The HPMA Excellence in HRM Awards 2020
Guide to submitting a winning entry

SPF award for partnership working between employers and trade unions

1. Does your initiative show the benefits of social partnership working?
2. Was there partnership working with trade unions from the outset?
3. Has the initiative made a real difference to staff experience/service delivery/patient care?

If the answer to all three is a yes, then please submit an entry for the award.

Checklist of content

Your entry should include specific information that describes how your initiative meets the award criteria and why it is worthy of the award, as follows:

- Clear description of how the project came about, demonstrating genuine partnership working between employers and trade unions from the outset.
- Planning and implementation process, including any challenges and how they were overcome.
- Explicit detail about how employers and trade unions worked in partnership on this project.
- Evaluation showing the impact of the project.
- Sustainability, transferability and lessons learnt.

Helpful hints

1. Prepare – allow enough time to prepare and submit your entry, familiarise yourself with the award criteria – remember the deadline for entries.
2. Keep it simple – write in plain English. Be clear and concise, avoid jargon, keep your sentences short (15 to 20 words is a good average) and make sure you break longer sentences with commas or use bullet points. Avoid sweeping generalisations, make every sentence count.
3. Keep to the word count limits and provide enough information and context for the judges to become familiar with the specific challenges faced, actions taken, and results or goals met.
4. Pay attention to grammar, spelling and punctuation – this instils trust and integrity. The judges are more likely to trust the information if there are no spelling mistakes or errors in the entry.
5. Involve the right people – this initiative is a partnership effort, employers and trade unions should work together to prepare the entry and both be content with the final version.
6. Review your entry – ask others to read the entry before you submit it. It can be helpful to ask someone who was not directly involved in the work. An independent reviewer will not have detailed knowledge of the initiative and may suggest ways to make the entry stronger.

Visit the SPF website for more information on the HPMA partnership award and to be inspired by previous winning entries.

The deadline to get your entries in is: 18 February 2020

Good luck. We hope to see you at the HPMA Awards ceremony, in Belfast on 4 June 2020.

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