.
3. Fiji Human Resources Institute (FHRI) Executive Committee members' organisations are eligible for this nomination.
4. Gold winners of the 2017 and 2018 FHRI Awards are not eligible for this nomination.
5. At least one representative from the nominated organisation should be a financial member of the FHRI.
6. Four hard copies of the submissions have to reach our office before 4pm Wednesday 8 May, 2019. For further information please contact the Secretariat on Ph. 9993444.
7. If the Organisation wins an award/recognition award, the organisation agrees to support FHRI's events for 2019/2020 by taking part in events such as the Annual Convention, by way of sharing knowledge and HR practices to its members.
8. The application will be assessed in strict accordance to the criteria described. Please align your application to the criteria along with supporting documents to demonstrate as evidence.
9. In applying for this award, the organisation agrees to maintain strict confidentiality with regards to all communications from FHRI on the FHRI Awards 2019 and the relevant processes. Failure to do so may result in this application being disqualified.

### **Submission Requirements**

#### ***Submission overview statement***

10. A maximum of a 500 word statement about the current organisation

#### ***Award Statements***

11. For each criterion: Provide a minimum 250 word statement (maximum of 2,000 words) of how the organisation meets the relevant criteria.
12. Each statement is to be accompanied with demonstrated evidence of the same. We have provided suggestions of evidence which could be attached to this application.

*We consider each application on a case by case basis and may further assess your application by way of interviews, reference checks etc, where we need to obtain further information from the representative.*



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## Nomination Form

### ORGANISATION AWARD 2018

### LEARNING AND DEVELOPMENT PROGRAMME OF THE YEAR

Organisation Information	
Organisation Name:	
Years of existence:	
Nature of Business	
Total number of employees:	
Nominated FHRI representative:	
FHRI Membership No:	
Name of CEO/MD:	
Position Title:	
Phone:	
Email:	



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	Criterion Check list	Number of words in statement	Evidence attached (Place a tick)
1	Recognition of HR		
2	Learning and Development Strategies and Initiatives		
3	Engagement and Productivity		
4	Outcomes and Impact		
5	Organisational Culture		
6	Community		

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## Nomination by CEO/Managing Director:

I certify that:

- All information contained in this submission is true and correct.
- I have not failed to disclose any matter known to me which could influence the judges' decision(s) to award or recognise the organisation in this category.
- If the organisation wins an award/recognition award, the organisation agrees to support FHRI's events for 2019/2020 by taking part in FHRI requested events by way of sharing knowledge and best practices to its members.

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

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

Organisation Stamp:

Please attach your submission after this page.



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**ORGANISATION AWARD**

**LEARNING AND DEVELOPMENT PROGRAMME OF THE YEAR**

	<b><u>CRITERION</u></b>	<b><u>DESCRIPTION</u></b>
1	<p><b>Recognition of HR</b></p> <p><b>(10%)</b></p>	<p>Learning and Development initiatives are key components of the organisation's HR Strategy and aligned to achieve business goals. Aspects to consider would be the organisation's performance management systems, training plans, succession plans, etc.</p> <p>The HR Department demonstrates an understanding of the organisation's strategic initiatives and formulates plans to support them through well thought out HR initiatives.</p> <p>The HR Department has also identified measures to keep informed of the progress made in each key area.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
2	<p><b>Learning and Development Strategies and Initiatives</b></p> <p><b>(25%)</b></p>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• The organisation is able to demonstrate that there is a structured process through which Learning and Development requirements are ascertained with the information fed back to the Management team of the organisation.</li> <li>• The organisation documents its Learning and Development requirements for all levels of employees including the Management team. There is evidence that the organisation promotes Learning and Development.</li> <li>• There are tools to measure the Return on Investment.</li> <li>• There is evidence of Knowledge Management in the organization. Management of Tacit and Explicit Knowledge so that there is a return on the organisation's investment. (There is a process through which tacit knowledge is captured when employees exit the organization.)</li> </ul> <p>There is a detailed description of the initiative(s), how this initiative was derived as well as driven and deployed throughout the organisation. There is a proper plan of deployment which appeared to be appropriately carried out. It will also be assessed as to how creative or well thought out this initiative(s) was and to what extent was this initiative(s) intended to achieve the business goals.</p> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
3	<p><b>Engagement and Productivity</b></p> <p><b>(20%)</b></p>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that there are high levels of engagement resulting from Learning and Development opportunities provided to employees.</li> <li>• There is a tool designed by the organisation to measure levels of engagement across the organization results of which are tabled for Management discussion and appropriate plans put into place to address matters emanating from the results.</li> <li>• There are measures in place to measure productivity of employees across the organization. There are specific measures to ascertain levels of productivity that can be attributed to Learning and Development.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>



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	<u>CRITERION</u>	<u>DESCRIPTION</u>
4	<b>Outcomes and Impact</b>  <b>(20%)</b>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that the Learning and Development strategies identified by the organisation has had an impact on the individuals and areas identified in the Learning and Development Plan.</li> <li>• There are measures in place to indicate the levels of improvement, levels of performance enhancement, change in behaviour that can be attributed to the Learning and Development opportunities provided by the organisation.</li> <li>• There is evidence that the organisation engages in comprehensive Behavioural Evaluation, post training to understand whether it had invested correctly in Learning and Development opportunities.</li> <li>• There is evidence that the Organisation's Results Evaluation indicate that had been an impact that resulted from an effective Learning and Development plan.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
5	<b>Organisational Culture</b>  <b>(15%)</b>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that the organisation is able to cultivate a culture of learning and this can be attributed to the organisation providing an environment that is conducive to learning and making available resources to help the Human Resources Department execute its Learning and Development Plan.</li> <li>• There is evidence that the organisation is able to cultivate a culture of learning and this can be attributed to the organisation providing an environment that is conducive to learning and making available resources to help the Human Resources Department execute its Learning and Development Plan.</li> <li>• There is evidence that the Organisation promotes a culture of learning and continuous improvement across the organization.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>
6	<b>Community</b>  <b>(10%)</b>	<p>The following will be assessed:</p> <ul style="list-style-type: none"> <li>• There is evidence that there are strategies to involve individuals from the organization in projects/initiatives outside the organization as an extension of an individual's Learning and Development exposure.</li> <li>• There is evidence that the organization promotes community involvement for individuals that have benefitted from Learning and Development initiatives across the organization.</li> <li>• There is evidence that the organisation achieved its objectives in mounting the community initiative and there is also evidence that the community benefitted as a result.</li> </ul> <p>Evidence must be provided in the application and also shown/demonstrated during the planned site visit.</p>

Please attach your submission after this page and we wish you all the best!