# 2018 Workforce Development Award - Nomination Form

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Please review the [Best Practices Awards Information Booklet for Nominators & Nominees](https://www.coaa.ab.ca/wp-content/uploads/Updated-Information-Booklet-2018.pdf) before completing and submitting this form. All nomination information must be provided on this form; no attachments will be forwarded to the Judges. The deadline to submit nominations is December 7, 2017 by noon MST.

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| **Nominee** | |
| Full Name of Company/Organization |  |
| Mailing Address |  |
| Senior Alberta Executive Name & Title |  |
| Contact Person  - Name & Title  - E-mail  - Telephone & Cell |  |

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| **Nominator**  (if different than Nominee) | |
| Full Name of Company/Organization |  |
| Contact Person  - Name & Title  - E-mail  - Telephone & Cell |  |

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| **COAA Principal Member\*** | |
| Full Name of Principal Member  (\*see list of COAA Principal Members in the Information Booklet) |  |
| Senior Alberta Executive  - Name & Title |  |
| Contact Person  - Name & Title  - E-mail  - Telephone & Cell |  |

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| **Nominee**: |
| Category                  Small                  Large |
| Background: Describe Nominee Company/Organization (history, size, services and position within industry). It is not required that the date the nominee became a COAA be noted. (maximum 300 words) |
| Background: Describe membership history and interaction with COAA. (maximum 150 words) |
| Background: Describe the situation prior to development, implementation or improvement of the Best Practice. (maximum 300 words) |
| Background: Describe what influenced the decision to develop, implement or improve a Best Practice. (maximum 300 words) |
| Nomination: What is the Best Practice that was developed or improved? How has it been implemented? (maximum 300 words) |

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| Nomination: What is the evidence of improvement? (refer to the Information Booklet - Award Criteria when completing this section) (maximum 500 words) |
| Nomination: What change has it made in the project, organization or industry? (refer to the Information Booklet - Award Criteria when completing this section) (maximum 500 words) |
| Nomination: How has the Best Practice been shared/made accessible to industry? Who else has implemented the Best Practice? (maximum 500 words) |
| Nomination: How has the development, implementation or improvement of the Best Practice shown outstanding leadership in the individual or organization? (maximum 500 words) |
| Photos: to illustrate the development of or field application of the Best Practice, three publication-quality photos (high resolution JPEG or EPS), with explanatory captions, have been emailed to [coaa.admin@coaa.ab.ca](mailto:coaa.admin@coaa.ab.ca).          Yes, I have sent photos |

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| **Nominee Certification** | |
| The undersigned attest that the above nomination fairly portrays the advancements and the leadership role played by the Nominee. The Nominee hereby agrees that the information and pictures provided may be publicly disclosed and used by COAA to publicize the nominations and awards, including but not limited to the COAA web page and Best Practices Conference. If the Nominee wins an award, they will, on a volunteer best-efforts basis, work with COAA to promote Best Practices and the general advancement of the heavy industrial construction and industrial maintenance industries in Alberta. | |
| Nominee Contact    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_  Signature                                         Date  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # Email | Nominee Senior Alberta Executive    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_  Signature                                         Date  \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # Email |

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| **Nominator Certification**  (if different than Nominee) | |
| The undersigned attests that the above nomination fairly portrays the advancements and leadership role played by the Nominee. | |
| Nominator Contact    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_  Signature                                         Date  \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # Email |  |

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| **COAA Principal Member\* Certification**  (See list of COAA Principal Members in the Information Booklet) | |
| The undersigned have reviewed the above nomination and attest that it fairly portrays the leadership role played by the Nominee, and that the achievements noted have resulted in material advances in project, company or industry performance. The Principal Member hereby agrees that the information and pictures provided by the Nominee may be publicly disclosed and used by COAA to publicize the nominations and awards, including but not limited to the COAA web page and Best Practices Conference. | |
| Principal Member\* Contact  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_  Signature                                       Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # Email | Principal Member\* Senior Alberta Executive  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    \_\_\_\_\_\_\_\_\_\_\_\_  Signature                                         Date  \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Phone # Email |