

## Sample form, not for offline completion.

Visit <https://ukexcellenceawards.awardsplatform.com> to enter.

# Best Team

Behind every great leader there is an even greater team. This award is about recognising excellent teams who are more than the sum of their parts. We are looking for teams who recognise each other's strengths and learn from each other, who have great ways of working, support each other, get work done and create a great experience for their customers.

#TeamWorkMakesTheDreamWork

Category Sponsor



Entry title (this will be used in our brochure and at the Awards Ceremony). E.g. project name, unique description etc

### Contact Us

If you have any questions or need any further information please feel free to contact us at [awards@bqf.org.uk](mailto:awards@bqf.org.uk)

### Awards Process

By submitting an entry you are beginning your journey on the BQF Awards process.

Step 1. Submit award entry.

Step 2. Judges will review entries and shortlist candidates.

Step 3. Shortlisted candidates announced.

Step 4. Shortlisted candidates put forward to our judging panel which will give you the opportunity to virtually present to the judges.\*

Step 5. Finalists announced.

Step 6. Winners announced at Awards Ceremony.

\*For the Patron's Award, you will also be required to produce a short video (with help and guidance) that will be played at the Awards Ceremony.

Please fill in the form below with your details

Your name

Your email address

The email address given here will be the email address used for all correspondence.

I am happy for my email address to be added to the BQF marketing database

Yes

No

Name of Secondary Contact

If you are submitting this entry on behalf of someone else please give the name of that person here or details of a secondary contact.

This contact could also be a Project Leader or a person you are nominating.

Secondary Contact email address

If you are submitting this entry on behalf of someone else please give their email address here or that of a secondary contact.

This contact could also be a Project Leader or a person you are nominating.

The Secondary Contact is happy for their email address to be added to the BQF marketing database

Yes

No

Organisation Name

Do you have a BQF Membership?

Yes

No

Not sure if your organisation is a member of the BQF? [You can check here.](#)

If you are not a BQF Member do you fall into any of the categories below? (optional)

charity

not for profit organisation

If you have a discount code to use against your award entry fee please add it here (optional)

Please upload a high resolution company logo, in jpeg format 300dpi minimum (optional)



Uploading your logo grants us permission to use this for publication in relation to the UK Excellence Awards.

Please give a brief summary of your award submission

70 words

Uploading your summary grants us permission to use this for publication in relation to the UK Excellence Awards.

How did you hear about the UK Excellence Awards (optional)

▼

Newsletter

BQF Member

Previous Entrant

Boost

August

Podcasts

Google

LinkedIn

Other

To help you answer the questions below we have several resources that may be helpful.

Here are some examples of previous award submissions and supporting evidence that was submitted. [INSERT URL](#)

We also have a toolkit of resources including previous Winner's Showcases, these offer an incredible insight into the journey that award nominees, finalists and winners undertake. [View our toolkit here.](#)

**In addition to the answers given to the questions below you can submit one piece of evidence in a format of your choice. This can be added on the next page. Any links added into supporting evidence will not be viewed by judges.**

**Team name** (please write this as you wish it to appear on any literature?)

**Please give a brief overview of the team** (e.g. size, main job roles, demographics etc)

### Section 1: Customer

250 words

- Who are your customers (internal or external), what do they value, and how you collect and act on feedback?
- How do you work towards meeting your customers needs?

#### Judging Criteria

- Team are clear on who their customers (internal and external) are and what they value
- Team have a good relationship with their customers, seek feedback and use it to improve
- The team have a clear, balanced set of relevant process measures they all understand
- The team review their measures and effectively use them to focus improvements

## Section 2: Driving Improvement

350 words

- Do you have clear measures that the team understand?
- Do you regularly meet as a team to review measures and agree improvement actions?
- Do you have a structured way of solving problems and how is this supported by the business?

### Judging Criteria

- The team have meaningful, efficient and effective team conversations
- Everybody in the team is able to contribute and plays a part in bringing the team together
- The team have made the management of their work visual and easy to follow
- The team have a method for highlighting, prioritising and tracking their issues
- The team use a structured problem solving methodology as and when applicable
- There is management support of problem solving and time dedicated to improvement
- The team are great at making improvements stick and tracking outcomes

## Section 3: Learning Culture

250 words

- How do you create a culture where you can admit mistakes and learn from them?
- How do you learn from each other and your mistakes, and share best practice as a team?

### Judging Criteria

- The team actively seek problems, using them as learning opportunities
- They learn from their mistakes and share best practice

## Section 4: What makes your team great?

500 words

- Give us a feel for your team and the brilliant things you do - include feedback from outside the team

### Judging Criteria

- The team are open, honest, and are able to resolve difficulties constructively
- The team have fun working together
- The team support each other and play to each others' strengths
- The team get excellent feedback from customers and the business
- The team are diverse, inclusive and welcoming of all

### Please use this section to upload your one piece of supporting evidence.

When uploading your supporting evidence please remember:

1. A maximum of **one piece of supporting evidence** can be submitted with your entry.
2. Video attachments may be hosted on a video site such as YouTube or Vimeo.
3. Provide website URLs to the publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.
4. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.
5. Any links added into supporting evidence will not be viewed by judges.

Please give any further information we may need to access your attachment e.g. passwords. (optional)