

Workplace Experience: Office/Corporate Environment

This award celebrates the people, projects and/or initiatives which have delivered an outstanding experience for all of those who interact with the workplace e.g. employees, visitors and customers alike.

Entries should demonstrate how people, projects and/or initiatives have positively impacted on the workplace experience, including for example the embedding of culture and values, promoting business growth, improving efficiency and/or productivity, increasing employee engagement, improving health and wellbeing, and delivering greater customer satisfaction.

Entries may represent organisations, teams or individuals and may include multiple buildings or individual workspaces.

The IWFM Impact Awards 2024 recognise people, projects and initiatives that have positively impacted on the workplace experience over the past three years (i.e. since 1 January 2021). Entries will not be accepted if they are in the planning and/or development stages.

Who should enter?

Entries can be made by organisations, in-house teams or outsourced service providers. Collaborative submissions between organisations, in-house teams and outsourced service providers will also be accepted.

Entrant details

Full name

Job title

Organisation

Entry name (Project/initiative/workspace name) as you would like the entry to be referred to in the Awards.
(as it would appear on a trophy).

Organisations involved

To help IWFM identify conflicts of interest in the judging process please list all of the organisations involved in this project and/or initiative, including any relevant 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.

What the judges are looking for

- Recognised tools being deployed to map existing workplace experience and future need and how these insights were met during the project.
- Evidence of real collaboration and inclusivity – breaking down barriers and boundaries within and beyond the organisation to deliver the project or initiative.
- Clear connections between the improvement in workplace experience/performance and how these led to better business outcomes.
- An outline of how workplace experience is continually monitored beyond the project to support iterative improvements.
- Examples of how physical workspace and related services were shaped to create an overall experience – which functions were involved and how did they collaborate for success?.
- Testimonials of what the real tangible and measurable difference has been for all those who use and interact with the workspace as a result of this project or initiative.

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 specified 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. **Set out how the project or initiative is aligned with the organisational mission, vision and values – highlighting the core priorities and objectives.** (400 words maximum)

2. **Describe how equity, diversity and inclusion works in your organisation through your policies, procedures and operational practices and what contribution has this made to the success of your entry? (200 words maximum)**

3. **Explain the project or initiative lifecycle – from inception through delivery and evaluation.** This could include how scope was defined and objectives were set; use of research and benchmarks and how organisational 'buy in' was achieved. (400 words maximum)

4. **Describe how the initiative was actually delivered.** This could include change management processes; collaboration decisions; obstacles encountered and how they were overcome. (300 words maximum)

5. **Evidence the measured impact of the project or initiative.** (400 words maximum in total for both elements of this question)
- a) What measurable data can you provide for the initiative? – for example number of participants, completion rates, impact on the organisation's objectives and goals
 - b) Evidence of the impact of the initiative on the participants; bring your success story to life with examples, anecdotes, testimonials, survey results and benchmarking data (these can be referenced in the supporting documents pdf).

6. **What are the next steps for continuous improvement and building upon the impact of your project or initiative?** (300 words maximum)

- 7. Summarise your key learnings from the implementation of your project or initiative, and how you have shared these beyond your organisation. (300 words maximum)**