NOMINATION FORM

For ORGANIZATIONS

Part 1 – Nominations Form: Demographics

Nominating Coach Information

Please provide contact details for **one** nominating coach who participated in the organization's coaching initiative (must be an ICF Credentialed Coach with an up-to-date membership and be in good standing):

Coach Name:	
Coach's Business Name:	
Phone:	
ICF Membership Number:	
ICF Credential:	ACC PCC MCC
Email:	

Organizational Nominee Information

Please provide information about the organization where the coaching initiative was implemented:

Organization Name:	

Deadline for Nomination:

Monday November 7th, 2016 at 08:00PM EST

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prism@ottawacoaches.ca

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PRISM Award
OTTAWA CHARTER CHAPTER

Organization Address *(Must be in the National Capital Region)*:	
Organization Sector *(Private, Non-Profit, Government):*	
Industry Sector *(Healthcare, Retail, Mining etc.):*	
Number of Employees:	
Annual Revenue (CAD):	$
Date Coaching Initiative was Implemented:	
Current Status of Coaching Initiative *(completed, ongoing, expanding, etc. Coaching Initiative must have been active in the last 12 months):*	

Implementation Summary of Coaching Initiative

Please quantify the extent to which this coaching initiative has been implemented across the organization:

Total Number of Coaches used in the initiative:	
Number of ICF Certified Coaches used in the initiative:	
Number of Employees participating in the coaching initiative (e.g. receiving coaching):	
Number of departments or business lines participating in the initiative:	

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Coaching Sponsor

During the Prism nomination review process, the panel of judges will meet with the coaching sponsor (or a suitable designee) and the nominating coach must be available to provide additional, clarifying information about the coaching initiative including participant testimonials if required.

Please provide contact details for the **most appropriate** coaching sponsor (e.g. Human Resources, Learning & Development, CEO, VP, etc.) within the organization:

Coaching Sponsor Name:	
Title:	
Phone:	
Email:	

Please provide contact details for up to three individuals within the organization who are considered to be the primary supporters or 'champions' for the coaching initiative:

	Champion #1	Champion #2	Champion #3
Name:			
ICF Credential (if applicable):			
Position Title:			
Email:			
Phone:			

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Participating Coaches

Please provide information for up to ten coaches who worked on this coaching initiative, not including the nominating coach. The nominating coach or any participating coach listed on this application may be contacted in order to provide additional clarifying information about this coaching initiative.

	Coach Name	ICF Credential & Membership Number	External or Internal (check)	Telephone Number	Email
1.			Int. Ext.		
2.			Int. Ext		
3.			Int. Ext		
4.			Int. Ext		
5.			Int. Ext		
6.			Int. Ext		
7.			Int. Ext		
8.			Int. Ext		
9.			Int. Ext		
10.			Int. Ext		

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Part 2 – Nominations Form: Detailed Evaluative Criteria

Part 2 of the Nomination Form is a two-part process. The first section requires applicants to describe why the organization should be recognized for an ICF Ottawa Prism Award followed by providing a general scope of the coaching initiative.

The second section of Part 2 of the Nomination process requires applicants to address how their coaching initiative meets four key deliverables: Standards, Strategy, Sustainability and Impact.

Judging Process

Prism Judges will not be informed of the name of the nominated organization or participating coaches when judging the nomination including the evaluative criteria.

For the remaining sections of this Nomination Form we ask that you refrain from identifying the proper name of the Organizational Nominee or anyone associated with the coaching initiative. Rather, please provide anonymous references (e.g. the organization, the company, the coach, the coachee, the sponsor, etc.).

If you choose to answer the questions below on a separate document, please ensure the **Coach Name** is clearly stated on the top of every page, including page numbers in format **Page * of ***.

The nomination form will be returned to you for editing if identifying names are referenced in the following sections.

Snapshot of the Coaching Initiative

1. As the Nominating Coach, please describe why you feel that this organization should be recognized for an ICF Ottawa Prism Award (250 words or less).

2. Please describe the general scope of the coaching initiative in terms of the types of coaching that are being applied inside the organization (250 words or less).

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Details and Examples Coaching Initiative

The Prism Award requires applicants to demonstrate how their coaching initiative meets four key areas:

- Standards
- Strategy
- Sustainability
- Impact

Information and examples on each of the four key areas of the Prism Award are detailed below.

STANDARDS

Provide examples of how the coaching initiative was developed in a way that would highlight a commitment to rigorous professional standards, industry excellence or best practices within organizational coaching. Examples could include, but not be limited to, the following (500 words or less):

- Coaching initiative utilizes external or internal coaches who hold an ICF Credential
- Individuals offering coach-specific training to employees have graduated from an ICF accredited/approved program
- 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; in particular, confidentiality has been preserved in coaching conversations
- Clear rationale for using coaching as the preferred solution

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STRATEGY

Provide specific examples of how organizational goals, strategic priorities or workplace needs are being addressed through the coaching initiative. Examples could include, but not be limited to, the following (500 words or less):

- Coaching initiative aligns with organizational mission, vision, core values, or behaviors
- 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

Provide examples of how coaching has become embedded into the fabric of the organization or identify any plans to develop/expand the coaching initiative further. Examples could include, but not be limited to, the following (500 words or less):

- 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 the coaching

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IMPACT

Provide any observable and measureable details that underscore the value, influence or effectiveness of the coaching initiative. Examples could include, but not be limited to, the following (500 words or less):

- Any metrics, statistics, or data from evaluations or measurement tools used
- Integration of coaching measured by 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 coaching initiative was implemented
- Return on Investment (ROI) measurements calculated for areas that emphasized financial business outcomes or for any impacted goal areas that can be converted to a monetary value.

Part 3 – Nomination Form: Organizational Release

Nominated Client Organization Release

I hereby authorize the Ottawa ICF Chapter permission in perpetuity, to share my name, the nominating organization's name and our coaching story with the community through media, social media, marketing, other modes of communication, and at the Awards Event.

Client Signature: _____Date:_____

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