



The Singapore HR Awards 2010

Bringing Leading People and Practices to the fore

INFORMATION

Organised yearly by Singapore Human Resources Institute (SHRI) and into its 8th edition, The Singapore HR Awards 2010 celebrates leading organisations and HR practitioners in their drive for impactful human capital strategies. As one of SHRI's signature events, it serves as an excellent platform to promote and recognise excellence within the HR profession in Singapore by highlighting leading organisational HR practices and HR individuals (CEOs, HR Leaders, HR Entrepreneurs, HR Professionals and HR Executives).

Through The Singapore HR Awards, leading HR trailblazers and people management practices are honoured. New benchmarks and standards for the HR profession are also developed. Each Leading Singapore HR Award is a distinct recognition by Singapore's HR professional body to mark the successes and accomplishments of our people managers, thus further emphasising the importance of Singapore putting human capital as a key business outcome.

Apply now for The Singapore HR Awards! Showcase your organisational leading HR practices! Recognise your CEO, HR Leaders, HR Entrepreneur, HR Professional and HR Executive for their exemplary HR practices!

For more information, please visit our website at www.shri.org.sg, or contact SHRI at 6438 0012, or email us at joyce@shri.org.sg or sabrina@shri.org.sg.

Application Process

1. Application Submission: 5 October 2009 – 29 January 2010
2. Briefing sessions for interested parties:
29 October 2009: 4:00pm – 5:30pm SHRI Training Room 3
11 December 2009: 4:00pm – 5:30pm SHRI Training Room 6
3. Please kindly submit 3 sets of hardcopied supporting documents, together with the signed application form to:

The Singapore HR Awards 2010 Secretariat
Singapore Human Resources Institute
2 Serangoon Road, Level 6, The Verge
Singapore 218227

4. Please also kindly email 1 set of PDF supporting documents to:

Ms Joyce Lee (joyce@shri.org.sg) or Ms Sabrina Ng (sabrina@shri.org.sg)

5. Interviews to be conducted for shortlisted nominees: 22 February 2010 to 7 May 2010

6. Judging and Notification: Late May/Early June 2010

7. Announcement of Winners at The Singapore HR Awards 2010 Presentation Gala Night: 2 July 2010

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Corporate HR Champion Award category

This Award is conferred to organisations which have achieved the Corporate HR Awards on at least 3 occasions. The organisation should have demonstrated continuous, effective, creative and proactive HR and people management practices in the many areas of HR to be considered a role model, yardstick and 'champion' for others to emulate.

Corporate HR Award category

The Corporate HR Awards are bestowed upon organisations that have achieved overall effectiveness in their HR and people management practices, thus contributing to the needs of businesses, the profession, employees, industry and the nation. These organisations would have demonstrated effective, creative and proactive HR and people management practices in at least 4 of the *Leading HR Practices* categories (*These practices are further explained under the Leading HR Practices category*). Organisations should also be conferred at least 1 Leading HR Practices Award each in both the Leading HR Practices and Special Category Awards to be eligible for the Corporate HR Award.

HR Advocate Award category

This Award serves to recognise organisations which have been conferred the Leading HR Practices Awards in a particular category for 3 years within a period of 5 consecutive years. (Eg. Leading HR Practices in "Learning & Human Capital Development" in 2005, 2007 and 2009). The term "Advocate" is used to accord organisations which have shown drive, support and excellence in improving a particular area of HR, thus setting new benchmarks and standards as a role model for others to emulate.

Leading HR Practices Award

The Leading HR Practices Awards are bestowed upon organisations that have achieved overall effectiveness in their HR and people management functions, thus contributing to the needs of businesses, profession, employees, industry and the nation.

Leading HR Practices in Manpower Resourcing & Planning Award

This Award emphasises staffing, manpower planning, deployment, recruitment and selection strategies and programmes that seek to achieve the effective utilisation and acquisition of resources to meet business needs.

Leading HR Practices in Strategic HR Award

This Award emphasises the strategic aligning of HR and business objectives and incorporating of a sound and effective change management process in the organisation. This Award also focuses on how HR has significantly influenced business decisions and at the same time, value-add to the business.

Leading HR Practices in Performance Management Award

This Award emphasises the measurements and management of performance of employees and business, and how metrics are developed and used to improve and award performance.

Leading HR Practices in Learning & Human Capital Development Award

This Award emphasises areas of training and development programmes that allow employees to learn, share and acquire knowledge that would enable them to perform and contribute more effectively to businesses, as well as to increase their employability.

Leading HR Practices in Talent Management, Retention & Succession Planning Award

This Award emphasises areas and efforts place on talent identification, management and retention, as well as on related programmes to develop and nurture potential successors to ensure continuity in business.

Leading HR Practices in Employee Relations & People Management Award

This Award emphasises areas of good programmes and systems that improve intra-and-inter relationships between and among the employees, employer and union. This Award also looks into programmes that the organisation has in place to ensure that supervisors and managers are managing their departments effectively and establishing good working relationships and team work.

Leading HR Practices in Compensation & Rewards Management Award

This Award emphasises compensation, salary, benefits and rewards management programmes and systems that meet business needs, such as cost effectiveness, business growth, retention, performance etc.

Leading HR Practices in Regional / International / Global HR Award

This Award recognises cross-city or cross-border HR initiatives that have delivered business results in two or more different cities or countries. It emphasises good HR practices that have enabled the organisation to regionalise and internationalise in order to bring the Singapore brand abroad. It also looks into strategies that embrace diversity at the workplace and at the same time, makes the most of cross-city/cross-border synergies which are flexible enough to achieve its ends in markets with differing needs.

Leading HR Practices in E-Human Resource Management Award

This Award emphasises areas where technology is used to enhance effectiveness and productivity of the HR department, and at the same time, meet the needs of the business and employees.

Leading HR Practices in HR Communications and Branding Award

This Award emphasises how the HR function communicates policies and changes to employees to establish and obtain clear understanding and buy-in, as well as on the role that HR communications plays in employee branding and change management strategies that ensures business success.

Special Category Award

The Special Category Awards serve to support current national initiatives. Awards will be bestowed on organisations that have developed effective and innovative programmes, achieving effectiveness in the areas listed below.

Leading HR Practices in Quality Work-Life, Physical & Mental Well-Being Award

This Award emphasises programmes that seek to help employees achieve effective quality work-life, through balancing work and personal life in order to increase employee satisfaction, productivity, performance and retention. It also seeks to inform employees of health-related issues and matters and at the same time, provide a platform and/or programmes that enable employees to have good physical and mental health.

Leading HR Practices in Workplace Safety & Health Award

This Award emphasises programmes and systems that seek to ensure high health and safety standards regulated by the Workplace Safety & Health Act to ensure workplace health and safety for the employees.

Leading HR Practices in Corporate Social Responsibility Award

This Award emphasises the organisation's commitment to behave ethically and contribute to economic development, while improving the quality of life of the workforce, their families, local community, society and the environment at large. To be considered effective, corporate social responsibility must be an integrated part of the day-to-day business operations.

Leading HR Practices in Fair Employment Practices Award

This Award highlights the organisation's good practices in supporting fair employment. The organisation has to show evidence that recruitment and selection of employees are based on merit and it provides employees with equal opportunity for training and development. It has to demonstrate that employees are fairly rewarded based on their ability, performance, contribution and experience. The organisation also has to put in place a progressive human resource management system that ensures fair treatment of all employees. It also has to abide by labour laws and adopt the Tripartite Guidelines, which promote fair employment practices.

Leading HR & Management Consultancy Service Provider Award

This Award emphasises the high level of effective and excellent consultancy services provided by consultancy firms to organisations and HR departments.

Individual HR Award

The Individual HR Awards serve to recognise individuals whom have shown significant efforts in contributing to the HR needs of business, profession, employees, industry and the nation.

Leading CEO Award

This Award is bestowed upon a CEO who demonstrates the ability to support, champion and endorse effective and innovative HR practices in the organisation that addresses employee and organisational needs. The CEO should also illustrate personal leadership and integrity in driving diversity and flexibility in the organisation.

Leading HR Leader Award

This Award is bestowed upon an individual who demonstrates outstanding leadership capabilities to oversee, conceptualise, initiate and implement innovative HR practices that position the HR function as an effective strategic business partner that contributes to the success and achievement of his / her organisation's business strategy and goals. This Award is open to all individuals who have a minimum of 10 years of working experience in the HR field.

Leading HR Entrepreneur Award

This Award emphasises the various areas and instances where the HR practitioner has duly demonstrated creativity and entrepreneurial spirit to become an entrepreneur in the provision of excellent HR services to his/her organisation and the HR fraternity. This Award is open to all individuals who have a minimum of 6 years of working experience in the HR or HR-related field.

Leading HR Professional Award

This Award is bestowed upon an individual in a managerial capacity who demonstrates the ability to conceptualise and implement innovative HR practices that address the issues of human capital management and development. The individual has demonstrated qualities of leadership in the highest professional manner to the benefit of his/her organisation, and in doing so, contributes to the development of people who are closely integrated with the organisation's business strategy. This Award is open to all individuals who have a minimum of 8 years of working experience in the HR field.

Leading HR Executive Award

This Award is bestowed upon an individual in a non-managerial capacity who demonstrates the ability to communicate and implement innovative HR practices, and who successfully addresses issues of human capital management. The individual has demonstrated potential for high levels of contribution and leadership, and in doing so, contributes to the development of people who are closely integrated with business strategy. This Award is open to all individuals who have a minimum of 3 years of working experience in the HR field.

Application for Leading HR Practices Awards

For applications of *each* of the Leading HR Practices Award, please submit accordingly:

(In Word Document to joyce@shri.org.sg or sabrina@shri.org.sg stating your organisation's name)

1. Briefly describe how the leading HR Practice has contributed to make a difference to the organisation / profession. Use a separate sheet if space is insufficient. Please also attach the relevant documents (e.g. organisation's newsletters, brochures, video/CD, write-ups and/or testimonials) to support your application.
2. Why do you think these HR practices are innovative and creative?
3. How have these HR practices contributed to meeting your employees' needs?
4. How have these HR practices contributed to the organisation's needs?
5. How have these HR practices contributed to the profession/ industry / community and / or country?

Submit any relevant documents to support your application for the specific Leading HR Practices Awards category. The documents can be any of the following:

(Please submit 3 hardcopies of each document and 1 softcopy in PDF format)

- Employee / Orientation Handbook
- HR Operating Procedures
- HR Policies Manual
- Documents of programmes and events held or implemented
- ROI for the various initiatives and programmes
- Organisational Climate Report
- Organisation Chart
- A commendation letter by a customer (Applicable only to "Leading HR & Management Consultancy Services Provider")
- Any other documents / testimonials (Eg. Corporate Videos, Online-portals etc.)

Judging Criteria – Corporate, Leading HR Practices and Special Category Awards

A. Communication

- ☞ Demonstrates good business facilitation and management of multiple stakeholders/business segments to achieve outcomes in HR initiatives
- ☞ Articulates clearly, employee value proposition and its linkage to broader business and HR goals
- ☞ Possesses proven track record for providing good feedback channels and review programmes for HR initiatives

B. Innovation

- ☞ Implements new or improved HR practices for the organisation
- ☞ Involves in innovation & improvement of HR initiatives

C. Contribution to Organisation & Business Needs

- ☞ Aligns HR initiatives with business objectives
- ☞ Implements action plans relating to current economic/industry trends
- ☞ Develops HR initiatives focusing on main stakeholders of organisation
- ☞ Flexible in introducing tailored HR initiatives to suit different business needs
- ☞ Achieves good/improved financial performance indicators (e.g. ROI, staff turnover, claims etc) through implementation of HR initiatives
- ☞ Possesses proven track records of having effectively managed a substantial change agenda

D. Contribution to Employee Needs

- ☞ Develops mechanisms that involves employee participation in HR initiatives
- ☞ Implements HR initiatives which have anticipated employee demands and needs
- ☞ Efficiently managed culture gaps / changes arising from implementation of HR initiatives
- ☞ Demonstrates on-going corporate citizenship and commitment to improve employees' well-being
- ☞ Possesses proven track record of providing strong executive team support and good employee working relations
- ☞ Achieves good/improved non-financial performance indicators (e.g. employee satisfaction, engagement, morale etc) through implementation of HR initiatives

E. Contribution at Industry / National Level

- ☞ Implements HR initiatives which better industry / competitor standards
- ☞ Achievements and contributions at the industry / national level in furthering HR initiatives
- ☞ Support governmental HR initiatives

Application for Individual HR Awards Category

This application must be entered by the individual vying for the Award. Alternatively, an individual may nominate another individual to enter. If you are nominating someone else for entry, please complete and submit the nomination form. As soon as we receive the nomination form, we would send your nominee a personal invitation to enter the Award by submitting an official entry.

Submit any relevant documents that would support your application for the specific Award category. The documents can be any of the following:

- ☞ A detailed resume / CV outlining the achievements of the applicant
- ☞ A performance appraisal report
- ☞ Detailed HR Project Information
- ☞ Commendation letter by current and past employers on work performance
- ☞ Commendation letter by staff / HR Department / customers (if relevant)
- ☞ Organisational Climate report
- ☞ Any other documents that support the application

Judging Criteria – Individual HR Awards Category

The individual must demonstrate and achieve the following:

A. *Personal Attributes & Professional Development*

- ☞ Demonstrates good rapport and continuously builds networks with related professionals/ organisations
- ☞ Business-savvy, with good knowledge of HR
- ☞ Constantly upgrades and acquires new business and HR knowledge in a continuous way to add value to themselves and the profession
- ☞ Responsive, flexible and adaptable to internal and external changes
- ☞ Shows resilience and perseverance, self-motivated and responsible

B. *Contribution to Employee Needs*

- ☞ Fosters good employee relations, promotes employee satisfaction and talent retention
- ☞ Exhibits exceptional business facilitation and manages stakeholders to achieve outcomes (applicable only to “Leading CEO”, “Leading HR Leader” and “Leading HR Professional” Awards)
- ☞ Improves the well-being of fellow employees
- ☞ Encourages and attends to employee contributions and feedbacks
- ☞ Inspires and motivates his/her staff through progressive staff development and self-improvement programmes (applicable only to “Leading CEO”, “Leading HR Leader” and “Leading HR Professional” Awards)

C. *Contribution to Business Needs*

- ☞ Reduces costs and improves on employee productivity
- ☞ Aligns HR with organisational objectives and business needs
- ☞ Effectively implements HR practices through good change management process to ensure effectiveness to achieve sustaining solution
- ☞ Enhances the image and effectiveness of the HR function that serves business needs through action plans/strategies relating to current trends
- ☞ Enhances company’s image through sound and innovative HR programmes
- ☞ Effectively communicates his/her vision and directions of the business
- ☞ Possesses proven track record of having effectively managed a substantial change agenda

D. *Contribution at Industry / National Level*

- ☞ Actively involves in community service on behalf of organisation
- ☞ Provides excellent service to the HR fraternity, internal departments and other organisations through sound HR services and solutions
- ☞ Possesses good reputation in furthering HR standards in Singapore and/or overseas

Panel of Judges

The judging panel of The Singapore HR Awards 2010 is made up of distinguished judges and advisors from the business and HR arenas. The Panel would evaluate and decide on the winners based on the stated Awards criteria. Members of the Panel include senior HR practitioners, representatives from the relevant government bodies, supporting organisations, academia, unions, professional associations, and SHRI Executive Council.

Why Enter?

Your entry / nomination would yield you / your organisation the following benefits:

- ⇒ Emphasise the critical role of HR for organisational success
- ⇒ Project your organisation as the employer of choice
- ⇒ Receive coverage and be profiled in Human Capital Magazine and appropriate media
- ⇒ Assist you to gain an insight into your HR department's performance
- ⇒ Raise the profile of your group's activities within your organisation
- ⇒ Give due recognition and honour to your organisation and department that have contributed significantly to human capital management and development

As a winner, your organisation and / or you would receive:

All award recipients of respective award categories will receive the following:

Corporate HR Champion Awards

- ⇒ Award plaque
- ⇒ S\$2,000 worth of SHRI Learning Vouchers
- ⇒ 1 HR/Business-related Book
- ⇒ 5 Complimentary Passes to any SHRI Conferences/Seminars

Corporate HR Awards

- ⇒ Award plaque
- ⇒ S\$1,000 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Corporate Membership
- ⇒ 1 HR/Business-related Book
- ⇒ 3 Complimentary Passes to any SHRI Conferences/Seminars

HR Advocate Awards

- ⇒ Award plaque
- ⇒ S\$500 worth of SHRI Learning Vouchers
- ⇒ 1 Complimentary Pass to any SHRI Conferences/Seminars

Leading HR Practices (Award)

- ⇒ Award plaque
- ⇒ S\$500 worth of SHRI Learning Vouchers
- ⇒ A one-year complimentary SHRI Corporate Membership
- ⇒ 1 Complimentary Pass to any SHRI Conferences/Seminars

Leading HR Practices (Special Mention)

- ⇒ Award plaque
- ⇒ S\$250 worth of SHRI Learning Vouchers

Individual HR Awards

- Award plaque
- S\$500 worth of SHRI Learning Vouchers
- A one-year complimentary SHRI Individual Membership
- 1 Complimentary Pass to any SHRI Conferences/Seminars

Note:

- 1) If the individual is already a corporate member / individual member – the next year / subsequent unpaid membership fees will be waived.
- 2) The cap for Learning Vouchers is S\$2000, regardless of number of awards received.
- 3) Tenure of Corporate/Individual Membership commences from the date of issue.

Terms & Conditions

- These Awards are open to all CEOs, human resource practitioners, organisations and departments.
 - Employees of sponsors and judges would be allowed to be nominated. For the judge whose organisation is nominated, he / she will not be eligible to submit a vote for that organisation.
 - Incomplete entries would be disqualified.
 - The judges' decision is final and no correspondence would be entertained.
 - All winners are invited to participate in all post-event promotion and publicity.
 - All prizes that are not collected within one month from the date of notification would be forfeited. Prizes are neither transferable nor exchangeable for cash.
 - Application closes on **29 January 2010 at 6pm.**
 - Administration Fee applies for the following:
 - S\$200 (1-5 category submissions)
 - S\$400 (6 or more category submissions)
- Payment can be made via cash or cheque. For cheque payment, please made payable to "SHRI".*

Enquiries

Please visit our website at www.shri.org.sg, or contact us at 6438 0012, or email Joyce at joyce@shri.org.sg or Sabrina at sabrina@shri.org.sg.