

THE SMART APPLICANT'S SANITY-SAVING WORKBOOK FOR THE 2018 TRAINING TOP 125

Section-By-Section Insights,
Expert Suggestions
And Scoring Guidelines

(all in a handy, fully functional Word document)

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About this Document

The **Smart Applicant's Workbook for the Training Top 125** is designed to save you time and headaches, and help you present your learning initiatives in the best possible light. The workbook features:

- **T125 application questions** in a fully functional Word document, unlike the official application, which is disabled for important functions like Find, Word Count and Spell Check.
- **Section-by-section insights** and winning perspectives on how to bring out your learning organization's strengths.
- **Official scoring guidelines**—inserted as relevant, so you can see them in context.
- **2 Best Practice Award and 2 Outstanding New Training Award examples**—four winning entries you can learn from.

Please note:

- This document is formatted differently from the official application to be sure no one accidentally submits the wrong document. The questions are identical, though in some places I added sub-numbering, e.g., 2.15a, 2.15b, etc., to make it easier to keep track.
- Because this is **NOT** the official application (which you can download [here](#)), **DO NOT submit it**.
- **Highlighted text** denotes a change from last year.
- *****VERY, VERY IMPORTANT***** Compose, compile and edit your responses here. Once you're **REALLY 100% DONE**, THEN copy them into the official application and submit.

What you should be looking for:

- **My comments are in orange, Arial font.**
- **Scoring guidelines are in green, Times New Roman font.** Some questions are scored both quantitatively and qualitatively; in these cases, the quantitative guidelines will appear first.

*Deb Arnold, Ink. is not affiliated with
Training magazine or the Training Top 125 Award.*

OUTSTANDING NEW TRAINING INITIATIVE AWARD

In addition to the Best Practice Awards described above, several winners also will receive an OUTSTANDING NEW TRAINING INITIATIVE AWARD. Please note that although these are separate awards, these nominations will factor into the overall qualitative scoring for the Top 125.

To nominate an outstanding initiative for consideration for this award, please describe an outstanding training and development initiative (EXCLUDING the formal programs nominated above for Best Practice Award consideration) that your organization has undertaken in the last 12 months. Such an initiative has shown success (please detail results) in one area in short span of time but has not yet been proven over time in multiple scenarios. In time, it may become best practice. **Please include Level 3 and/or 4 metrics that show the program successfully helped to change behavior and/or achieve a corporate strategic goal.**

Outstanding New Training Initiative Award Nomination:

Name of Program:

Date Initiated:

Description (Word count limit: 500):

This one can be tricky. The program has to have been "undertaken in the last 12 months," but already "shown success."

Follow *the same guidelines* as the Best Practice Award, except for your metrics include whatever early successes you can and also mention **anticipated** impact: what you *plan* to measure, any defined or estimated goals and, of course, how all this relates to a strategic corporate objective. It's OK to not yet have results, but you must have plan for measuring them.

Because the judges are looking for program that has "not yet been proven over time in multiple scenarios," choose one that has potential to be scalable, replicable, etc. Examples:

- Highly successful new hire boot camp for certain engineering team that will become the blueprint for all engineering onboarding
- Sales simulation exercise that had tremendous impact for its pilot audience, and thus will be rolled out companywide
- Popular and effective learning game with diagnostic/prescriptive test engine that can be repurposed across multiple modalities

See the two examples below for further ideas and guidance.

Outstanding Initiative (0 to 3 points)

Demonstrate innovation, potential to evolve into a companywide best practice, that you achieved targeted goal(s) with at least preliminary results.

- .5 to 1 for identifying a corporate goal, linkage to training and demonstrating SOME innovation, but no results.
- 1.25 to 1.75 for goal, linkage, GOOD innovation, no results.
- 2 to 2.75 for goal, linkage, GOOD innovation, GOOD SPECIFIC results.
- 3 for goal, linkage, EXCELLENT innovation, EXCELLENT DETAILED results.

2.3 HOURS OF TRAINING: For each of the following "types of employees," how many PER-PERSON HOURS of formal, planned training (excluding orientation) does your organization provide employees ANNUALLY? NFP

Annual per-person hours

- Production/Line Employees
- Supervisory Employees
- Administration/Support Staff
- Professional Employees
- Sales/Account Management
- Technical/IT Staff
- Management Employees
- Senior Management
- Independent Contractors/Franchisees

They want all POTENTIAL training hours an employee could take, NOT actual training hours completed.

Quantitative score (2 points total)

Based on the "average" hours trained, score is assigned as:

- 0 for less than 20 hours
- 1 point for 20-40 hours
- 2 points for more than 40 hours

2.4 What is the TOTAL number of each classification of TRAINING PROFESSIONALS in your organization?

Full-Time Trainers: NFP
(35 hours/week)

Part-Time Trainers: NFP
(can include employees who spend at least 50% of their time on training but don't report to the Training function)

Subject Matter Experts (SMEs): NFP
(full-time employees responsible for some training)

Remember, "part-time trainers" spend at least 50% of their time on any aspect of training, whether or not they're on the training team. SMEs are NOT part of the quantitative calculation but an FYI to the judges.

Quantitative score (2 points total)

Based on the "ratio" result [ratio of employees to trainers], score is assigned as:

- .5 point for 151 to 200 employees per trainer
- 1.5 points for between 100 and 150
- 3 points for less than 100

2.5 TRAINING BUDGET: What is your company's TOTAL training budget for calendar year 2016-2017 or your current fiscal year? (Please provide your answer in the form of WHOLE NUMBER in U.S. dollars—do not use words, ranges, or abbreviations. Be sure to include training staff salaries, outside expenditures, materials, services, etc. You can choose to mark your answer NFP, but you MUST provide an answer.)

Total Training Budget \$ NFP

Include all budget your company spends on training, whether or not it comes from your learning function (e.g. separate branch offices' training budgets, budget for conferences and travel, etc.).

Bottom line: The bigger this number, the bigger the percentage in the next question, so think of everything appropriate to include.