

## **2010 Excellence in Education Award Submission Questions**

### **Section 1: Organizational Profile (5%)**

The Organizational Profile is a critical starting point for your award submission. It provides you an opportunity to analyze what you currently do, identify the challenges you face, establish where you want to go in the future, and determine how to get there to strengthen the organizational environment and develop an educated, cohesive workforce. It will also help you complete the other Sections and cross-check for consistency.

The Judges will use the Organizational Profile to understand how your organization operates and determine how it functions to be successful. You will be assessed on your organization's environment, relationships, influences, challenges, and educational pursuit as described in your Organizational Profile and compared with the Criteria descriptions in the other Sections.

1. What is the purpose of your organization? What are the stated Vision, Mission, Goals, and Values in your organization?
2. What is your organizational culture?
3. What are the key characteristics and working environment in your organization? What is the workforce profile? What are the workforce groups and segments? What are their key requirements and expectations?
4. What are the education levels of the workforce?
5. How does your organization manage workforce and job diversity?

### **Section 2: Professional Development and Life-Long Learning (35%)**

In this section, you will identify the formal and informal processes your organization uses to promote Professional Development and Life-Long Learning among all employees.

The Judges will use your responses to identify how Senior Leaders personally promote the educational wellbeing of the workforce and how they promote and support Life-Long Learning for all members.

1. What are your organization's main educational programs, offerings, and services for your employees? What delivery mechanisms does your organization use to provide educational opportunities, offerings, and services?
2. How does your organization determine, manage, and monitor employee development?
3. What kind of regular employee in-house training activities does the organization conduct?
4. How do your leaders guide the career progression of its employees?

5. What percentage of your employees completed formal training during the competition year?
6. How do your leaders implement and manage individual development plans?
7. How does your workforce development and learning system address the following?
  - Workforce needs and desires for learning and development events, including supervisors and managers.
  - The breadth of development opportunities, including education, training, coaching, mentoring, and work-related experiences, as appropriate.
  - The transfer of knowledge from a departing or retiring workforce.

### **Section 3: Strategic Planning (20%)**

This section will allow you to define where you are today, where you want to be in the future, how you plan to get there, and who are the participants who will help you arrive at success.

1. How does your organization conduct strategic planning? What are the key process steps?
2. Who participates in defining the Mission, Vision, Values, and Goals of the organization?
3. What tools and documents does your organization use to develop and maintain your Strategic Plan?
4. How are the Mission, Vision, Goals, and Values promulgated throughout the workforce?
5. What processes and tools does your organization use to identify its strengths and weaknesses, and how does it use them to make improvements and reward strengths?

### **Section 4: Knowledge Management, Technology, and Innovation (20%)**

This section examines how your organization selects, gathers, analyzes, manages, and improves its data, information, and knowledge assets and how it improves the information technology used by the workforce.

1. How does your organization make information available to the workforce?
2. How does your organization ensure that hardware and software are reliable, secure, current, and user-friendly?
3. How does your organization make new technology available to your workforce?
4. How does your organization prepare employees for new technology?
5. How does your organization determine, implement, and share best practices to bring about innovative thinking throughout the workforce?

## **Section 5: Performance Improvement (20%)**

This section allows you to describe the processes your Leaders use to provide an organizational climate that improves the performance of the workforce and ensures that all members of the Organizational Family behave legally and ethically and practice good citizenship.

1. How do your leaders promote an organizational climate conducive to high performance?
2. How do senior leaders communicate with and engage the entire workforce?
3. How do senior leaders create a focus on action to accomplish the organization's objectives, improve performance, and attain its Vision?
4. How does your organization implement improvements, technological changes, and innovation?