



# NOMINATION FORM

Nominees are required to complete the details below and submit to the IMAA Secretariat by 7 June 2010. Nominees will be notified upon receipt of their Nomination.

## PROPOSER

Name	Organisation	
Designation		
Address	Tel	Fax
Management Experience in years	E-mail	
Business Relationship to Nominee	Signature of Proposer	

## ONE REFEREE

Name	Organisation	
Designation		
Address	Tel	Fax
Management Experience in years	E-mail	
Business Relationship to Nominee	Signature of Referee	

## NOMINEE

Name	Organisation	
Designation		
Address	Tel	Fax
Management Experience in years - Participation required minimum of 7 years	E-mail	
Nationality * Citizen / Permanent Resident	Location * Singapore / Overseas	

## TERMS OF PARTICPATION / USE OF INFORMATION

Information supplied is used to assess suitability for the IMAA Award, and for publicity for Award recipients. Nominees may be contacted by the Secretariat in relation to this nomination. Information may also be used by CMI to contact Nominee in relation to Membership Activities.

I confirm that the Information supplied is correct, and agree to its use as stated above. \* Yes / No

\* Please circle where applicable



## ACHIEVEMENTS BY NOMINEE

Nominees should attach additional pages to describe their achievements. Supporting materials that include references, testimonials and media clippings may be attached as appendices.

When preparing the submission, Nominees should give particular attention to:

- Overview of Performance – provide an 80 word submission that highlights where they believe their management action made a measurable difference
- Currency of the achievement(s) – please confirm that their Achievement(s) took place during the last 18 months

### a. **Compassion in Crisis – Caring for Staff and Society in Turbulent Times**

Nominees should:

- Describe their achievement(s), through strong people management skills, in engaging and challenging others to unleash their creativity and collective intelligence, thus contributing to organisational success and competitiveness.
- Provide specific examples of the results achieved through innovative management approaches, and by overcoming adversity and challenges to drive through change

Nominees should also describe in 500-800 words, the following:

- Issues they addressed, or Opportunities they seized
- Decision taken & Actions initiated that led to success
- Difficulties that they faced, and how these were overcome
- Specific things that Motivated them to drive through Change
- How they judged that their contributions led to better Performance during the Crisis
- What they Learned about Management as a result of the process

### b. **Aligning their Vision & Values**

Nominees should describe how they were guided by their organisation's vision to scale to greater heights, and achieve results.

They should also assess how their Personal values underpinned their actions, and describe in 500-800 words, the following:

- The Vision & Mission of their organisation
- How their personal Values aligned to those of their Organisation
- How their own Actions were underpinned by those personal Values
- What they Learned about Themselves as a result of the process

### c. **Describing their Contributions to the Community**

Nominees should assess how their contribution to the community and the environment go beyond their core responsibilities, and describe in 250-500 words, the following:

- Contributions to their Community, the Environment, Professional or Civic organisations
- The Contributions they made over and above core responsibilities
- What they Learned about Community as a result of the process

### d. **Potential for Future Growth**

Nominees should look ahead to assess their future, to describe in 250 words, the following:

- What they see their personal "Runway for Growth"
- In what areas so they see a need for continuous learning
- Are there any obstacles to growth that they currently foresee
- What future management actions are required to sustain that growth