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**COFFS COAST BUSINESS AWARDS 2021**

**ENTRY FORM**

**Category – PROFESSIONAL DEVELOPMENT - STAFF TRAINING**

***Business Details***

*To be completed by all entrants including those entering into the individual categories*

1. Trading name:
2. Registered ABN:
3. How is your business structured?

Choose from drop down list - Choose an item.

1. Is your business classified as a not for profit?

 *Yes* [ ]  */ No* [ ]

1. Main office address:
2. Business trading commencement date:
3. What industry does the business operate in?

Choose from drop down list - Choose an item.

1. Number of employees on payroll in Australia.

 Choose from drop down list - Choose an item.

1. Is your business primarily business to business or business to consumer?

Choose from drop down list - Choose an item.

1. Please provide a 100 word biography for your business to be used for promotional purposes.
2. Please indicate the main reason/s you are entering into the Business Awards
* To raise the profile of my business
* To recognise my staff and our achievements
* To build business networks
* To reflect on the goals, strategies and vision that led to the success of your business and to use those insights to drive even greater success in the future.
1. Website:
2. Twitter:
3. Instagram:
4. LinkedIn:
5. Facebook:

***Contact Details:***

*To be completed by all entrants*

**Entry Contact Details:**

First Name:

Surname:

Position:

Email:

Phone:

Mobile:

**Media Contact Details**

**Tick box if same as above**

First Name:

Position:

Email:

Phone:

Mobile:

**PROFESSIONAL DEVELOPMENT – STAFF TRAINING**

This award recognises businesses that provide ongoing training to their staff, - both in house or through external training organisations.

**Questions**:

1. Describe your companies training policy / or, how do you ensure you and your staff’s skills and knowledge are up to date and current? Max word count: 400
2. What percentage of your staff have attended at least one business, technical, personal or professional development training in the last financial year? Max word count: 200
3. How has investment in training and development improved the performance of your business? Max Word Count: 300
4. How do you engage and encourage staff to undertake training? Max word count 400

I declare that the information I have provided in this entry form is true and correct at the time of completing this form and that I agree to all conditions of entry listed under the “Conditions of Entry” section of the website. www.coffscoastbusinessawards.com.au

Once you complete this form you should save it on your computer using the file name PROFESSIONAL DEVELOPMENT AND STAFF TRAINING. Then return to the Coffs Coast Business Awards Website www.coffscoastbusinessawards.com.au

* Go to the application upload section and follow the instructions.
* You will use your email account to upload your completed Entry Forms.
* You **must** also submit 4 high resolution landscape images in JPG format.

**Video options:**

To help you in making a video please see the video options section on the upload page

* **ALL** entries must submit a **maximum** 20 second video (in MP4 or MOV format). The video clip will be about your business, staff and tell your story as to your reasons for entering the category/s. The video clip and images will be seen by the judges and used as part of a multimedia presentation on the awards night.
* **For each category you enter – you must submit a different video clip about your business, staff and tell your story as to your reasons for entering the category.**