



Qatar Business Women Awards Brochure

Qatari Business Women Association
For all Qatari women business owners
and professionals >>



ABOUT QBWA

Launched in December 2007 under the auspices of Her Highness Sheikha Mozah Bint Nasser Al Misnad, the Qatar Business Women Awards (QBWA) 2010/2011 will identify and pay tribute to Qatari women who contribute to Qatar's society and economy through their significant professional or entrepreneurial achievements. The award will focus on women who have demonstrated outstanding leadership and managerial qualities in their fields.

This year we are delighted to introduce an additional benefit for all applicants of the QBWA. Applicants who participate in the three Award workshops will be eligible to have their application considered for the Business and Professional Women's Development certificate. This professional development approach has been specifically developed for the Qatar Business Women's Association.

MISSION

To recognize and celebrate the contribution of business and professional women in Qatar; whilst inspiring future generations of women to achieve their full potential and maximize their contribution to the Qatari economy.

OBJECTIVES

- To recognize the role and contribution to the Qatari economy and its future growth.
- To honor the contributions of those who have excelled in their field.
- To inspire young women to achieve their potential.

POTENTIAL BENEFITS TO APPLICANTS

- To recognize the contribution of women to the development of Qatar.
- Raise the profile of applicants business/profession within Qatar.
- Enhance your business and professional capability.
- To be a role model for women within Qatar and the Middle East region.
- Recognition as a leading business/professional in Qatar.
- Achieve an International Development Award certificate.
- Regional and International profile.
- Professional One to One Feedback.



RULES & REGULATIONS

For All Applicants

1. The applicant must be a Qatari National.
2. The applicant must be of the age of 21 and above.
3. The applicants must not be working for any of the award's partners, or a board member of Qatari Businesswomen Association.
4. The applicant must not be working for or have any business association with any member of the Assessment Panel (involved in a specific assessment) and Supreme Jury.
5. The applicant must be in a position to share her experience with other women in the community.
6. The applicant must complete the application form and submission document (in Arabic or English) which is included in the brochure. Please note that cross-referencing of evidence against the performance criteria is encouraged. No additional pages should be added to the application.
7. The applicant must submit a current CV and photograph along with the application form.
8. Entrants for the Award must be prepared to receive media coverage and make themselves available for media interviews.
9. Passport size photographs are required for all applications. Please print your name on the back of the photograph.
10. Finalists must attend the Award Ceremony.
11. The applicant must agree to the terms and conditions.

For Business Owners – Option A

1. The applicant must currently own or be primarily responsible for the current performance of a business in Qatar.
2. The applicant must have owned the business or be responsible for the business for a minimum of 3 years.

For Professionals – Option B

1. The applicant may be employed in any professional sector.
2. The applicant must be employed in Qatar on the same career path for a minimum of 3 years, for e.g. human resources, marketing, banking etc.



HOW TO APPLY

1. Read the criteria.
2. Decide if you are applying either under the Business or Professional Criteria.
3. Identify your performance under each point. It is important to note businesswomen do not need to answer questions under the 'Performance Criteria-Professional Women' and professional women do not need to answer questions under the 'Performance Criteria-Business Women'.
4. Please note Assessors are not only looking for success but areas where you have faced challenges and overcome them.
5. To further understand the criteria, all applicants are invited to attend the Qatar Business Women's Award Workshop Series.
6. Applicants can either;

Option 1:

Make a direct application. Applicants would find it helpful to attend the "How to Apply?" Session.

Option 2:

Participate in the Qatar Business Women's Award Workshop Series- applicants must attend all 3 workshops and submit application against all 5 criteria.

Workshop 1: Leadership Session

Workshop 2: Future Goals & Financial Plan

Workshop 3: Innovation

7. Support is available online through the website www.qbwf.net, telephone, LinkedIn and email until April 20th 2011.



Qatar Business Women Awards Criteria

Presented by
The Development Partnership
October 2010 >>



1. LEADERSHIP

PERFORMANCE CRITERIA – all applicants

- 1.1 The applicant describes the values and vision she has set out for her organization/department.
- 1.2 The applicant develops her organization to achieve her vision.
- 1.3 The applicant shows how her behavior demonstrates her values and shows others what behaviors she expects.
- 1.4 The applicant shows how she is persistent in pursuing her objectives.
- 1.5 The applicant shows how she balances work and home commitments.

PERFORMANCE CRITERIA – Business Women (Option A)

- 1.6 The applicant shows how she finds out about the needs of her customers and suppliers.
- 1.7 The applicant shows how she thanks her employees within the business.

PERFORMANCE CRITERIA – Professional Women (Option B)

- 1.6 The applicant shows how she finds out about the needs of her clients, patients or students, and colleagues.
- 1.7 The applicant shows how she thanks her staff and colleagues.

**Leadership Workshop will be held for Option 2 Applicants*

2. FUTURE GOALS AND FINANCIAL PLAN

PERFORMANCE CRITERIA – all applicants

- 2.1 The applicant has a business or career development plan for the next three years, including financial and non-financial goals.
- 2.2 The applicant demonstrates how she expects to achieve her desired results in three years time.

PERFORMANCE CRITERIA – Business Women (Option A)

- 2.3 The three-year plan shows how the applicant plans to:
 - 2.3.1 improve her own skills and performance.
 - 2.3.2 help her employees to improve their own skills and performance.
 - 2.3.3 improve the services or products her business sells.
- 2.4 The applicant has a marketing plan, which shows that she understands her market and competitors.
- 2.5 The financial plan shows how she will use resources to support achievement of her goals and is consistent with the marketing plan.

PERFORMANCE CRITERIA – Professional Women (Option B)

- 2.3 The three-year plan shows how the applicant plans to:
 - 2.3.1 improve her own skills and performance.
 - 2.3.2 help her colleagues and staff to improve their own skills and performance.
 - 2.3.3 make improvements to the work of her staff and department.

**Future Goals & Financial Plan Workshop will be held for Option 2 Applicants*

3. BUSINESS, PROFESSIONAL AND CAREER ACHIEVEMENTS

PERFORMANCE CRITERIA – all applicants

- 3.1 The applicant describes her work achievements over the past two years.
- 3.2 The applicant demonstrates evidence of:
 - 3.2.1 Personal development e.g. Participation in training or educational activities.
 - 3.2.2 A willingness to take risks in order to develop her business or her professional career.
 - 3.2.3 Commitment to and passion for her work/business.

PERFORMANCE CRITERIA – Business Women (Option A)

- 3.3 The applicant shows how she has collected customer feedback and used it to improve her business results.

PERFORMANCE CRITERIA – Professional Women (Option B)

- 3.3 The applicant shows how she has collected feedback from her clients/patients/students and used it to improve her professional products or services.

Achievements may include for example recognition, qualifications, awards, or publications. Applicants should show how their actions, behavior or decisions have contributed to improvements in their business or professional performance such as increased profits or raised standards of service.

4. COMMUNITY CONTRIBUTION AND PARTICIPATION

PERFORMANCE CRITERIA – all applicants

- 4.1 The applicant shows how she has contributed towards social improvement in her work.

PERFORMANCE CRITERIA – Business Women (Option A)

- 4.2 The applicant demonstrates how her business contributes to community activities.
- 4.3 The applicant shows how her business has worked towards good environmental practices, and shown respect for the environment.
- 4.4 The business employs a number of Nationals.

PERFORMANCE CRITERIA – Professional Women (Option B)

- 4.2 The applicant demonstrates how she has personally contributed to community activities.
- 4.3 The applicant show how she has worked towards good environmental practice within her sphere of responsibility, and shown respect for the environment.

Criterion 4.1 is asking for information about the applicant's contribution to and participation in the community in her work capacity. Criterion 4.2 is asking for information about the applicant's contribution to and participation in the community in a voluntary capacity – for example personal voluntary work, financial or non-financial support for activities such as education and training, medical and welfare provision, sport and leisure in the community. 4.2 does not include work which is part of the applicant's paid job or role, or her core business. It only includes work, which is voluntary (unpaid) or additional to the business. For example, an applicant whose job role or business is providing nursery education cannot include this in the „Community Participation“ section unless she is also contributing, for example, unpaid time or free places to children from poor families.

“Good environmental practices” may include, for example, recycling, reducing harmful emissions, reduction in waste and packaging, improved energy efficiency.

5. INNOVATION

Innovation is doing something that no one has done before. Innovators solve identified problems in their field, meet customer or client needs in new ways, improve business/organizational performance or improve the quality of service to customers or clients. Innovations may involve new use of existing products, services or processes or entirely original ideas. For example, innovation may include responsible use of technological advances such as social networking or souk.com. Innovations may be introduced by taking established practices, services or products from one culture and applying these in another culture.

PERFORMANCE CRITERIA – all applicants

- 5.1 The applicant describes the innovation.
- 5.2 The applicant demonstrates how the innovation represents a new idea and change to usual practice, and shows how it is more rather than just a marginal improvement to product, service or process.
- 5.3 The applicant demonstrates how innovations are brought into practical use in the workplace.

PERFORMANCE CRITERIA – Business Women (Option A)

- 5.4 The applicant describes:
 - 5.4.1 how the innovation aimed to solve a problem in her field, meet new customer needs or better meet existing needs.
 - 5.4.2 the impact on her business.
 - 5.4.3 the impact on her customers.
- 5.5 The applicant demonstrates how her business promotes and rewards new ideas amongst her employees.

PERFORMANCE CRITERIA – Professional Women (Option B)

- 5.4 The applicant describes:
 - 5.4.1 how the innovation aimed to solve a problem in her field, meet new client, patient or student needs or better meet existing needs.
 - 5.4.2 the impact on her professional performance.
 - 5.4.3 the impact on her clients, patients or students.

**Innovation Workshop will be held for Option 2 Applicants*

Examples of innovations include new products or services, new designs or fashions, new training programs, books or articles, new software, new management procedures and systems. Within a business or profession, new ideas may contribute to better services or products or better ways of producing goods or services. How new ideas are embraced and received by Leaders and staff are important to the organization.

In asking for a description of the innovation, we are mindful that applicants may need to protect intellectual property rights.

Innovation can be 'brought into practical use' through commercial production, publication of copyright material, or changes in business/professional practice; to improve services for customers, clients, patients, students etc.

The innovation's impact on customers, clients, patients or students may involve improved quality of life, improved customer experience, improved patient care, and improved educational attainment. Examples of impact on the business, organization or professional performance include increased sales or revenue, market penetration within the Region, increased number of clients/patients seen or treated, changes in ways of communicating.



CONDITIONS FOR THE QATARI BUSINESS WOMEN AWARDS

1. For both the categories, professional and business owner, the applicant should have stayed in business/employment for a minimum of 3 years.
2. All applications must be submitted with the official entry form. Once received, no application will be returned unless specifically requested by the applicant for a valid reason.
3. The applicant must also attach a current CV detailing a brief professional history in not more than one page with the application form. Passport size photographs are required for all applications. Please print your name on the back of the photograph.
4. The organizers will not be responsible for applications, which may be damaged, lost or mislaid in the post or otherwise. Upon receipt of this application form by the QBWA Office, you will be entitled to further updates about the award. All communications will be digital.
5. The decision of the judges in relation to the selection procedure and process shall be deemed final. The organizers will not be obliged to justify their decisions or enter into any correspondence.
6. Any information submitted by the applicant shall be treated as confidential.
7. Finalists in all categories are expected to attend the awards ceremony in Qatar, as and when the date is decided upon, as guests of the organizers.
8. All applicants need to support their application by providing the name and contact details of 6 referees. Please indicate how best each referee supports the application, e.g. "key customer/stakeholder who benefited from an improvement programme for which I am responsible." For business applicant 3 referees for customer and 3 for suppliers. For professional applicant 2 should be superiors (e.g. line manager) 2 colleagues/peers, 2 stakeholders.
9. The assessment panel shall have the right to verify the information provided in application forms, if required.
10. Submission of an application form indicates acceptance of the Conditions of Entry. Failure to comply may result in disqualification.
11. All applicants must provide the application form, photograph, submission document and CV. Applicants in the business owner category must also provide their respective Commercial Registration.
12. Applicants will receive formal feedback on request.
13. Any entrants for the Award must be prepared to receive media coverage.
14. On registration at the First Workshop, applicants will be invited to a closed online LinkedIn group, where they will receive further support and tips to assist with their submission. Once again, digital will be the main method of communication.
15. Submission for the Award denotes agreement to the Terms and Conditions.
16. QBWA Office has the sole copyright to the QBWA logo. Any misuse of the logo by any applicant shall call for disqualification and subsequent legal action.

All applications must be forwarded to the following address:

QATAR Businesswomen Award 2010/2011

Interactive Business Network

Al Jazeera Al Arabiya Str. Bldg. No 19

P.O.BOX: 96494, Doha, Qatar.

Tel: 00974 44877442- 44881525

Fax: 00974 44873196,

E-mail: info@interactiveb.com

www.interactiveb.com



جائزة قطر لسيدات الأعمال
Qatar Business Women Award



Qatar Business Women Awards

Application Form >>



QATAR BUSINESSWOMEN AWARDS 2010/2011 APPLICATION FORM:

Please provide all the information requested. Return 5 hard copies (1 Original and 4 copies) and one soft copy (CD/Memory Stick/Email to the Award Office) of the completed application to QBWA Office. Submissions must be postmarked on or before April 20th 2011, and will be retained by the Awards Office. Applicants with incomplete application forms will be disqualified.

CATEGORY: (please tick) **Business Owner** **PROFESSIONAL**

APPLICANT DETAILS

Name of applicant:

Name of company/organisation:

Business address:

City: P.O. Box:

Mob: Tel: Fax:

E-mail address:

FOR BUSINESS OWNERS ONLY

Business Activity:

Number of branches (if applicable) Number of years since the business started:

Commercial Registration Number:

(Please attach a copy of your Commercial Registration).

FOR PROFESSIONALS ONLY

Position in organisation:

Number of years employed in profession:

I,, submit this application for the Qatar Business Women Awards 2010/2011. I attest that all information provided herein is true to the best of my knowledge and understanding. Submission for the Award denotes agreement to the Terms and Conditions.

Signature of applicant Date

Please return this form not later than April 20th, 2011 to: Interactive Business Network

Address: Al Jazeera Al Arabiya Str. Bldg. No 19, P.O.Box: 96494, Doha, Qatar.

Tel: 00974 44877442- 44881525, Fax: 00974 44873196

E-mail: info@interactiveb.com, www.interactiveb.com

NOTES FOR ALL APPLICANTS;

1. Please complete the submission document which is included with the QBWA brochure
2. Return 5 hard copies and one soft copy (CD/Memory Stick/Email) of the completed application to QBWA Office. Submissions must be postmarked on or before April 20th 2011.
3. Please also attach a current resume and photograph detailing business/professional history (in English/Arabic) in not more than one page.
4. All applicants in the Business Owners category must also provide a copy of their respective Commercial registration.
5. Please do not send any documentation in addition to the application form, submission document, list of referees and resume at this stage.

You can download the application form from the QBWA website, www.qbwf.net. When you submit your application a receipt will be issued. Please retain receipt for future reference.

Qatar Business Women Awards

Submission Document >>



