



Team of the Year

This award celebrates outstanding workplace and facilities management teams and the positive impact that they have for their organisations and customers. The winning team will have created a powerful and impactful dynamic that is delivering tangible, positive results for the business in the workplace and facilities discipline as well as supporting wider organisational goals. The winning entry will showcase the team's achievements and demonstrate its success as a result of a proactive and structured approach to teamworking. It will demonstrate all the hallmarks of a high-performance team and be an inspiration in and beyond the profession.

The IWFM Impact Awards 2021 recognise work and projects that were completed or operational over the last three years (since 1 January 2018).

Who should enter?

In house or service providing teams (or a combination of both) operating in the private, public or third sector, who can show how they meet the criteria. Entrant teams must comprise two or more people engaged in day to day workplace and facilities management activities as a whole or part of an in-house or contracted function.

Entrant details

Full name

Job title

Organisation

Team name, as you would like to be referred to in the Awards process

Number of employees in the team

Number of employees in the team's organisation

Is the team: Inhouse or outsourced

Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this project or initiative, including agencies, suppliers or partners.

Entry summary

Please provide a 50-word summary of your entry which (should you be named as a finalist) will be used at the Awards ceremony. Please write the summary in 3rd person and do not include any private or sensitive information as this may be available publicly.

What the judges are looking for

- They'll be looking to understand what makes a high performing team tick. They'll expect:
 - a vision and purpose aligned to corporate objectives
 - understanding of clearly defined roles and demonstration of mutual trust, support and values
 - evidence of diversity and inclusion
 - effective communication within and beyond the team, including with external stakeholders
 - a focus on individual and collective professional development
 - strong leadership and successful performance outcomes
 - how decisions are made and conflict resolved
 - how feedback is provided and how the team is rewarded individually and as a group and how this has contributed to overall team performance
 - a plan of what is next for the team

Entry criteria

- Judges are looking for concise information in each of the sections when assessing the entries.
- Each question will be scored, and incomplete questions will not attract a score.
- This is your opportunity to tell the judges why your team or project should be recognised and celebrated.
- Throughout your entry, please remember to include how your initiative has demonstrated diversity and inclusion, responsible practice and strategic integration.
- Please note, each section has a word limit detailed next to the question.
- Documents, charts or photos can be referenced and included in your supporting evidence document.

Entry questions

1. **Provide an executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it. A recommended approach is to write this for a person with no prior knowledge of your area of expertise/industry.**
(400 words maximum)

2. Set out the underpinning drive or vision for the team and summarise the objectives explaining how they supported organisational priorities (250 words maximum)
 3. Explain the different roles within your team, their inter-dependencies, and how they contribute to its effectiveness as a whole (250 words maximum)

6. How do you communicate within your team, with internal stakeholders and with external stakeholders? What measures do you take to build team culture? How does your team make decisions? How do you reward team members, and how does this contribute to overall team performance? How do you promote diversity and inclusion? (400 words maximum)

7. Explain your approach to developing both the team and the individuals within it. Evidence your commitment to ongoing learning and continual improvement (250 words maximum)

8. Describe the team's approach to leadership and the dynamic between the leaders and team members. Give examples of leadership in action. (250 words maximum)

9. Evidence your team's impact on the organisation, including examples of the team's attainment against goals e.g. performance outcomes in terms of commercial impact, sustainability, quality, customer service and/or corporate responsibility objectives. (250 words maximum)