



## Wellbeing

It is increasingly understood that our wellbeing is impacted by our work and surroundings. Research shows that in adulthood, some of the biggest factors influencing overall wellbeing include employment, relationships and health – both our physical and our mental health. The workplace matters, because it can impact all three and the workplace and facilities management profession has the levers to make a difference. This award recognises initiatives that have positively impacted the wellbeing of people and the activities they support.

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

### Who should enter?

In-house and outsourced workplace and facilities management service providers, organisations or businesses who can clearly demonstrate wellbeing best practice. An entry can also be a joint submission between end user and service provider. Entries will not be accepted from initiatives which are planned, in development or in progress.

### Entrant details

Full name

Job title

Organisation

Entry name (project/product/team name) as you would like the entry to be referred to in the Awards process

### 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 3<sup>rd</sup> person and do not include any private or sensitive information as this may be available publicly.

## What the judges are looking for

- Evidence that the initiative was employee or end-user centred and how it took into account diverse needs.
- Evidence of how entrants report on the impact of their respective initiatives and the measures they use.
- The specific outcomes and outputs of the initiative and how these are of benefit to individuals and to the organisation.
- Evidence of the actual or potential impact and influence of the initiative on the wider workplace and facilities management sector.

## 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 how the project or initiative is aligned with the organisational mission, vision and values – highlighting the core priorities and objectives.**  
(400 words maximum)

- 3. Explain the project or initiative lifecycle – from inception through delivery and evaluation.** This could include how scope was defined and objectives were set; use of research and benchmarks and how organisational 'buy in' was achieved.  
(400 words maximum)



**6. What are the next steps for continuous improvement and building upon the impact of your project or initiative?**  
(250 words maximum)

**7. Summarise your key learnings from the implementation of your project or initiative, and how you have shared these beyond your organisation.**  
(250 words maximum)