

Manager Award



NOMINATION GUIDELINES

The Manager Award is an opportunity to acknowledge hard work of a human service manager in the intellectual and developmental disabilities and/or brain injury field who successfully manages their team. One award will be named.

Eligibility (of Nominee)

1. Must be currently employed by an ADDP member organization in a management position (e.g. program manager or director, etc.) for at least one year.
2. Must meet at least two qualities under criteria section.

Criteria

Candidate will be evaluated based on how they demonstrate management qualities in at least two (2) of the following areas:

1. Supervision: Engages team through positive change, encourages staff initiative and teamwork, and serves as a role model. Demonstrates positive relationships with staff through effective communications, active listening, conflict resolution skills, and providing appropriate feedback.
2. Initiative: Carries out agencies strategic goals to improve program operations. Displays exceptional performance beyond regular responsibilities.
3. Critical thinking: Develops solutions to problems/issues. Demonstrates how his/her project(s) fits into the bigger picture of the agency.
4. Professional development: Supports educational opportunities for supervisees, seeks opportunities for self to learn, and motivates or mentors staff.

Suggested Information

When completing nomination form include specific examples showing how candidate qualifies for award. *Use strong examples.* A weak versus strong example – **Weak**: “She always celebrates diversity.” **STRONG**: “She is responsible for organizing the school's first multicultural training, an annual Cinco de Mayo celebration and organized assemblies featuring speakers of different cultural backgrounds.”

Nomination Process

1. Submit a “Manager Award Nomination Form” by February 16, 2018
2. Write support letter (approx. 150 words or less) OR record a two (2) minute video (smart phone is okay) describing why nominee should get this award. This should be done by someone other than the nominator and submitted by February 16, 2018.
3. Incomplete submissions will not be considered.
4. If you have questions, contact ADDP at LEAD@addp.org or 508-405-8000.

Selection Process

1. The ADDP Conference Committee will select one winner.
2. Nominators will learn results via email late February 2018 and will be responsible to notify candidate of results.
3. **Honoree or nominator will need to submit an electronic photo of winner for the event program book by 2/27/16.**
4. Honoree will be invited to attend the conference free of charge to receive award.

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NOMINATION FORM

Nominator Information

Name and title: _____

Organization and address: _____

Email: _____ Phone: _____

Relationship to nominee: _____

Nominee Information

Name and title: _____

Organization and address: _____

Email: _____ Phone: _____

Has nominator's agency's executive director approved the nomination? Yes No

Note: Agency executive director approval is required. ADPP will follow-up to confirm approval for finalists only.

Answer the following about the nominee. Be specific and give examples (*show how!*) to support statements.

1. Describe nominee in three words.

2. Describe nominee's background (personality, hobbies, interests, length of time in field, etc.).

3. Check following elements the nominee meets and give a brief explanation (75 words or less) after each applicable element. (Must meet at least two (2) elements; Refer to guidelines for description of each element).

Supervision:

Initiative:

Critical thinking:

Professional development:

4. Submit a letter of support OR short video, not both, describing why nominee should get this award. Letter or video should be completed by someone other than nominator. If you submit a video, you will need to email it, along with completed nomination form, to LEAD@addp.org by February 16, 2018. Support letter can be copied below or emailed separately with the completed nomination form.

Email completed form to LEAD@addp.org by February 16, 2018. **Include "Manager nomination" as email subject heading.**