

## **Applicant Guidelines – Human Development & Enablement Leaders Award**

### **1. Introduction**

**Human Development & Enablement Leaders Award** recognizes Facility Management service providers and facility owners who have demonstrated excellence in investing in their workforce through structured training, professional development, and capacity-building initiatives.

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### **2. Eligibility**

- Facility Management service providers
  - Facility owners and operators
  - Projects and programs may be ongoing or completed
  - One submission per company per category
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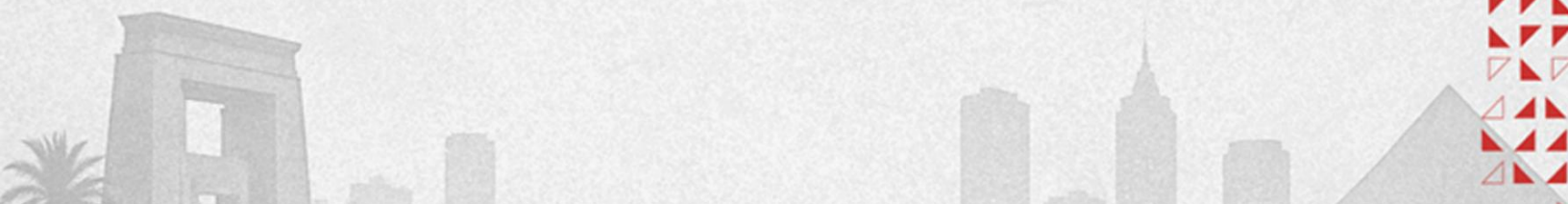
### **3. Submission Requirements**

- One consolidated PDF file
  - Recommended length: 10–15 pages
  - Language: English
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### **4. Suggested Submission Structure**

#### **Section 1: Company Overview**

Provide a brief overview of the organization, including workforce size and scope of Facility Management services.



## **Section 2: Workforce Profile**

Detail the total number of employees categorized by role:

- Engineers
- Technicians
- Administrative support
- Labor

## **Section 3: Training & Certification Programs**

Explain the certified training programs implemented, including:

- Number of employees trained
- Certification bodies or providers
- Training duration and format

## **Section 4: Training Topics and Coverage**

Describe the training topics delivered and the number of employees trained per course.

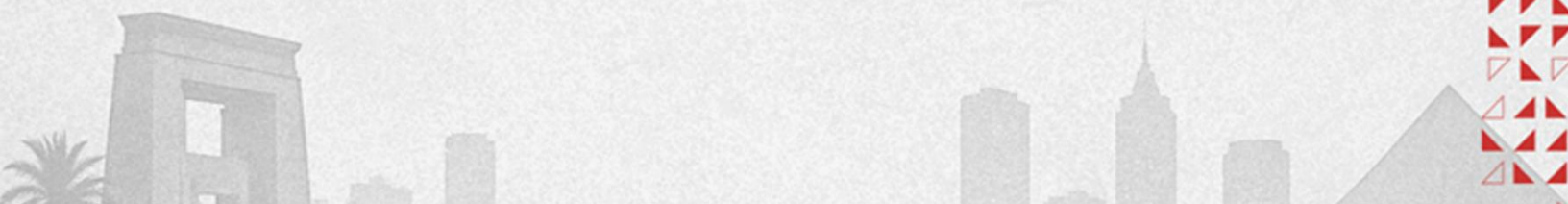
Examples include:

- Technical FM skills
- Health & Safety
- Sustainability and energy management
- Digital tools and systems
- Leadership and management

## **Section 5: Measurable Impact and Results**

Demonstrate the impact of training investments using measurable outcomes such as:

- Improved operational performance
- Increased productivity



- Reduced incidents or errors
- Enhanced service quality
- Portfolio expansion or client satisfaction

## **Section 6: Supporting Evidence**

Include certificates, training schedules, attendance records, performance reports, KPIs, or testimonials where applicable.

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## **5. Evaluation Criteria**

Submissions will be evaluated based on:

- Workforce development strategy
  - Relevance and quality of training programs
  - Coverage across organizational levels
  - Measurable impact on performance and growth
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## **6. Important Notes**

- All submitted information will be treated as confidential
- The organizing committee may request clarification or additional evidence
- Incomplete submissions may not be considered

