



- CANADIAN POSITIVE PSYCHOLOGY ASSOCIATION -
L'ASSOCIATION CANADIENNE DE PSYCHOLOGIE POSITIVE

2021 Canadian Workplace Well-Being Award

Guide to Submitting Your Application

Dear Employer

Workplace well-being is an increasingly significant priority. Leading organizations have made impressive strides to elicit positive change through employee well-being initiatives. The mandate of the **Canadian Workplace Well-Being Award (CWWA)** is to recognize and celebrate outstanding achievement in workplace well-being practices in Canada.

We invite your organization to apply for the first annual Canadian Workplace Well-Being Award. The CWWA is led by the Canadian Positive Psychology Association which promotes the practice of positive psychology and acknowledges that employee well-being initiatives which leverage the principles of positive psychology yield significant impacts on employees' level of happiness and psychological well-being.

Timeline

June 1, 2021	Application period opens
August 20, 2021	Application period closes
September/October, 2021	Application review by independent Judges
November 4, 2021	Announcement of winners and virtual award ceremony

WHO CAN APPLY?

Canadian based organizations (for profit, non-profit, educational, and governmental) who have developed and implemented impactful psychological employee well-being initiatives or demonstrated leadership in the field of helping employees to thrive.

PRICING

Early bird from June 1 to July 20, 2021- \$250. Regular fee after July 20, 2021- \$325.

PROCESS FOR APPLYING FOR AN AWARD

Stage 1: Application Stage

- Visit CPPA web site- www.cppa.ca
- complete an online application by August 20, 2021

You will need to have:

- Contact details- the person handling the administration and logistics of the application through the award process
- Detailed information and background about your Workplace Well-Being program or initiatives. Testimonials from employees and at least one executive leader
- Any attachments you would like to include for question number 6
- The number of employees in the organization
- Name of the leader or Executive Champion of the well-being Program
- Credit Card Details for payment

Receipts will be sent automatically via email once the transaction is complete.

Stage 2: Submission

The submission is the work part of your application, where you complete the application, gather the necessary evidence or documents to attach to your application.

We recommend that you complete your application in word format first and then cut and paste into the application. Preparing your application in this manner provides you with the ability to complete your application in less than 30 minutes. Please complete your application in one sitting, as you will not be able to resume later.

To help you prepare, please refer to Appendix A to view the required Application Information along with the maximum word count for each Section of the Application, as applicable.

Once you submit your application online, we will acknowledge receipt of your application and you will receive a copy of your submitted application.

Stage 3: Adjudication

Once the application submission date closes, all submissions along with supporting evidence and other documents provided, will be supplied to the shortlisting panels for the judging process. Applications will be individually assessed to determine if there is missing information or need for further clarification. The judges will individually assess applications before meeting as a group to discuss each application and determine the shortlisted finalists. Each submission will be rated against the award criteria.

Stage 4: Finalist announcements

All applicants will be contacted via email and notified of the outcome of their submission.

Stage 5: Referee checks

Referee checks can be conducted at any stage of the judging process. We will contact you if needed.

AWARDS CRITERIA:

Assessment of applications will be made by a third-party jury from Canada’s Positive Psychology community, experienced and respected leaders in workplace well-being, and leading educators. Assessment of judges will be based on the demonstration of a commitment to creating a workplace culture which values and promotes employee psychological well-being. The organization can demonstrate the program by providing examples of initiatives, practices and approaches that leverage the principles of positive psychology and yield significant impacts to your employee’s level of happiness and psychological well-being, and allow your organization to flourish. The programs can be employee and/or organizationally-led initiatives.

Tips and Hints

Suggested areas to potentially cover in your application based on positive psychology:

Positive emotional climate; growth mindset; compassion; job crafting; strength-based approaches; bringing out the best in people; an appreciative approach; helping people reach their potential professionally and personally; meaning in work; accomplishment and purpose; sense of belonging; engagement etc.

Criterion	Suggested evidence <i>(the more evidence that you are able to provide, the more robust your application. Provide whatever information you have)</i>
Engagement and Productivity	Evidence that the initiative led to increased engagement and productivity at work such as survey results prior to and post implementation of the initiative or demonstrated increase in productivity that can be linked to the initiative
Well-being	Evidence that the program is based on improving psychological well-being beyond traditional health, fitness and nutrition programs. Evidence of the initiative embedded in current people management strategy. Concrete examples of the initiative being implemented within the organization i.e. scheduling of activities, feedback from employees, newsletters/communications announcing initiative components.
Positive Psychology	Demonstrate that the initiative is designed using positive psychology tools, practices, positive psychology-based assessments (such as VIA Character Strengths, flow building etc. Documentation showing the implementation of processes and

	tools contributing to employee engagement, happiness, satisfaction and/or well-being within the organization.
Innovation	<p>How does the program demonstrate the organization has thoroughly understood the areas of well-being and the needs of its employees?</p> <p>Evidence of creativity and innovation in providing well-being initiatives that stand out from known best practices or new approaches that contribute to positive climate (examples: job design, strength-based approaches, relationship building training and initiatives that foster strong connections in a virtual world, helping employees thrive and reach their potential (i.e. how does the program demonstrate creative thinking and differentiation)?</p>
Impact and measurement	<p>Evidence that the program has achieved its objectives and goals including measurements of success or KPI before interventions versus after the well-being program implemented (i.e. how do you know about the positive impact on employees and the community? Are there measures of increased engagement, metrics on usage of the well-being program as a percentage of employees?</p> <p>Evidence of improvements and outcomes identified as resulting from the initiative. Stakeholder surveys conducted pre/post initiative i.e climate survey results, engagement survey results, survey results specifically relating to the initiative. Budget implications of the initiative ie cost savings/increases in revenue as a result of the initiative.</p> <p>Evidence that the community has benefited from the well-being initiative of the organization (e.g. the organization promotes altruism, donations, offering of skills to the community in need, supporting voluntary activities, fostering interdependence between the organization and the community.</p>
Sense of commitment/priority of well-being program to/within the organization	<p>Evidence of sustainability of well-being program put in place (continuous communication, the commitment is likely to last beyond the immediate? Have there been policies and procedures adapted to enhance and maintain a positive culture? How integrated is the well-being program? Evidence that top leadership prioritizes well-being of employees as a means to success (i.e. advertising, promotion, branding, internal communication, performance plans, recognition of employees and new policies may all be indicators. Who is involved in supporting the well-being program?</p> <p>Evidence that management training programs have been put in place for existing and new managers to impact on the quality of leadership and maintain commitment and priority for well-being.</p>

Questions can be sent to cwwa@coppa.ca



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Please refer to the 2021 Canadian Workplace Well-Being Awards Application Submission Guide for detailed information on criteria and additional information to assist you in completing your application. We recommend that you complete your application in word format first and then cut and paste into the application. Preparing your application in this manner provides you with the ability to complete your application in less than 30 minutes. Please complete your application in one sitting, as you will not be able to resume later.

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PART 1: CONTACT INFORMATION

Employer name (use full legal name)

Mailing address

Telephone of contact person

Website URL

Please provide details on your social media sites (eg. Instagram, Twitter, LinkedIn, Facebook etc. if available)

Person responsible for the application - (a) Contact name and title

(b) Your direct email address

(c) Your phone number

(a) Alternate contact and title for this application
address

(b) Alternate contact's email
address

(c) Alternative contact's telephone

PART 2: ABOUT YOUR ORGANIZATION (*Maximum 100 words*)

Please provide a brief summary of your organization

PART 3: ABOUT YOUR WORKFORCE

Number of employees working in Canada on June 1, 2021 Full time _____ Part Time _____

PART 4: INFORMATION ABOUT YOUR WELL-BEING PROGRAM OR INITIATIVES

1. Initiative Name _____
2. Position responsible for employee well-being _____
3. **Executive Summary** *(Please provide a brief executive summary of what your organization has achieved through this program. This may be used for the winner information for the event and website. Please do not include any confidential or sensitive information. (Maximum 150 words)*

(Please respond to any or all applicable to your program)

Tips and Hints

Based on a positive psychology approach, here are some suggested areas you may wish to cover in your application:

Positive emotional climate; growth mindset; compassion; job crafting; strength-based approaches; bringing out the best in people; an appreciative approach; helping people reach their potential professionally and personally; meaning in work; accomplishment and purpose; sense of belonging; engagement etc.

4. Describe the history of your well-being program and how long it has been in existence. ***(Maximum 200 words)***
5. What inspired your workplace well-being program (e.g.: describe the problem or challenge your organization was facing or the opportunity). What internal and external factors did you consider in crafting your well-being program? What was your organization looking to accomplish? ***(Maximum 750 words)***
6. Please provide a high-level overview of your well-being program or initiatives *(ie. What initiatives did you put in place to solve the organizational challenge or capitalize on an opportunity? Please attach documents which provide evidence of your program activities which you may have available).* ***(Maximum 1,000 words)***

Note: After responding to Question 6., you will be able to attach up to 3 documents (Maximum size 25 MB each)

7. What is most innovative about your program? ***(Maximum 150 words)***

8. Please provide three testimonials from employees, and the community (if appropriate) demonstrating the individual impact of the program with at least one from the executive team (if available).

9. Name of leader or the executive champion of the Well-Being Program _____

CERTIFICATION OF INDIVIDUAL COMPLETING THE APPLICATION

I hereby certify that the foregoing information is complete and accurate. I authorize and consent to the CPPA to use information contained in this application including photographs or other supporting materials or documents. Without limiting the foregoing, I agree that such CPPA use of such information may include publication, the creation of case studies as examples of great practices via webinars, written materials or other media for the purpose of educating and for the purpose of promoting best practices in workplace well-being. I also consent to adding my organization's contact email (the person responsible for the application) to the CPPA's official mailing list so that CPPA may contact that person by email for any purposes related to the CWWA Program (this individual will receive a verification email and will be able to unsubscribe at a later time).

Name

Date

Title

Thank you for promoting the practice of positive psychology. You may be contacted by a member of our team regarding your application.