



Category Entry Questions

- Please answer the questions for the category you wish to enter as set out on the following pages.
- Walk The Talk entries must not exceed **4 single-sided A4 pages**. Entries in all other categories must not exceed **6 single-sided A4 pages**.
- Appendices, supplementary material and photographs may be included with each entry. This extra information does not form part of your official entry in terms of the page limit, but please reference it in your entry.
- Please complete the attached cover sheet including category entered, name, address, phone number, email address of the appropriate contact person in your organisation. Each entry must have a separate cover sheet. This does not form part of your official entry in terms of page limit. For all categories, the judges will give consideration to the constraints and opportunities arising from an organisation's size, structure and sector.

Please send **SIX** hard copies of your entry (including any appendices) to:

Post option

EEO Trust
PO Box 12929
Penrose
Auckland 1642

Courier option

EEO Trust
Level 5, 56 Cawley Street
Ellerslie
Auckland 1051

Please email a **Word** version of the main text of your entry to: admin@eetrust.org.nz. You may provide photos for publication with your entry (electronically or hard copy). If not, we may ask for them at a later date.

Entry deadline

Deadline for entries is 12 noon on **Thursday 17 May, 2012**. Please note that as the entries are couriered to the judges the same afternoon, we can't accept late entries.



EEO TRUST

Work & Life Awards 2012

Valuing People – Creating Value

Entry Cover Sheet

Category:

Name of organisation:

Contact person:

Title:

Email:

Phone:

Checklist: Have you ...

- Noted the deadline of **12 noon** on **May 17, 2012**?
- Supplied **SIX** hard copies of your entry and one in Word format?
- Included the completed Entry Cover Sheet with each entry?
- For Walk the Talk entries, supplied at least four single-sided pages?
- For others, supplied at least six single-sided pages plus supporting material?

Tomorrow's Workforce Award

New Zealand's workforce is rapidly changing. Our increasingly diverse population offers the opportunity to engage with people from a vast range of backgrounds who bring new thinking styles and approaches to work. We need to engage, train and retain our young people, attract talented people from overseas and help them settle in New Zealand, and retain our experienced workers as they move towards retirement. This award celebrates innovative responses to tomorrow's employment challenges.

- **Your organisation:** Please tell us (in a paragraph or two) about your organisation; its size, structure, a (very brief) history, industry sector, location/s, the activities you undertake and the size and composition of your workforce. Please highlight any particular aspects of your business, such as industry, location and hours of operation, which will help to give us a picture of the challenges and constraints facing you and your workforce, particularly in the current environment.
- **Tomorrow's workforce initiative:** Please describe your initiative and give some background/reasons for its development. Who does it apply to or who is eligible to participate? Did you develop this within your organisation or partner with another organisation?
- **Development and implementation:** How did you introduce and implement your initiative/s? If you are a large organisation, this may include policy development and implementation. If you are a smaller organisation, how did you put these into practice?
- **Management support:** How are these initiative/s supported by your organisation's leaders/managers? How did you gain their buy-in/commitment? How is this commitment made visible? What accountability is there for success?
- **Organisational benefits:** How has your organisation benefitted from this initiative to date? How has it contributed to productivity? We recommend you include both data and some anecdotal evidence, such as any changes in participation of the particular group this initiative is aimed at, absenteeism, turnover, recruitment, profile, morale, customer and staff satisfaction measures (or direct customer and staff feedback). You may include comparisons with industry averages if available.
- **Employee benefits:** How have your participants and other employees benefitted from these measures? You may include data from staff satisfaction surveys, individual case studies and direct comments from staff.
- **Plans for the future:** What are your plans for the future? Are there any new initiatives you plan to develop or existing ones you plan to extend?

Diversity Award

The diversity of our population offers vast opportunities for tapping an array of talents and expertise. Many employers are experiencing the benefits of bringing together diverse people and encouraging their individual and collective innovation and creativity. Entrants in this category may be working with a particular group of staff or potential staff, or they may be taking a comprehensive approach to supporting their diverse workforce.

- **Your organisation:** Please tell us (in a paragraph or two) about your organisation; its size, structure, a (very brief) history, industry sector, location/s, the activities you undertake and the size and composition of your workforce. Please highlight any particular aspects of your business, such as industry, location and hours of operation, which will help to give us a picture of the challenges and constraints facing you and your workforce. How diverse is your workforce? Does it reflect the diversity of your customer base?
- **Diversity in your organisation:** What initiative(s) specifically recognise the diversity of your workforce? How do you support a diverse workforce in practice? You might wish to enter a single initiative or multiple initiatives designed for one or many specific groups (eg. younger workers, different ethnicities etc). Please also explain how the initiative(s) is/are integrated into the strategy and culture of your organisation.
- **Development and implementation:** How did you introduce and implement your initiative(s)? If you are a large organisation, this may include policy development and implementation. If you are a smaller organisation, how did you put the initiative(s) into practice? How do you communicate availability to employees?
- **Culture/management support:** How are the initiative(s) reflected in the culture of the organisation? How do leaders/managers support it/them? How is this commitment made visible? What accountability is there for success?
- **Organisational benefits:** How has your organisation benefitted from the initiative(s)? How has it/they contributed to productivity? We recommend you include both data and some anecdotal evidence, such as changes in absenteeism, staff turnover, recruitment, profile, customer and staff satisfaction measures (or direct customer or staff feedback). You may include comparisons with industry averages if available.
- **Employee benefits:** How have your employees benefitted from the initiative(s)? Again, you may include data from staff satisfaction surveys, individual case studies and direct comments from staff.
- **Plans for the future:** What are your plans for the future? Are there any new initiatives you plan to develop or existing ones you plan to extend?

Work & Life Award

Successful organisations recognise that people will thrive at work if their overall wellbeing is taken into account, particularly their commitments and interests outside work. Initiatives in this category often, but not always, include flexible working arrangements, health and wellness programmes and a supportive workplace culture which encourages a healthy, happy and productive workforce.

- **Your organisation:** Please tell us (in a paragraph or two) about your organisation; its size, structure, a (very brief) history, industry sector, location/s, the activities you undertake and the size and composition of your workforce. Please highlight any particular aspects of your business, such as industry, location and hours of operation, which will help to give us a picture of the challenges and constraints facing you, particularly in the current environment.
- **Work-life initiative(s):** You might wish to enter a single work-life initiative or a range of initiatives your organisation offers to enhance people's ability to manage their working lives and other commitments. Describe the initiative(s). How are these measures supported in practice? Who within your organisation has access to the initiative(s)?
- **Development and Implementation:** Can you tell us how this/these initiative(s) have been introduced and implemented? Did you face any particular challenges? How were these addressed? How were employees involved in the process? How do you communicate the availability of the initiative(s) to employees? How has/have the initiative(s) evolved over time? How have it/they been measured?
- **Culture/management support:** How do the organisation's leaders/managers support the initiative(s)? How is this commitment made visible? What accountability is there for success?
- **Organisational benefits:** How has your organisation benefitted from the initiative(s)? What has been the effect on business outcomes? We recommend you include both data and some anecdotal evidence, such as changes in absenteeism, staff turnover, recruitment, profile, customer and staff satisfaction measures (or direct customer or staff feedback). You may include comparisons with industry averages if available.
- **Employee benefits:** How have your employees benefitted from the initiative(s)? Again you may include data from staff satisfaction surveys, individual case studies and direct comments from staff.
- **Plans for the future:** What are your plans for the future? Are there any new initiatives you plan to develop or existing ones you plan to extend?

Skills Highway Award

Reading, maths and communication skills are the starting point for all other workplace skills. New Zealand, like many other countries, has large numbers of employees with gaps in these areas, which makes it hard for them to get ahead and difficult for businesses to achieve best performance. A well-trained, engaged, literate and numerate workforce helps business productivity.

Employees need to be effective while speaking, listening, reading, writing, processing mathematical information, working in teams, using technology and solving problems. Employers need to invest in their people to tap their full potential, improve productivity and give their employees more options at work and at home.

This award celebrates workplaces that have done this and can show how they have helped improve their employees' skills, and, in turn, business outcomes. We encourage collaborative entries from workplaces and other agencies.

- **Organisation:** Please tell us briefly about your organisation; its size, structure, history, industry sector, location/s, its activities and the size and composition of your workforce. Note any issues relevant to literacy and/or numeracy, eg, percentage of non-native English speakers.
- **Workplace literacy/numeracy initiative(s):** Please tell us about your literacy/numeracy initiative(s), explain how they work and how they address the needs of your workforce.
- **Development and implementation:** Tell us the reasons for developing your literacy and/or numeracy initiative(s). How did you develop them? What challenges did you face and how were these addressed? Describe involvement of external agencies, if applicable. How did you gain buy-in from leaders and staff/trainees? What is the budget for your initiative(s)? How do you communicate the availability of the initiative(s) to employees? How do you select participants?
- **Leadership/management support:** How do your organisation's leaders/managers support the initiative(s)? How does management make this commitment visible? How are managers accountable for the initiative's success? Explain how the initiative(s) are linked to your organisation's strategic outcomes.
- **Effectiveness:** How effective has/have the initiative(s) been? Explain how you benchmarked your programme (s) to measure effectiveness and improve delivery. We recommend you include both data and anecdotal evidence, such as changes in workplace performance, employee engagement survey data, error rates, product improvements, absenteeism, staff turnover, morale and productivity, customer satisfaction measures (or direct customer feedback), workplace accidents, teamwork, family/community benefits etc. You may include comparisons with industry averages or previous years.
- **Future plans:** What plans do you have to further develop or extend workplace literacy and/or numeracy programmes?

Walk the Talk Award

Entrants in this category exemplify excellence in managing and supporting diverse workforces. They value individual skills and talents and create teams where everyone can thrive. They are often committed to communicating the value of diversity beyond their own team or workplace.

- **Walk the Talk nominee:** Please tell us the name of your Walk the Talk nominee, including their position, length of service with the organisation and their leadership responsibilities. Please note that this person may be in a very senior role in your organisation, or they may exercise exemplary diversity leadership qualities from within.
- **How do they model leadership?** How does this person demonstrate leadership in managing a diverse workforce?
- **How do they encourage others?** How does this person encourage others to make the most of a diverse workforce?
- **Impact/effectiveness:** What examples can you give of the impact and/or effectiveness of this leader? How have they made a difference to your workplace and to the diverse people who work there? How has this affected the organisation overall and its internal or external profile?

Note: To remain eligible for a Walk the Talk Award, the entrant must remain in the employment of the same organisation for the duration of the Awards judging process.