

## Application Instructions

- ✓ Please **limit your response** to each statement to one page, no less than 10 pt font
- ✓ **Remove all references to your company's name and use initials (and titles) for individuals.** For example, use 'Company' or 'Division' and 'JH, Director of Training.'
  - This ensures the applications are judged without bias, anonymously.
- ✓ You may **attach supportive documents in Section 4**, such as pre/post assessment questions, as long as they are referenced and labeled as appendices in the body of one of the questions in the application. These documents are *not* considered in the scoring.
- ✓ To complete the application you may either:
  - Enter responses to each question on a separate page. Please include the question at the top of the page. Submit those pages as your application. You **MUST** include the previous page (4) with your identifying information.
  - Enter text directly into the fields the attached pages.
  - Please save your application as a pdf and title it as follows:
    - **(Company Name) PEAK 2016 (Primary Contact name)**
  - Submit the application to [office@ATDsandiego.org](mailto:office@ATDsandiego.org) by **September 1st, 2016**.
- ✓ Incomplete applications will be not be considered by the Judges until/unless **all pages** are submitted.
  
- ✓ There are 3 required parts and 1 optional part in the application as listed below. Respond completely and succinctly to each point in each question.

### 1. Identifying the Need (required)

- 1a. Describe the initiative.
- 1b. Describe the gap between current and desired performance.

### 2. Implementation (required)

- 2a. Describe the buy-in and support that the initiative received at each level of the organization.
- 2b. Describe the implementation plan, action steps, and strategies.

### 3. Results (required)

- 3a. Describe the metrics and/or evaluation strategy used to measure the success of the initiative.
- 3b. Describe the knowledge transfer and impact of the initiative on the organization.
- 3c. Describe how the impact of this initiative has been or will be sustained.

### 4. Additional Information (optional)

- 4a. **Share anything else you would like the judges to know.** However, be aware that information in this section or in any attached documents is not included when determining your score via the Scoring Rubric and are considered only as supportive or illustrative of your initiative.