

Nomination Form

Deadline for Nominations

Completed nomination forms are to be e-mailed to:

Richard Clatney – Coordinator, Selection Committee - Prism Awards Program at
rclatney@gmail.com by **5 p.m. CST, Friday, January 25, 2019**

Please include ICF Saskatchewan Prism Award 2019 in the subject line. You will receive confirmation of your nomination form within 24 hours of receipt.

Note that nominations may be submitted anytime between Monday November 25, 2019 and Friday January 25, 2019.

Format Guidelines

Complete the nomination information as defined below. All nominations will be accepted in Microsoft Word, or a similar program, using a standard business font and size. Please keep the format simple, clear and concise.

Confidentiality

ICF Saskatchewan Chapter is collecting this information to select a Prism Award recipient. To ensure confidentiality of information contained in the Nomination Submissions, access will be limited to the Selection Committee and judges. The information will be kept strictly confidential, and will not be used for any other purpose.

Disclosure

By submitting this nomination any Prism Award recipients agree to have their company name and coaching success stories shared publicly and with the media.

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PART ONE

1. Nominating Coach's Details

- Coach's Name(s):
- Coach's Business/Organization Name:
- Coach's Phone Number:
- ICF Membership Number(s):
- ICF Credential(s) and/or certification with ICF accredited school:
- Names of additional coaches, if applicable.

2. Nominee Details

- Name of Organization:
- Address of Organization:
- Industry Sector (public, private, not -for -profit):
- Number of Employees (at time of submission):
- Start Date of the Coaching Initiative:
- Status of the Coaching Initiative – (is it active at this time?):

A prerequisite of the award eligibility is that the coaching initiative may have started earlier, however, at least 4 months of the initiative must have taken place during 2018.

3. Organizational Champions

Identify the person or people who championed the coaching initiative and their role(s) in the organization: (provide up to three)

- Name:
- Title/Position:
- Phone Number:
- Email:
- ICF Member and Credential if applicable

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4. Industry Sector

Identify which industry sector and award category that best suits the organization

Organization Type	Small 1-99 employees	Medium 100 – 499 employees	Large 500+ employees
Private Sector			
Public Sector			
Not-For-Profit			

PART TWO

For the remaining sections of the nomination form, please refrain from identifying the **proper name** of the organization you are nominating, specific individuals or specific training programs/vendors. Rather, please provide anonymous reference (e. g. the organization, the company, etc.).

Correct: The organization has calculated ROI of three times their investment.

Incorrect: ABC Global Inc. has calculated ROI of three times their investment.

Correct: An accredited provider delivered coach-specific training to internal coaches.

Incorrect: School for Coaching Excellence delivered coach-specific training to internal coaches.

Correct: The director of marketing credited coaching with increasing employee engagement in her department.

Incorrect: Director of marketing Jane Doe credited coaching with increasing employee engagement in her department.

Please note that if you provide identifying information in these sections, your nomination may be disqualified.

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A. Coaching Initiative Scope

1. Describe the story of the coaching initiative (250 words or less)

Include services or products that the coach(es) provided for this organization, the actual process of creating this initiative that produced the results, any model or tools used, the philosophy and approach of the coaching interventions, how many people received coaching, how many coaches were involved, how the coaching was delivered (individual, team, group, in-person, other), description of the coaches (i.e. were they internal/external, etc).

2. Describe why you are nominating this business/organization (250 words or less)

Tell the story of how the organization meets or surpasses the award criteria along with other relevant information/why it should be recognized by the ICF Saskatchewan Chapter with a Prism Award. What were the identified business/organizational goals or priorities that the coaching initiative addressed and how was the coaching effective in achieving the intended outcomes?

3. Identify the most appropriate contact person for the organization whom the Selection Committee can interview about this coaching initiative.

Name:

Position/Title:

Email:

Phone Number:

4. Participating Coach(es) – Aside from the Nominating Coach please provide information for up to five coaches who worked on this coaching initiative.

Name:

Internal or External Coach:

ICF Member

ICF Credential Level, if applicable:

B. Detailed Evaluative Criteria

Standards (500 words or less)

Provide examples of how the coaching initiative was developed in a way that highlights a commitment to professional standards, industry excellence or best practices within organizational coaching. Examples could include but are not limited to the following:

- Coaching initiative utilizes external or internal coaches
- Individuals offering coach-specific training to employees have graduated from an ICF accredited/approved program

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- Coaches involved in the initiative have been offered coach mentoring/coaching supervision
- ICF Code of Ethics has been identified as a resource in coaching agreement with the organization
- Coaching agreements explicitly state the relationship between coach, client and other stakeholders (e.g. Supervisor, HR, other organizational decision makers)
- Evidenced based approach adopted throughout coach training and/or delivery of coaching

Strategy (500 words or less)

Provide specific examples of how organizational goals, strategic priorities or workplace needs are being addressed through the coaching initiative. Examples could include but are not limited to the following:

- Coaching initiative aligns with organizational mission, vision, core values or behaviours
- Coaching initiative can be mapped clearly to current organizational goals/objectives
- Coaching initiative supported by dedicated allocation of human and/or financial resources
- Coaching initiative has proven to be adaptable/has evolved to serve fast, emerging employee/organizational needs
- Coaching has become a fundamental element to the organizational team-building processes

Sustainability (500 words or less)

Provide examples of how coaching has become embedded into the fabric of the organizations or identify any plans to develop/expand the coaching initiative further. Examples could include but are not limited to the following:

- Organization has coaching champions/advocates in senior leadership position who can communicate the coaching strategy effectively
- Coaching has become positioned as a preferred solution when compared to other modalities
- Coaching used as modality in forward-thinking areas (e.g. talent management, succession planning, employee development)
- Coaching shows long-term resilience in organizational infrastructure/operating budget
- Organizational leadership styles have changed positively resulting from coaching

Impact (500 words or less)

Provide any observable and measurable details that underscore the value, influence or effectiveness of the coaching initiative. Examples could include but are not limited to the following:

- Integration of coaching measured by the number of employees/proportion of workforce receiving coaching
- Employees who have received coaching provide positive testimonials that demonstrate the breadth and/or depth of coaching initiative
- Employee indicators provided that validate increased levels of workplace engagement and well-being (e.g. decreased stress, increased resilience, goal attainment)
- Return on Expectations (ROE) measurements provided for non-monetary employee organizational goals that were identified before the coaching initiative was implemented

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- Examples are % change in employee turnover, profitability, or other key performance indicators (KPI's) the organization used to evaluate the results of the coaching initiative
- Return on investment (ROI) measurements calculated for areas that emphasized financial business outcomes or for any impacted goal areas that can be converted to monetary value. This could include a return on investment (ROI) calculation

$$\frac{(\text{Gain from Investment} - \text{Cost of the Investment})}{\text{Cost of the Investment}} \times 100$$

If you have any questions about completing this nomination form please contact:

Richard Clatney

ICF Saskatchewan PRISM Awards - Coordinator, Selection Committee

rclatney@gmail.com

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