Automotive Training Managers Council

NATIONAL EXCELLENCE IN TRAINING AWARDS

The awards are open to training providers in all sectors of the service, repair and parts industries, both OEM and aftermarket.

The awards serve to recognize the importance of quality training to the success of the transportation industry.

All submissions are provided to the judges in electronic format so please prepare your entry accordingly.

The award application consists of seven (7) sections that comprise a well-structured training program. Please organize your submission to address each section. Incomplete applications will not be considered. A panel of ATMC judges will be assembled and each judge will review each submission individually. Each of the seven sections of the application is assigned a point value based on how well the submission addresses the section. A mean average of all the judges' totals is then used to determine the submission's final score.

1. Program Overview
2. Needs Analysis
3. Learning Objectives
4. Program Elements/Materials
5. Training Program Delivery Methods
6. Measurement of Program’s Intended Outcomes
7. Program Sustainment/Maintenance

Based upon the point totals, there will be one Grand ATMC National Excellence in Training Award winner as well as two additional National Excellence in Training Awards. Additionally, at the sole discretion of the judges, there may be up to two honorable mentions where an entry has excelled in a particular judging section and merits recognition.

There is no application fee for ATMC Members. The application fee for non-members is $150 and is payable at the time of submission.

Each training provider/company may submit one training program each year. After a training provider/company wins the award, the organization may not resubmit the same program for award consideration in the future. However, a training provider/company may resubmit a non-winning program in subsequent years. Also, a training provider/company that has won an award in the prior year may submit a different program(s) for award consideration in following years.

**The deadline for entries is September 1, 2016**

To submit your entry electronically to our drop-box contact:

Dave Milne

Phone: 703-669-6617

Email: [dmilne@atmc.org](mailto:dmilne@atmc.org)

Discs or memory sticks can be sent to:

ATMC

Attn Dave Milne

101 Blue Seal Dr SE

Leesburg, VA 20175



**TRAINING AWARD ENTRY APPLICATION**

# **Deadline –Sept. 1, 2016**

Both this application and the materials submitted are confidential. Materials will be returned at the conclusion of the judging process, if requested.

**Company Name:** Click here to enter text.

**Address:** Click here to enter text.

**Training Program Name:** Click here to enter text.

**Does your company employ an ATMC member?** Choose an item.

**Is your company CASE certified?** Choose an item.

**Submitted by:**Click here to enter text.

**Title:** Click here to enter text.

**Phone:** Click here to enter text.

**Email:** Click here to enter text.

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| Please limit your submission to 250 words or less in Section 1 and less than 500 words in each Sections 2 through 7. \*Note: ATMC judges are looking for how well you address best practices in each section. It is important to not overshadow the entry with marketing information. Measurements and metrics, resulting behavior change, or ROI outcomes are examples of what makes one program stand out from another. Keep this in mind as you develop your entry narrative.  **1. Training Program Overview** Brief description of the training program.  *Include subject, target audience, delivery method(s), projected number trained, the expected results, and any innovations.* |

**2. Needs Analysis or Assessment**

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| Describe how the training needs and conclusions were determined. |
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**3. Training Program Learning Objectives**

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| Describe in detail the learning objectives of the program. *Learning objectives are defined as those measurable areas that the trainee should know or be able to do.* |
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**4. Program Elements/Materials**

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| Describe the programs elements and or materials (i.e.: workbooks, PowerPoint, instructor guide, worksheets, job aids, etc.). Include or attach examples. |
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**5. Training Program Delivery Methods**

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| Describe in detail the instructor led, web based, electronic media, print, or other delivery methods for the program. Include or attach examples*.* |
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**6. Measurement of the Program’s Intended Outcomes**

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| Describe the method(s) used to quantify the results of the training against the intended outcome. Include examples. |
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**7. Program Sustainment/Maintenance**

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| Describe any methods used to evaluate the program allowing it to evolve over time to better address the needs of the trainees. Provide examples of any changes made as a result of these evaluations. |
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