**Entry form**

HR/L&D team of the year

This award recognises HR/L&D teams that have demonstrated excellence across the organisation to meet both the needs of the business and its people.

Judges will be looking for:

* an HR/L&D team that can demonstrate innovative and unique approaches to addressing either one key business issue across the year or multiple projects
* a strategic approach to all aspects of HR/L&D management
* exceptional teamwork and leadership including working across boundaries in a timely and effective way
* a quantifiable contribution to commercial or organisational achievements because of exceptional team working
* operational excellence in execution.

**Before completing this form, read the** [rules of entry](http://www.cipdniawards.co.uk/how-to-enter/) **and** [top tips here](http://www.cipdniawards.co.uk/how-to-enter/)**.**

**How to enter**

* Type your answers on this form, addressing each of the key areas listed below.
* We understand that some information provided may be confidential and commercially sensitive, but note that some entry details may be published throughout the Awards process.
* You may upload additional supporting materials in a PowerPoint presentation along with your entry – up to 50 MB in total.
* The total of all your answers (Q1 – Q4) must not exceed the word count of **1200 words**.

**Your organisation**

Organisation name:

Organisation sector (delete as appropriate): Private / Public / Third

Organisation website:

Describe your organisation in 100 words (this is not included in the word count):

**Your entry**

1. **Give an overview of the make up of your team, the team’s role and objectives within the organisation.**
* What were the key challenges you were trying to solve?
* What was the team’s approach to the organisation’s strategic objectives?
* Include the size of your team in relation to the organisation’s sizeand any internal/external partners
1. **Outline any barriers that were experienced and indicate how they were overcome.**
2. **Describe your core achievements over the last 12 months.**

*(Hint: this is a crucial section. The judges will be looking for clear evidence of teamwork within the HR/L&D team and it’s impact on the organisation. This might be through anecdotal feedback, staff surveys, productivity improvements, increased sales/customer satisfaction scores etc. What makes these achievements stand out from other teams?)*

1. **Provide a testimonial from either a senior colleague or client.** (*Hint: the judges will be looking for measurable business impact on your organisation.)*

 **Once you have completed your form, make sure to save and upload it to the online entry system by** [clicking here](https://www.cipdniawards.co.uk/submit-your-entry/)**.**