

April 16, 2021

Dear Sir/Madam,

NOMINATION FOR HR FOCUS AWARDS 2021

HR Focus is delighted to inform you that nominations for the HR Focus Awards 2021 are opened. There are a total of 31 awards to be won, including 4 all-new categories.

The HR Focus Conference and Awards scheme forms part of our efforts to enhance the recognition of Human Resource Management Practice in Ghana with the main objectives of this event being to:

- Identify, recognize and honour organizations that have built up a tradition of best practice in Human Resource Management.
- Bring HR best practice culture to the awareness of corporate Ghana and the Ghanaian public.
- Enhance the recognition and importance of HR by organizations (public and private) in Ghana, while providing a platform for HR practitioners to network and celebrate their achievements
- Create a platform for consultation and shared learning led by HR Focus.
- Acknowledge and encourage small private sector businesses and SOEs that are systematically striving to introduce and upgrade HR practices to meet best HR standards and practice.

The HR Focus Conference and Awards 2021 is a two-day event comprising an HR Forum, Corporate Exhibition, and an awards night.

Owing to your success in demonstrating commendable HR Practice in your organization, you are being considered for an award in your relevant business sector in the categories listed below. Please tick the box against the category in your area of interest.

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2021 Nomination Categories

Sector Awards

1. Best HR Management in Financial Services
2. Best HR Management in Hospitality
3. Best HR Management in Manufacturing
4. Best HR Management in Healthcare
5. Best HR Management in Energy & Natural Resources
6. Best HR Management in Media and Communication
7. Best HR Management in Telecommunication and IT
8. Best HR Management in Public Sector
9. Best HR Management in SME Sector
10. Best HR Management in NGO Sector

Function Awards

1. Best Organization in Learning & Development Practice
2. Best Organization in Employee Relations Practice
3. Best Organization in Rewards Management Practice
4. Best Organization in Performance Management
5. Best Organization in Recruitment and Selection
6. Best Practice in HR Information Systems (HRIS)
7. Best Organisation in Organisational Culture
8. Best Organisation in Employer Branding
9. Best Organization in Employee Safety, Wellbeing and Workplace Design
10. Best Organization in Diversity & Inclusion
11. Best Organization in Localization



INDIVIDUAL AWARDS

1. HR Rising Star
2. HR Manager of the Year
3. HR-Oriented CEO of the Year
4. HR Team of the Year
5. HR Practitioner of the Year
6. Overall Best Organisation in HR Practice





COVID-19 SPECIFIC CATEGORIES

1. Most Exemplary Employer
2. Most Outstanding Corporate Response
3. Most Outstanding Public Sector Response
4. Most Outstanding Non-Profit Organisation (NGO) Response

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The Awards criteria and a nomination form are attached for your use. Kindly submit selected nominations by close of work on Friday, 4th June, 2021.

Forms may be submitted at the L'AÎNÉ Services Head Office, Sakumono, or sent by email to: info@hrfocusmagazine.com, or via submission on the nomination form at events.hrfocusuniverse.com/hrfocusawards.

For more information on the HR Focus Conference and Awards 2021, visit: events.hrfocusuniverse.com/hrfocusawards.





Thank you.

Yours truly,







Daniel Annang
Chairman - Organising Committee
HR Focus Conference & Awards 2021

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HR FOCUS AWARDS NOMINATION FORM

A. Particulars of Organization

Legal name of the company and type of industry:

.....

Multinational or Local company?

.....

Number of employees

.....

Address (including city)

.....

.....

Name of Contact Person/Designation:

.....

Contact Person's Telephone No:

.....

Email:

List of other awards won:

.....

.....

.....





Membership of Professional Body (ies):

.....





Management Systems ISO/OHSAS Certification etc. (if any):

.....

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B. Award Category (ies):

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C. Justification (Supporting documents)

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NOTES

- (i) Please write in the space under “Award Category,” the HR award category your organization wishes to compete in.
- (ii) Your organization may choose to compete in more than one award category.
- (iii) Write in the space under “justification,” the reasons your organization should be selected for the award in the category chosen. Attach additional sheets of paper if the space provided is not enough.
- (iv) You may attach any supporting documentary evidence, policies, manuals, videos, etc. *(Documents should be in PDF format and Video files should not exceed 2GB. You can have your documents shared via WeTransfer to info@hrfocusmagazine.com)*
- (v) If you choose to compete in more than one award category, use separate forms for each category.
- (vi) Please note that all the information you submit will be held in the highest level of confidentiality (Technical Committee members have signed a non-disclosure agreement).
- (vii) Entries submitted will be vetted by the Technical Committee based **solely** on documentary evidence submitted as stated in (iv). No face-to-face presentations will be required.

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HR AWARDS CATEGORY AND CRITERIA FORM



Sector Awards

1. **Best HR Management in Financial Services**
Demonstrated history and evidence of best practice in HR Management in financial services including:
 - 1.1 General HR practice
 - 1.2 Human Resource Management philosophy
 - 1.3 Strategic HR management
 - 1.4 HR function visibility & role
 - 1.5 HR practice documentation
 - 1.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
 - 1.7 Covid response (prevention and control) strategy/initiative





2. **Best HR Management in Hospitality**
Demonstrated history and evidence of best practice in HR Management in the hospitality industry including:
 - 2.1 General HR practice
 - 2.2 Human Resource Management philosophy
 - 2.3 Strategic HR Management
 - 2.4 HR function visibility & role
 - 2.5 HR practice documentation
 - 2.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
 - 2.7 Covid response (prevention and control) strategy/initiative

3. **Best HR Management in Manufacturing**
Demonstrated history and evidence of best practice in HR Management in the manufacturing sector including:
 - 3.1 General HR practice
 - 3.2 Human Resource Management philosophy
 - 3.3 Strategic HR management
 - 3.4 HR function visibility & role
 - 3.5 HR practice documentation

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- 3.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 3.7 Covid response (prevention and control) strategy/initiative
- 4. **Best HR Management in Healthcare**
Demonstrated history and evidence of best practice in HR Management in the healthcare industry including:
 - 4.1 General HR practice
 - 4.2 Human Resource Management philosophy
 - 4.3 Strategic HR Management
 - 4.4 HR function visibility & role
 - 4.5 HR practice documentation
 - 4.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
 - 4.7 Covid response (prevention and control) strategy/initiative
- 5. **Best HR Management in Energy & Natural Resources**
Demonstrated history and evidence of best practice in HR Management in the Energy & Natural Resources sector including:
 - 5.1 General HR practice
 - 5.2 Human Resource Management philosophy
 - 5.3 Strategic HR Management
 - 5.4 HR function visibility & role
 - 5.5 HR practice documentation
 - 5.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
 - 5.7 Covid response (prevention and control) strategy/initiative
- 6. **Best HR Management in Media and Communication**
Demonstrated history and evidence of best practice in HR Management in Media including:
 - 6.1 General HR practice
 - 6.2 Human Resource Management philosophy
 - 6.3 Strategic HR Management

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- 6.4 HR function visibility & role
- 6.5 HR practice documentation
- 6.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 6.7 Covid response (prevention and control) strategy/initiative

7. Best HR Management in Telecommunication and IT

Demonstrated history and evidence of best practice in HR Management in the Telecommunication and IT sector including:

- 7.1 General HR practice
- 7.2 Human Resource Management philosophy
- 7.3 Strategic HR management
- 7.4 HR function visibility & role
- 7.5 HR practice documentation
- 7.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 7.7 Covid response (prevention and control) strategy/initiative

8. Best HR Management in Public Sector

Demonstrated history and evidence of best practice in HR Management in the Public sector including:



- 8.1 General HR practice
- 8.2 Human Resource Management philosophy
- 8.3 Strategic HR Management
- 8.4 HR function visibility & role
- 8.5 HR practice documentation
- 8.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 8.7 Covid response (prevention and control) strategy/initiative

9. Best HR Management in SME Sector





Demonstrated history and evidence of best practice in HR Management in the SME sector including:

- 9.1 General HR practice

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- 9.2 Human Resource Management philosophy
- 9.3 Strategic HR Management
- 9.4 HR function visibility & role
- 9.5 HR practice documentation
- 9.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 9.7 Covid response (prevention and control) strategy/initiative

10. **Best HR Management in NGO Sector**

Demonstrated history and evidence of best practice in HR Management in the NGO sector including:

- 10.1 General HR practice
- 10.2 Human Resource Management philosophy
- 10.3 Strategic HR management
- 10.4 HR function visibility & role
- 10.5 HR practice documentation
- 10.6 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS
- 10.7 Covid response (prevention and control) strategy/initiative


FUNCTION AWARDS

11. **Best Organization in Learning & Development Practice**





Demonstrated history and evidence of best practice in Learning and Development including:

- 11.1 Learning needs identification
- 11.2 Training facilitation
- 11.3 Learning transfer
- 11.4 Training evaluation
- 11.5 Learning and Development management policy
- 11.6 Learning & Development communication

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11.7 Basis/ Benchmark / Standards for learning needs Analysis

12. Best Organization in Employee Relations Practice

Demonstrated history and evidence of best practice in Employee Relations including:

- 12.1 Employee relations philosophy/core values governing employee relations
- 12.2 History of industrial harmony
- 12.3 Labour – management negotiations
- 12.4 Quality of labour –management relations
- 12.5 Employee Relations structures/systems
- 12.6 Employee Relations management policy
- 12.7 Employee Relations communication

13. Best Organization in Rewards Management Practice

Demonstrated history and evidence of best practice in Rewards Management including:

- 13.1 Design and implementation of incentive schemes
- 13.2 Determination of job values
- 13.3 Salary administration
- 13.4 Benefits administration
- 13.5 Rewards Management policy
- 13.6 Rewards Management communication





14. Best Organization in Performance Management

Demonstrated history and evidence of best practice in performance management including:





- 14.1 Performance management philosophy
- 14.2 Performance motivation system
- 14.3 Performance measurement system
- 14.4 Performance Management policy
- 14.5 Performance Management communication

15. Best Organization in Recruitment and Selection

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Demonstrated history and evidence of best practice in Recruitment and Selection including:

- 15.1 Organization design
- 15.2 Job's design
- 15.3 Role clarification
- 15.4 Selection instruments
- 15.5 Recruitment and Selection policy

16. Best Practice in HR Information Systems (HRIS)

Demonstrated history and evidence of best practice in HRIS including: -

- 16.1 Benefits Management and enrollment
- 16.2 Paid Time Off and Leave tracking
- 16.3 Recruitment and applicant tracking
- 16.4 Career/mobility tracking
- 16.5 Performance Management
- 16.6 Training

17. Best Organisation in Organisational Culture

Demonstrated history and evidence of best practice in developing the organizational Culture including: -




- 17.1 Strong company vision, mission, strategy and values
- 17.2 Acceptance and appreciation for diversity
- 17.3 Regard for fair treatment and respect for employees
- 17.4 Employee pride and enthusiasm for the organization and the work performed
- 17.5 Equal opportunity for each employee to realize their full potential
- 17.6 Strong communication with all employees regarding policies and company issues

18. Best Organisation in Employer Branding





Demonstrated history and evidence of best practice in Employer Branding to be recognized as an Employer of choice including: -

- 18.1 Employee benefits packages
- 18.2 Employee retention plans
- 18.3 Employee mentoring and coaching process
- 18.4 Employee engagement practice
- 18.5 Work life Balance programs

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- 18.6 Active community presence e.g., career fair participation
- 18.7 CSR activities
- 18.8 Health and safety

19. Best Organization in Employee Safety, Wellbeing and Workplace Design

Demonstrated history and evidence of best practice in HR Management in ensuring safety, health and wellbeing (mental, physical, emotional, financial) including:




- 19.1 A holistic and innovative safety, health and wellbeing initiative and approach
- 19.2 Effective implementation of short- and long-term health and safety initiatives that achieve sustainable business benefits
- 19.3 Adoption, engagement and integration of safety and wellbeing initiative across the organisation
- 19.4 Clear and measurable return on investment, especially on employee experience, business performance and operational effectiveness
- 19.5 Evidence of a Workplace Design that is people-focused; not just to create a pleasant environment for staff but to deliver clear engagement, well-being and productivity including:
 - 19.6 A clear description or demonstration on why the strategy was implemented and how it fits into the broader business strategy
 - 19.7 The role HR played in organisation's approach; when HR was brought into the process and its impact
 - 19.8 Success including return on investment
 - 19.9 How strategy has impacted engagement, retention, team cohesion and productivity (use metrics, case studies, etc)

20. Best Organization in Diversity & Inclusion





Demonstrated history and evidence of best practice in HR management in Diversity and Inclusion including:

- 20.1 Strategies to create a diverse workforce and foster an inclusive culture
- 20.2 A clear link between the diversity strategy and the overall business strategy
- 20.3 How diversity and inclusion strategy has promoted growth and sustainability of the organisation
- 20.4 How diversity and inclusion strategy and initiatives impact the overall business performance

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21. **Best Organization in Localization**

Demonstrated history and evidence of best practice in HR Management in Localization including:

- 21.1 Strategies and policies addressing localization
- 21.2 How Localization strategies have promoted growth and sustainability of the organisation
- 21.3 Return on investment and how it has strengthened the organisation
- 21.4 Impact of localization strategies on overall business performance

INDIVIDUAL AWARDS

22. **HR Rising Star**

Demonstrated history and evidence of best practice in HR Management including:



- 22.1 Ownership and impact of the candidate on HR strategy of the organisation
- 22.2 Testimonial of Head of HR and other business leaders on how the candidate has added value to the organisation
- 22.3 Guidance and support on human resource policies, procedures and processes
- 22.4 Quantifiable achievements within the role

23. **HR Manager of the Year**





Demonstrated history and evidence of best practice in Leadership of HR Management in an HR Function or general HR practice:

- 23.1 Primary point of HR contact for an HR Function or general HR practice – Strategic Business Partnering
- 23.2 Human Resource Management philosophy
- 23.3 Strategic HR Management
- 23.4 HR function visibility & role
- 23.5 HR practice documentation

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23.6 Best practice in any or all of the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS

24. HR-Oriented CEO of the Year

Demonstrated history and evidence of collaboration in HR management practice and initiatives including:

- 24.1 CEO and HR Partnership in driving organisational change
- 24.2 An effective management framework that promotes the integration of HR initiatives and strategies
- 24.3 CEO support and approval of change initiatives and policies that have impacted business performance
- 24.4 A clear business case and understanding of HR strategies in linkage with the general business objectives
- 24.5 Alignment between organisation vision and values and leadership principles
- 24.6 Collaboration on best practice in articulating the culture, vision, and performance of the organisation

*Employees views on their CEOs including ability to engage with workforce and inspire will be analysed

25. HR Team of the Year



Demonstrated history and evidence of HR team's excellence within their function and business partnering with other functions across organisation to achieve cross functional synergies and bottom-line performance including:

- 25.1 Collaborative approach and ability to attract and develop talents
- 25.2 Showcase a united front and acts purposefully for the good of the organisation
- 25.3 Employ innovative and unique approaches to addressing key business issues and new ways of working
- 25.4 Strategic approach to all aspects of HR Management and impact of HR function on employee experience, customer satisfaction and overall business results productivity (use metrics, case studies, etc)





26. HR Practitioner of the Year

Demonstrated history and evidence of best practice in Leadership of HR Management including:

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- 26.1 Primary point of HR contact for the leadership community within the company –Strategic Business Partnering
- 26.2 General HR practice
- 26.3 Change champion
- 26.4 Human Resource Management philosophy
- 26.5 Strategic HR Management
- 26.6 HR function visibility & role
- 26.7 HR practice documentation
- 26.8 Best practice in the individual categories such as: learning and development, recruitment and selection, employee relations, organisational culture, rewards management, performance management, and HRIS

COVID-19 SPECIFIC CATEGORIES

28. Most Exemplary Employer

This category will accept nominations of organisations that have demonstrated their extra commitment to keeping their employees working, paid, and safe during the pandemic.

29. Most Outstanding Corporate Response

The Category will accept nominations of exemplary responses by companies to the pandemic to ensure the well-being of their customers, and communities.





30. Most Outstanding Public Sector Response

This category will accept nominations of exemplary responses by public sector organisations to the pandemic to ensure the well-being of their constituents and employees.





31. Most Outstanding Non-Profit Organisation (NGO) Response

This category will accept nominations of exemplary pandemic-specific responses by non-profit organisations to serving their communities during this time.

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