



Note: Use this document to review the application requirements and to help you identify what collateral to gather for your submission.



Do not submit your application using this form. Please use the survey link at <https://www.surveymonkey.com/r/TDRpAward2019> to submit your application. Or use the QR code at left to connect to the application.

Only online submissions will be considered.

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## **Introduction**

Thank you for nominating your organization for a Talent Development Reporting principals (TDRp) Excellence Award.

This unique award program focuses on the forward-thinking, transformational work of learning and development teams to show impact and value through management, measurement, evaluation and reporting of programs and the function overall.

There are several components to TDRp. This award program recognizes excellence in five critical areas:

1. Relationship with Business Units
2. Business Planning & Goal Setting
3. L&D Governance
4. L&D Measurement
5. Reporting Methodology

**You may apply to a single award category or multiple awards.** For each award category to which you will apply, please provide the requested information (collateral/evidence) and answer the supporting questions. Each application will be considered for each category where information is provided. You do not need to provide information for all categories to be considered for a specific award.

Applications are due by midnight eastern time on **Tuesday, January 15, 2019**. The Center for Talent Reporting will recognize finalists in each of the five categories and in overall excellence. Finalists will be notified by **Thursday, January 24, 2019** of their selection and the winners will be announced at the CTR Conference on **Wednesday, February 20, 2019**. For more information about the conference and agenda, please click [here](#).



**Notes**

- All awards are judged on performance as of or before **September 1, 2018**. All responses and supporting material should refer to existing practices, reports, or material used, delivered or in place on or before that date.
- The awards intend to recognize the practice of effective learning and development reporting. Where applicable and appropriate, **evidence will be given more weight if it is the ACTUAL** report, document, process in place, as opposed to a presentation or document describing the report, etc.
- If a piece of evidence supports multiple categories – please submit the evidence in each category it applies.
- When applying in multiple categories, additional points will be awarded when reviewers can easily identify that the supporting evidence relates to the same learning and development initiative referenced in other award categories.
- We request supporting statements from L&D or line of business leaders describing the benefit of excellence to your enterprise in each area. Those statements will **not be used publicly** unless the statement is verified with the leader, and explicit permission is granted for use by the leader.
- When uploading evidence, the **acceptable file types include Doc, Docx or PDF files**.
- If you cannot complete the application in one session, **you will be able to click on the same link and resume where you left off**. If you want to change any aspect of your submission before the deadline, you will be able to do so.

If you need assistance when submitting this application, please email:

[ExcellenceAward@CenterForTalentReporting.org](mailto:ExcellenceAward@CenterForTalentReporting.org)



## **About You**

This section asks you to provide information about the submitter and the sponsor of the application for the TDRp Excellence in Measurement Award. Please note that you must answer every question in this section in order to move to the body of the application. You will be prompted for an answer if you don't respond to every question on this page.

- Submitter Name:
- Your Title
- The Name of Your Company
- Your Department
- Your Email Address
- Your Phone Number (if outside of the US, please provide your country code)
- Sponsor Name: This is the name of the Senior L&D Executive who is sponsoring this award application.
- Sponsor's Title



## **Relationship with the Organization or Business Units**

This category recognizes excellence in relationship management between the learning and development organization and the supported business units.

### ***Excellence***

- L&D has broad and deep relationships with business stakeholders.
- L&D leaders and practitioners collaborate with their business counterparts to identify performance requirements and solutions to address current and future needs.
- Because of the strong relationships, the business views L&D as a critical success factor to meet business objectives and commitments.
- L&D and the business agree on the appropriate investment level in learning solutions based on their expected impact.

### ***Application Submission Questions***

- Please provide evidence that shows a specific organizational goal or initiative, the L&D programs designed to address those goals, the planned L&D impact, and proof for senior level sponsorship and agreement of the L&D program or initiative, in force PRIOR TO September 1, 2018. (You will be prompted to upload a PDF, DOC or DOCX file)
- Is the attached supporting evidence used, as presented, to document the relationship between the L&D organization and the Business unit?
- Scored Questions
  - % of L&D initiatives covered by this type of documented relationship between L&D and the business unit
  - % of learning solution investments based on expected impact of the initiative.
- Please provide a statement from a line of business stakeholder briefly describing the benefit to your enterprise of their relationship with the L&D organization (up 200 words). Include name, title, and contact information for verification.
- If you worked with third party consultants, service providers or technology vendors who were instrumental in advancing your capability in this area, please indicate their names here.



## **Business Planning & Goal Setting**

This category recognizes excellence in documenting the relationship between L&D and the supported business unit.

### ***Excellence:***

- L&D has a structured business planning process that engages senior L&D stakeholders and business partners across the enterprise.
- The process is informed by strategic business goals and L&D insights about emerging trends in workforce development preferences and needs.
- The business planning process results in agreement on key measures of success along with quantifiable goals for efficiency and effectiveness measures as well as L&D's impact on specific business outcomes.

### ***Application Submission Questions***

- Please provide evidence that shows a specific agreement or contract between Learning & Development and the owner of a specific goal or initiative supported by L&D in force PRIOR TO September 1, 2018. (You will be prompted to upload a PDF, DOC or DOCX file.)
  - Excellence: The agreement should include agreed upon deliverables, L&D owned actions and accountability, business owned actions and accountability and joint ownership and accountability.
- Is the attached supporting evidence used, as presented, to document the relationship between the L&D organization and the Business unit?
- What percentage of strategic L&D initiatives include agreement and identification of measures for goals and outcomes?
- Please provide a statement from a line of business stakeholder briefly describing the benefit to your enterprise of including the L&D organization in business planning (up 200 words). Include name, title, and contact information for verification.
- If you worked with third party consultants, service providers or technology vendors who were instrumental in advancing your capability in this area, please indicate their names here.



## **L&D Governance**

This category recognizes excellence in L&D governance.

### ***Excellence:***

- L&D has a defined and robust process to prioritize initiatives and allocate resources.
- L&D has a governing body consisting of representatives from HR and the business who collaborate with L&D leaders and provide regular input to the prioritization process.
- The governance process drives agreements on success measures including efficiency and effectiveness of L&D operations as well as business outcomes L&D will directly impact.
- The governance process ensures consistent methods for establishing business contracts and reporting progress and results.

### ***Application Submission Questions***

- Please provide evidence for Learning & Development's standardized procedures for engagement with the business, operations and program delivery or governance process in force PRIOR TO September 1, 2018. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used, as presented, to document the relationship between the L&D organization and the Business unit?
- Please provide evidence for standing members of the L&D governance team. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used as presented to document the standing members of the L&D governance team?
- What percentage of Learning & Development initiatives include input and representation from key stakeholders across the organization?
- Please provide a statement from a line of business stakeholder briefly describing the benefit to your enterprise of the L&D governance to the impact of L&D (up 200 words). Include name, title, and contact information for verification.
- If you worked with third party consultants, service providers or technology vendors who were instrumental in advancing your capability in this area, please indicate their names here.



## **L&D Measurement**

This category recognizes excellence in L&D measurement.

### ***Excellence:***

- L&D uses data and accepted methodologies to inform functional priorities and investment decisions.
- L&D measures efficiency, effectiveness and outcomes, particularly for strategic, costly or visible initiatives.
- L&D uses data to manage programs and identify continuous improvement opportunities.
- Leaders use data to provide insights of past and current performance as well insights into emerging trends and future outcomes.
- L&D has dedicated resources to ensure scalable, repeatable, and accurate reporting processes.

### ***Application Submission Questions***

- Please provide evidence of L&D measurement in use PRIOR to September 1, 2018 that shows efficiency, effectiveness and outcome measures and reports for your strategic, costly or visible initiatives. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used, as presented, to document measures and performance indicators within L&D?
- Please provide evidence of L&D activities in use PRIOR to July 1, 2018 that depict the specific **measurement plans/agreements between the Learning Function and the Business Sponsor** of strategic, costly or visible initiatives highlighted above. These plans should be representative of the plans you develop for all such initiatives. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used, as presented, to document measurement plans for a single, specific learning initiative?
- Please provide evidence of L&D measurement activities in use PRIOR to September 1, 2018 that identifies the technology or tools that capture, hold or stores measurement data for your strategic, costly or visible learning initiatives. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used, as presented, to capture or store data for these learning initiatives?
- Please provide a description (e.g., job description, role duties) of the specific roles and responsibilities of any staff dedicated to measuring the effectiveness of L&D activities. (You will be prompted to upload a PDF, DOC or DOCX file.)
- Is the attached supporting evidence used, as presented, to document roles and responsibilities of the measurement staff?
- What percentage of Learning & Development initiatives use a standardized, repeatable methodology, language and format for reporting efficiency, effectiveness, and outcomes?



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- Please provide a statement from a L&D leader briefly describing the benefit to your enterprise of effective measurement to inform L&D investment decisions (up 200 words). Include name, title and contact information for verification.
- If you worked with third party consultants, service providers or technology vendors who were instrumental in advancing your capability in this area, please indicate their names here.



## Reporting Methodology

This category recognizes excellence in reporting methodology and execution.

### **Excellence:**

- L&D regularly and consistently generates standard reports on functional operational performance and strategic program performance.
- In addition, L&D provides business executives with reports demonstrating L&D's performance and overall impact on the business and specific business goals.
- L&D leaders conduct dedicated meetings to discuss operational results with the L&D team as well as discussion on program and strategic impact with business leader

### **Application Submission Questions**

- Please provide an example of a Learning & Development *Summary Report* delivered to stakeholders PRIOR TO September 1, 2018. The Summary Report is a high-level report suitable for CEOs, CFOs and governing boards showing alignment to organizational goals and aggregate data for outcome, effectiveness and efficiency measures. (You will be prompted to upload a PDF, DOC or DOCX file.)
  - Excellence: A mature summary report includes columns for plan, year-to-date results and perhaps a forecast for year end. A simple report might include only year-to-date results.
- Is the attached supporting evidence used, as presented, to document the progress/performance of learning initiatives?
- Please provide examples a Learning & Development Program Report as delivered to stakeholders PRIOR TO September 1, 2018. A Program Report is used by the program manager and goal owner focused on programs or initiatives in support of single goal or need including the goal to be supported, goal owner's name, the planned impact of the learning on the goal or some other outcome measure, and the relevant effectiveness and efficiency measures to be managed to achieve the planned impact. (You will be prompted to upload a PDF, DOC or DOCX file.)
  - Excellence: A mature program report includes data for plan, year-to-date results and a forecast for year end. A simple report might show only year-to-date results.
- Is the attached supporting evidence used, as presented, to document the progress/performance of learning initiatives?
- Please provide examples for the following Learning & Development Operations Report as delivered to stakeholders PRIOR TO September 1, 2018. An Operations Report is: A report used by the CLO containing aggregate data across all programs for effectiveness and efficiency measures. (You will be prompted to upload a PDF, DOC or DOCX file.)
  - Excellence: A mature operations report includes columns for plan, year-to-date results and perhaps a forecast for year end. A simple report might show only year-to-date results.
- Is the attached supporting evidence used, as presented, to document the progress/performance of learning initiatives?



- Please provide examples for following Learning & Development visualizations of progress as delivered to stakeholders PRIOR TO September 1, 2018: These visualizations should pertain to a specific L&D initiative or contribution of L&D to achievement of the business objective. (You will be prompted to upload a PDF, DOC or DOCX file.)
  - Excellence: Effective data visualization clearly displays data in relationship to itself or other data/dimensions to effectively surface new insights.
- Is the attached supporting evidence used, as presented, to document the progress/performance of learning initiatives?
- Please indicate the percentage that most reflects your current practices
  - % of L&D initiatives included in MONTHLY reports to business leaders.
  - % of L&D initiatives included in BIMONTHLY or QUARTERLY reports to business leaders.
  - % of L&D initiatives included in SEMIANNUAL or ANNUAL reports to business leaders.
  - % of L&D initiatives are included in any progress reports to business leaders?
  - % of L&D progress reports tailored for the explicit needs and responsibilities of the reviewer.
- Please provide a statement from a line of business leader briefly describing the benefit to your enterprise of consistent and effective reporting to demonstrate the impact of L&D on business objectives (up 200 words). Include name, title and contact information for verification.
- If you worked with third party consultants, service providers or technology vendors who were instrumental in advancing your capability in this area, please indicate their names here.



## **Thank You**

We are excited about your submission for the TDRp Excellence Award and appreciate you sharing your organization's best practices. We are committed to championing the cause for using measurement to show value and impact for learning and development. Your application demonstrates that you have the same commitment.

Applications are due by midnight eastern time on **Tuesday, January 15, 2019**. Please note that you can return to your application and change your responses at any point before this date. Finalists will be notified by **Thursday, January 24, 2019** of their selection and the winners will be announced at our 5th annual CTR Week and Conference in Dallas, TX, on Wednesday, **February 21, 2018**. If your responsibilities include measurement, reporting or management of L&D or HR, this is the conference for you.

This conference is specifically designed for L&D and HR professionals interested in measurement, reporting and effective management of talent. In one place, we host industry thought leaders and describe industry leading practices. CTR Week starts with two workshops on February 18 and 19: TDRp Basics Workshop and ROI Workshop.

The conference begins with a reception on the evening of the February 19 with sessions on February 20 and the morning of February 21. The sessions will increase your knowledge and understanding of the measurement, reporting, and management of human capital with a focus on learning and development. In this intimate event, you will connect with thought leaders and leading practitioners and experience rich networking with peers.

Please consider attending this valuable professional development event that past participants have described as the best event they ever attended. For more information about the conference and agenda, please click [here](#).

Good luck with your submission!

If you need assistance when submitting this application, please email:  
[ExcellenceAward@CenterForTalentReporting.org](mailto:ExcellenceAward@CenterForTalentReporting.org)

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