




Graduate School USA
THE W. EDWARDS DEMING
OUTSTANDING TRAINING AWARD

2019 Nomination Form

Completing the Nomination

Eligibility

1. Federal, state and local government organizations, and civilian and uniformed branches of the U.S. military are eligible.
2. Government contractors who are partnering with a federal, state, or local government agency on a project that meets the criteria of the Deming award are also eligible to apply. However:
 - The contractor must be the primary contact brought on by the agency that created the specific program, under the direction of the agency.
 - The contractor must be administering the program in partnership with the agency.
3. Individuals are not eligible.
4. Nominated projects must have been initiated within two years of the nomination deadline.
5. There is a one-year moratorium on any extension of a previous winning initiative.

Criteria

Priority will be given to nominations that meet all of the following criteria:

1. The results are outcome-based, rather than activity-based, resulting in a verifiable improvement in some aspect of the organization's performance.
2. A strong rationale is evident to support the decision to utilize training (rather than alternatives) to address the organizational performance deficiency.
3. A sound methodology was used to determine and objectively verify the impact of the initiative and how it contributes to the organization's mission.
4. The initiative demonstrates a commitment to collaboration and information sharing.
5. The initiative illustrates a strong "story," presenting a before and after narrative.

Nominations should adhere to the following guidelines:

1. Explain specifically how the nominated initiative meets the criteria.
2. Show a correlation to the organization's mission.
3. Demonstrate a mastery of the challenge.
4. Stress the factors that make the initiative exceptional or noteworthy.
5. Demonstrate the concepts of teamwork and sharing.
6. Illustrate the effect of the initiative on the organization's performance.
7. Substantiate all claims, providing information that objectively verifies the successful results of the nominated initiative.
8. Provide supplementary video or other media as it relates to the overall success and performance goals of the organization's initiative.
9. Include a photo of the nominated team.

Additional Guidance:

When preparing your nomination, please keep in mind that it should convey the strategic importance of your initiative as it relates to overall organizational success. Dr. Deming stressed the idea of transformational change that produces measurable results. His book, *Out of the Crisis*, includes a roadmap of 14 points that describe how transformational management is achieved. Some of those key points are listed below. Ask yourself: "Do these points apply to my organization's program or initiative?"

1. Create constancy of purpose for improving products and services.
2. Institute training on the job.
3. Adopt and institute leadership.
4. Drive out fear.
5. Break down barriers between staff areas.
6. Eliminate numerical quotas for the workforce and numerical goals for management.
7. Remove barriers that rob people of pride of workmanship, and eliminate the annual rating or merit system.
8. Institute a vigorous program of education and self-improvement for everyone.
9. Put everybody to work accomplishing the transformation.
10. Adopt the new philosophy.

Requirements

Entries must be:

- Accompanied by this form and a one-page summary of the nominated initiative.
- Typewritten and no longer than 20 pages (8.5" x 11" paper), including the summary.
- Submitted as hard copy or e-mailed as a pdf file to deming@graduateschool.edu.

Part I. Nominee Information

Organization Nominated (Name as it should appear on the award, if selected)

Mailing Address

City State Zip Code

Telephone E-mail

Part II. Time Frame

Nominated projects must have been initiated within two years prior to the nomination deadline.

Starting Date of Program _____ End Date (if applicable) _____

[Visit graduateschool.edu/deming](http://graduateschool.edu/deming) for more information.

Part III. Program Nomination Category

Please indicate the category for which you are nominating your initiative. Please note that you may nominate a initiative for more than one category.

- **Human Capital Management:** Talent management, employee engagement and succession management
- **Technology:** Learning system management, mobile accessibility, and career portals
- **Innovation:** Original applications or ideas that challenge conventional notions of how things have previously been done

Part IV. Description of Program and Impact on the Organization's Performance

Please provide thorough responses to the requested information below.

1. Briefly explain the overall mission of the organization (or specific unit) being nominated.
2. Describe the purpose or desired outcome of the initiative. What aspect of the organization's performance was the initiative designed to correct or improve?
3. Describe how and why it was determined that employee training and development would resolve the performance issue or challenge.
4. Include information on the individuals, teams, or organizations that received the training and on the training design process. Explain how the initiative was linked to the organization's accomplishment of its mission.
5. Provide a timeline of the initiative's primary activities.
6. Explain how the initiative resulted in a positive impact on the achievement of organizational goals. Objectively document the outcomes or results, and their positive impact on the organization's mission.
7. Explain the role of teamwork and organizational information sharing in achieving your initiative's goals, and include a photo of the nominated team.

Part V. Nominator Information and Signature

Name and Title of Contact Person Familiar with This Submission

Organization

Mailing Address

City

State

Zip

Telephone

E-mail

Signature of Authorizing Official

All entries must include this completed nomination form and a one-page summary of the initiative. Entries may not exceed 20 pages. E-mail or send a hard copy of the nomination to:

Graduate School USA/Deming Award
Office of the President
600 Maryland Avenue, SW
Washington, DC 20024
deming@graduateschool.edu

All nominations must be received by 5:00 pm Eastern on **August 21, 2019**. All nominations become the property of Graduate School USA and will not be returned.

If you have questions, please contact **Keyla Caldwell** at **202-314-3641**, or **Cynthia Hawkins** at **202-314-3438**.

Visit graduateschool.edu/deming for more information.

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