

TJ

Awards

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Top tips!

Top tips on writing a winning entry to the TJ Awards 2019

Debbie Carter offers some ideas on how to write an outstanding awards' submission

I am pleased to note that many of you have already started your submissions for the TJ Awards 2019 - with some already completed! For those who haven't yet got started there is still plenty of time to do so and I hope I can encourage you to take a little time out of your already busy schedules to make a submission.

So what is the incentive spending time on submitting an entry into awards' programmes? Apart from

the obvious reward of a win for those of us committed to improving performance it has to be the reflective practice that is part of selecting and scrutinising your work. By taking a really close look at what you've achieved provides an excellent opportunity to recognise your strengths and weaknesses. While winning, or even being shortlisted can bring that extra recognition you need to make an impression on senior management -- a factor that is crucial for the future of you and your team!

Once you've decided to take the plunge and try for a TJ Award this year and know which programme or the initiative you want to enter, go to the [TJ Awards](#) [1] website and register your nomination. You can enter your select programme into three categories so long as they meet the criteria and this is recommended as this cross application process will greatly increase your chances of being shortlisted or winning a Gold, Silver or Bronze prize in December.

At this point look at the online application carefully, it's been simplified this year into just three sections: context; strategy and implementation; and finally results. The total word count must not exceed 1000 words and each section has a limit too so note those. The criteria for each category are also on each application -- again note these.

Once you have the information write your submission in Word using the sections as sub-headings, be sure to show that you meet the criteria in what you write - it is a tight word count but you must look for your strongest evidence to demonstrate you meet the requirements.

Use the Word document to 'tell' the story of your initiative as this makes it a more compelling and focused entry for the judges. Avoid jargon and language that outsiders may not understand -- once you've completed the submission in Word get someone outside your department and if possible outside the business to ensure it makes sense. Once you are happy with the submission cut and paste the three sections into the online form.

Once you are happy with it -- submit it formally. However it is possible to change or add to your nomination right up to the deadline on 12 June.

To support entrants the TJ Awards webinars have been featuring experts in awards writing, past winners and judges providing valuable insights into the TJ Awards' process. Recordings of the last two are online here at **TJ Awards webinar #1: ["What makes a successful awards entry?"](#)** [2] and **TJ Awards webinar #2: ["How to maximise your chances of success in the TJ Awards 2019"](#)** [3]

Read the below application from last year's winners of the L&D Team of the year award:

Source URL: <https://www.trainingjournalawards.com/top-tips>

Links

[1] <http://www.trainingjournalawards.com/>

[2] <https://www.youtube.com/watch?v=F2wTOzxM3a8>

[3] https://www.youtube.com/watch?v=pLbq-o_aNUM