

Nomination Booklet

Have you seen something amazing this year?

Have you wondered what you'd do without a person or team?

**Have you seen someone go above and beyond,
supporting people to live their best life?**

Has someone gone that extra mile for you?





Person Awards

Celebrating excellence

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The PersonAwards 2021 will take place on Friday 1st October.


The PersonAwards are an opportunity to take time to recognise and celebrate the achievements and hard work of every employee and volunteer in supporting people to live their best life.

Over the last couple of years, more than ever, we have seen our values shine through. So, this year our award categories are focussed on our values and recognising the outstanding contributions of individuals who have gone above and beyond in putting these into practice.

We will be holding a day of celebration across all teams on Friday 1st October where winners of each category will be announced with a surprise visit from a member of our leadership team and an opportunity to celebrate with customers and members of their team.

Please take a look at the award categories and submit your nominations by **18th July 2021.**

More details about the day will be available on the Persona website.



What are the categories and the criteria for nominations?

Respectful Award

This is for an individual who is aware of their interactions with others and the impact that this may have. They take time to listen with an open mind, take other people's views on board, communicate politely and treat everyone with dignity.

Enthusiastic Award

This is for an individual who takes a positive outlook on everything they do and manages to motivate others along the way. They believe they can achieve anything, are keen to learn new things, have fun along the way and are always reliable.

Adaptable Award

This is for an individual who responds positively to change and alters their approach to fit the situation, whatever this may be. When they are faced with something that needs doing differently they roll up their sleeves and adapt to what the person or situation requires.

Caring Award

This is for an individual who is a true caring champion. It's about the extra attention to detail that makes the difference, such as knowing what matters to someone, remembering things that make someone smile, taking the time to check in on someone, or taking a genuine interest in others.

Honest Award

This is for an individual who shows courage and confidence to speak up when it matters. This person is consistent, they act as a true role model in what they say and do and take responsibility for learning from each situation, especially if things don't quite go to plan.



REACH Award

This is for an individual who is a top 2%er and who puts the values into practice each day. They are your 'go to' team member who is flexible and reliable and nothing is ever too much. They really do demonstrate a 'can do' attitude and always go the extra mile to achieve the best possible outcomes.

How can I nominate? The Process

Who can nominate?

Anyone - whether you are a customer, carer, partner organisation, relative, manager or colleague - your nomination is important. Tell us as much information as possible about the fantastic work that you have seen.

Who should I nominate?

You can nominate any individual or team that works or volunteers within Persona. This can be anyone, from frontline staff such as care workers and care managers, to people who have made an impact in other ways, such as domestic and admin staff or any of our volunteers.

How do I nominate?

Send in your nomination before 18th July 2021:

-on paper using the enclosed form: hand into any Persona location or send to Workforce Team, Bury Business Lodge, Suite 19/20, Imperial House, Hornby Street, Bury, BL9 5 BN

-by email or video: to info@personasupport.org

-by phone: to 0161 253 6000

Please provide the following information in your nomination:

1 - About you:

Provide us with your contact details.

2 - About the person/team you are nominating:

Provide us with the details of the person you are nominating.

Please include their name, job title, where they work/volunteer and contact details for this person/team (if you know them).

3 - Why you are making the nomination:

Read the category description and tell us why this person/team deserves to win the award you have chosen. Include as much information as possible to show how they meet the criteria of the award and how they meet our other values -

Respectful, Enthusiastic, Adaptable, Caring, Honest.

What happens next?

Initial shortlisting will take place with Persona's Non-Executive Board Members, who will shortlist 10 finalists per category. **Then it is over to you!**

All staff members will be given the opportunity **to vote for 3 finalists per award category** and this will take place through survey monkey. The winners of each category will be based on the finalist that receives the most votes.

More information can be found at www.personasupport.org

Step 1 - About you

Your name:

Your email address:

Your contact number:

Step 2 - Nomination

Who are you nominating (name of person/team)?

What do they do (job title)?

Where are they based?

Which award would you like to nominate them for?

- Respectful Award
- Enthusiastic Award
- Adaptable Award
- Caring Award
- Honest Award
- REACH Award

Why are you nominating them?

How did they make you feel?

How have they helped/supported you?

How do they meet the Persona Values?

Respectful, **Enthusiastic**, **Adaptable**, **Caring**, **Honest**