

IWFM Manager of the Year

This award recognises exceptional individuals who have proven management experience in the workplace and facilities management field.

It presents an opportunity for individuals to show how they are making a difference through their management practice.

Who should enter?

You will likely have 4-7 years of experience in workplace and / or facilities management.

You will be a workplace and facilities professional from any type of organisation (in-house or service provider / account management role) who can show how you meet the criteria.

You can either self-nominate or be nominated by colleagues or clients.

Entrant details

Full name

Job title

Organisation

Individual's name and job title, as you would like to be referred to in the Awards process

Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all organisations involved in this entry, including agencies, suppliers or partners.

Entry summary

Please provide a 150-word executive summary of your entry to ensure that the judges or a person with no prior knowledge can quickly understand it and which (should you be named as a finalist) will be used at the Awards ceremony. Please write the summary in 3rd person and do not include any private or sensitive information as this may be available publicly.

How to create a winning submission

- This entry form is your opportunity to tell the judges why your team or project should be recognised and celebrated: be proud, be clear, show evidence, and sing your own praises!
Tip: Do consult the good practice guidance on the [IWFM website](#) for useful resources to help you focus on the key aspects of your entry.
- Judges are looking for clear, concise information, written in good English in each of the sections when assessing the entries.
- Read each question fully; the judges need to know you have understood the question and answered it directly. Incomplete responses will not attract a score.
- Please note, each section has a word limit detailed next to the question. Stick to the word limit as any words beyond the limit will not be read.
- Documents, illustrations, photos and video can be used to make your entry come alive, these can be referenced and included in your supporting evidence document.
- Equity, diversity, inclusion, responsible business, and carbon reduction all underpin great workplaces and facilities, and every award entry should demonstrate these principles and their impact in the organisation and project, please be mindful that activity does not equal impact.

Entry questions

1. Demonstrate your ability to influence others. For example:

- Influencing the senior management to help drive the direction of the organisation
- Influencing the workplace and facilities team to deliver against the strategy
- Influencing other stakeholders (internal and external)

(500 words maximum)

2. Demonstrate your commitment to continuous improvement

Understanding and applying trends and best-practice in the FM marketplace and different sectors
(500 words maximum)

3. Demonstrate that you create a culture for the workplace and facilities team to do their best work
(500 words maximum)

4. **Demonstrate that you create an environment where your customers can do their best work** (500 words maximum)

5. Describe how equity, diversity and inclusion works in your organisation through your policies, procedures and operational practices and how you have incorporated its principles into your professional practice. (200 words maximum)

Supporting document

As part of your supporting evidence document please include the below items:

- Include a one-page career resume and an organisation chart showing your role
- Include a range of testimonials (e.g., from colleagues, clients, team members, peers and other workplace and facilities stakeholders)