

DO YOU HAVE WHAT IT TAKES?

AIM YOUNG MANAGER OF
THE YEAR AWARD 2010

NSW & ACT

Australian Institute
of Management



AIM YOUNG MANAGER OF THE YEAR 2010

James E Layt Award
NSW & ACT

Have you made your mark as a manager? Or can you think of someone whose leadership excellence inspires and develops the potential of others?

Young managers aged 18 to 35 are encouraged to unleash their management potential and celebrate their role in inspiring management futures through this annual award.

The AIM Young Manager of the Year could work in any organisation or industry in NSW or the ACT – or may even own a business employing more than five people. They might put themselves forward or be nominated by their employer, supervisor or colleagues.

Past contenders have held roles in sales, media, web development, government, pharmaceuticals and telecommunications. Can you bring something different to the Award?

Take up the challenge and get ready to be recognised. Plus receive great prizes that will shift your learning and development journey up a gear.

Help find the next AIM Young Manager of the Year. It could even be you.

WHAT TO EXPECT

Stage 1: Nominations and submissions

Closing date: Friday 29 October 2010

Stage 2: Shortlisting

An AIM representative will assess all award submissions and arrive at a shortlist of finalists.

Stage 3: Judging

Finalists will be contacted from mid to late November to set up an interview with the judging panel at the AIM NSW & ACT office (North Sydney).

Each interview will feature a common set of predetermined questions. The AIM Young Manager of the Year 2010 will be chosen based on their award submission and the outcome of the interview.

Stage 4: Award presentation

The AIM Young Manager of the Year 2010 will be notified by phone in late November and invited (with a guest) to receive their award at a special presentation event.

WHAT YOU CAN WIN

Take the next step in your journey of management excellence with AIM.

- > Receive a tailored learning and development program (to the value of \$7500):
 - 360 degree feedback questionnaire and debrief session to discover your development opportunities (\$500 value)
 - collaboration with an executive coach to challenge your thinking and help you shape your management future (\$5000 value)
 - choice of AIM training programs to give you the confidence to unleash your management potential (up to the value of \$2000)
 - time with a management thought leader to share opinions and inspirations
- > Keep everything at your fingertips with your new 32GB Wi-Fi Apple iPad (RRP\$759)
- > Stay connected as an AIM Personal Member for 12 months, plus receive invitations to key AIM events during 2011 (\$369 value)
- > Tap into new thinking with an **aimbooks** gift voucher (to the value of \$250)
- > Be recognised in AIM's publications, website and any Young Manager of the Year media coverage.

ABOUT THE AWARD

Named after former AIM NSW & ACT Chairman, James E Layt AM FAIM, this annual award was launched in 2007 and is part of AIM's commitment to encouraging and celebrating the contribution of young people to excellence in management.

E: youngmanager@aimnsw.com.au
W: youngmanageroftheyear.com.au

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HOW TO ENTER

Compile your supporting documents

Resume

Update your resume with your work history, education and community activities, making sure you highlight your responsibilities and achievements in management.

Organisational chart

Obtain an up-to-date organisational chart showing your current position and reporting structure – including all senior staff, your direct reports and the total number of employees.

Professional and personal development

Collect copies of certificates, awards, press clippings and other evidence to support any community work or achievements that are relevant to your submission.

Referees

Include two business referees (employers, immediate supervisors, business partners or clients) on your Submission Cover Sheet. The judging panel may contact them for further information – please note all information obtained via reference checking remains strictly confidential.

Prepare your written submission

Write a maximum of five A4 pages (you may submit less) demonstrating your management experience and capabilities according to the following judging criteria:

Ability to manage complex tasks, people, processes and the macro-environment

Provide an overview of your leadership management style, highlighting significant changes, innovation or business improvement initiatives that demonstrate your skills in this area.

Recognition of your leadership and management excellence by your organisation, board, staff or other stakeholders

Highlight your career progression and the complexity of the supplier, client and intra-organisational relationships you manage. Include promotions, awards and feedback you have received regarding your leadership and management style.

Effective communication of your organisation's goals and vision to all stakeholders

Illustrate how you have actively shared and communicated your organisation's vision, mission and goals with relevant stakeholders. What was the result?

Commitment to mentoring or other leadership activities

Give practical examples of your leadership style and how you develop the potential of your staff. Detail any involvement in internal or external mentoring or public speaking programs.

Financial performance

Demonstrate your business acumen and performance against budgets.

Complete the Submission Cover Sheet and Publicity Form

Collate all components of your submission and send to AIM by Friday 29 October, 2010

Scan and email to

youngmanager@aimnsw.com.au

Mail to

AIM Young Manager of the Year Award 2010
Australian Institute of Management NSW & ACT
PO Box 328
NORTH SYDNEY NSW 2059

Drop it in

AIM Young Manager of the Year Award 2010
Australian Institute of Management NSW & ACT
215 Pacific Highway
NORTH SYDNEY NSW 2059

or

AIM Young Manager of the Year Award 2010
Australian Institute of Management ACT
Level 3, Engineering House
11 National Circuit
BARTON ACT 2600

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SUBMISSION COVER SHEET

Please complete and attach this form to the front of your Submission, ensuring all your details are correct.

Name of Nominee: _____

Position: _____

Organisation: _____

Address: _____

Postcode: _____ State/Territory: _____

Telephone (work): _____ Telephone (home): _____

Mobile: _____

Email: _____

Date of Birth: _____

Please note you must be aged 18 to 35 as at the closing date of Submissions (Friday 29 October)

Please complete the following details about your Referees.

Referee 1

Name: _____

Position: _____

Organisation: _____

Email: _____

Telephone (work): _____ Mobile: _____

Referee 2

Name: _____

Position: _____

Organisation: _____

Email: _____

Telephone (work): _____ Mobile: _____

E: youngmanager@aimnsw.com.au
W: youngmanageroftheyear.com.au

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PUBLICITY FORM

Completion of this section is required to assist AIM in its promotion of you and the Award. The information may be used in speech notes, media releases, online and in other communication materials but will not be made available to the judging panel and does not form part of the judging process.

If your information requires more space, a separate page can be attached to the Publicity Form.

1. Provide a quote or anecdote that epitomises you, or what you aspire to be, as a manager and explain why

3. What is the best piece of advice you have received during your management career and why?

2. What do you see as the biggest issue facing young managers in Australia?

Consent and Acceptance of Terms and Conditions

I have read and agree with the AIM Young Manager of the Year 2010 James E Layt Award Terms and Conditions. I give my permission for my image, video or audio footage, and any information provided by me in my Submission (in accordance with AIM's privacy policy) to be recorded, reproduced or transcribed in perpetuity by AIM NSW & ACT or any of AIM's promotional agencies for the purpose of marketing and information sharing.

Name: (please print) _____

Signature: _____

Date: _____

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TERMS & CONDITIONS OF ENTRY

1. Instructions on how to nominate, enter and win the AIM Young Manager of the Year 2010 James E Layt Award ("Award"), the Publicity Form and these Terms and Conditions form part of the conditions of entry. Nominating a young manager or entering a Submission is deemed acceptance of the Terms and Conditions of entry.
2. The completed Submission must be received by AIM by 5.00pm on Friday 29 October 2010 either by email or hard copy according to the details provided under 'How to enter'.
3. AIM accepts no responsibility for Submissions not received by AIM for any reason.
4. Nominees for the Award must live and work in New South Wales or the Australian Capital Territory at the date of their Submission.
5. Nominees must have been employed by the same organisation or owned the same business for a minimum of 12 months preceding the date of Submission.
6. A shortlist of Finalists will be chosen on the basis of their Submission documentation.
7. Finalists must submit additional supporting information or verification of information if requested by AIM.
8. Finalists must be available to travel to AIM's North Sydney office for an interview with the Judging Panel from 15 November 2010.
9. Finalists agree to being profiled in the media.
10. The decision of the Judging Panel is final and no further correspondence will be entered into.
11. All nomination material, Submission material and any other information submitted by the Nominator or the Nominee in relation to the Award remains the property of AIM. Information provided by the Nominator or the Nominee in relation to the Award may be used for the purposes of keeping the Nominator or the Nominee informed of AIM's products and services.
12. Except as expressly provided for in the Publicity Form, all Nominee information will be confidential and will only be available to the Award Coordinator and Judging Panel.
13. All care but no responsibility will be accepted for Nominee Submissions. Submissions will not be returned as they will be destroyed at the conclusion of the Award judging process unless otherwise indicated.
14. Should a Nominee change their position or organisation after the closing date for Submissions they may still be eligible for assessment.
15. The Judging Panel will not provide interview feedback to Finalists.
16. AIM may, in its sole discretion, alter or cancel the Award in part or entirety at anytime.
17. AIM will not be liable for any loss, injury or damage whatsoever which directly or indirectly results from participation in the Award.
18. Total prize value is \$8878 plus GST.
19. The executive coaching prize component will comprise three 90 minute sessions with Stephenson Mansell Group.
20. The Apple iPad prize component will be the 32GB Wi-Fi model, valued at \$759.
21. The prize is non-transferable and cannot be exchanged for cash. No responsibility or liability is accepted for any variation in the value of the prize. In the event that AIM is unable to provide the nominated reward, AIM may supply an alternative reward of similar monetary value.
22. Applicants must be aged between 18 and 35 years (inclusive) at the closing date of submissions.

More information

Please visit youngmanageroftheyear.com.au, email youngmanager@aimnsw.com.au or call AIM on 1300 651 811 for more information.