

Teamwork Award Nomination

The TTC's Rewards and Recognition Program aligns with the People Objective of creating an empowered, customer-focused workforce that values teamwork, pride in a job well done, and an organization that actively develops its employees.

The **Teamwork Award** recognizes groups or teams of employees who demonstrate the key elements of successful project work that advances departmental goals or the TTC mission. Teamwork may take place within groups, across groups, or within a department or section.

You may nominate more than one employee in any of the award categories by completing a separate form for each nomination. Full eligibility criteria is available in the **Rewards & Recognition** section on the TTC intranet and online in the **With Compliments** section at thecoupler.ca.

Please provide the following information about the Nominees.

Nominee Information			
First and Last Name	Empl. No.	First and Last Name	Empl. No.
1.		11.	
2.		12.	
3.		13.	
4.		14.	
5.		15.	
6.		16.	
7.		17.	
8.		18.	
9.		19.	
10.		20.	
Title(s)			
Group(s)		Section(s)	
Department(s)		Work Location(s)	

Please provide the name and contact information of the nominees' manager. We will notify them if the nominees win an award.

Nominee's Manager		
First and Last Name	Telephone No.	Email

Please provide your name and contact information. We'll advise you if the employees you've nominated have won or contact you if we need more information.

Your Information			
First and Last Name	Employee No.	Email	
Telephone No.	What's the best way to contact you?		Can we inform the nominee(s) that you made this nomination? <input type="checkbox"/> Yes <input type="checkbox"/> No

1. What did the team do to go above and beyond their regular job responsibilities? Please provide examples.



2. What was the impact of the team's actions? Please identify measurable examples.

3. a) Employees nominated in this category must have demonstrated one or more of the following criteria. Please select all that apply to the nominees and explain how they have demonstrated these criteria.

- Overcoming significant obstacles, challenges, and unforeseen problems to achieve a goal
- Team has been engaged in a project that has resulted in significant, measurable improvements to business or work processes, and/or efficiencies, and/or elevated levels of safety
- Enhancement to employee engagement and customer satisfaction
- Clearly communicated, understood, and accepted goals, objectives and timelines
- Active participation in meetings and work
- Collaboration and information sharing
- Mutual trust and effective conflict resolution
- Optimal management of skills and resources

b) How have the nominees demonstrated the above criteria?

4. Is there any other info you would like to include about why this team deserves to win a Teamwork Award?

5. How did you hear about the Rewards and Recognition program?

- My manager
- My colleague
- A poster
- Wall of Fame
- Email
- Intranet
- Narrowcasting/TTC TV
- The Coupler
- Other (please specify) _____

Please return your nomination to:
Rewards and Recognition Submissions
1900 Yonge Street, 5th Floor
ATTN: Rewards and Recognition and Events Specialist

Your nomination will be submitted to an Adjudication Committee and award recipients will be announced before the next Rewards and Recognition Award Ceremony. For questions, please email Michelle.Haddad@ttc.ca or call the Special Events section at 416-393-3640.