STEP Ahead at a Glance

The Manufacturing Institute’s 2019 STEP Ahead Award nominations will open August 1 and close October 12.

A key goal of The National Association of Manufacturers’ Manufacturing Institute is to foster the importance of a diverse workforce. The Institute’s Science, Technology, Engineering and Production (STEP) Ahead Awards celebrate and recognize the accomplishments of outstanding female leadership in manufacturing and serve as a platform for companies to select leaders for national recognition.

The Institute’s STEP Ahead Awards were created to inspire women to bridge the skills gap in manufacturing and focus attention on the widespread impact women have on shaping the industry, whether they are running the company, designing the next big product or testing innovations on the shop floor. Recognizing women at all levels of manufacturing, from the factory floor to the c-suite, this national honor gives manufacturers an opportunity to showcase existing female talent and provide role models who can speak to the transformation of the industry, and galvanize the next generation.

Deadline for nomination submission is October 12 at 11:59 p.m. EDT.

HOW TO NOMINATE

Using the online nomination form, fill out the application questions about your candidate based on the following criteria:

Innovation and Leadership (50 percent)—Demonstrating significant contributions to the company and/or her division.

Mentorship and Community Impact (50 percent)—Recognizing key contributions to the greater community, describe the nominee’s support efforts through mentoring others, advocating for manufacturing careers and/or volunteering.

ELIGIBILITY

There are two categories nominators may consider:

STEP Ahead Honoree: Nominee is currently employed in manufacturing at any level of the company, from the factory floor to the c-suite. A maximum of two Honorees from a single company may be selected for this award.

STEP Ahead Emerging Leader: Rising female talent currently employed in the manufacturing industry who has made significant contributions and excelled early in her career. An Emerging Leader nominee must be between 18 and 30 years of age as of December 31, 2018. A maximum of one Emerging Leader from a single company may be selected for this award.

Previous Honorees are not eligible, though Emerging Leader Alumnae may be nominated as an Honoree. Candidates outside of the United States are eligible as long as the nominee’s company has U.S. operations. For more information on nominee eligibility, visit the FAQ page.

Don’t miss the opportunity to recognize an outstanding female leader in manufacturing. Click here to nominate deserving women in manufacturing starting August 1!
STEP Ahead at a Glance

Thursday, April 11, 2019
National Building Museum, Washington, D.C.

The Manufacturing Institute’s STEP Ahead Awards celebrate women who have demonstrated science, technology, engineering and production excellence in manufacturing. In 2019, The Manufacturing Institute will honor 100 Honorees and 30 Emerging Leaders.

WHY RECOGNIZE WOMEN IN MANUFACTURING?

Manufacturing faces a serious skills gap. Part of this skills gap can be attributed to an underrepresentation of women in the industry. While women make up approximately half of the labor force, they account for only 29 percent of manufacturing workers.

WHAT CAN THESE WOMEN DO TO HELP THAT?

By telling the real stories of these women, we will demonstrate leadership and opportunities in a diversity of manufacturing careers and use them to inspire the next generation of talent to pursue careers in the industry. The STEP Ahead Awards are also meant to empower Honorees to lead in their companies, communities and networks on the importance of manufacturing and issues related to attracting, advancing and retaining strong manufacturing talent.

HOW ARE HONOREES SELECTED?

Honorees are nominated by their peers or company officials. The deadline to nominate a female in manufacturing is October 12 at 11:59 p.m. EDT. Nominators are asked to articulate how the nominees made significant achievements in manufacturing through their positive impact on a company and their ability to engage the next generation of female talent. Each nomination is then reviewed by an external group of peers and rated on a numerical scale by multiple reviewers.

The STEP Ahead Awards recognize women and their achievements at all levels of a manufacturing organization, from the factory floor to the c-suite. Don’t miss the opportunity to recognize a deserving female in manufacturing by nominating beginning August 1!

HOW CAN I ATTEND THE STEP AHEAD AWARDS GALA?

The STEP Ahead Awards Gala is a ticketed event that includes a semiformal reception and dinner. If you are interested in attending, please reach out to AJ Jorgenson, assistant vice president of strategic engagement, at ajorgenson@nam.org for ticketing and sponsorship information.
The Nomination Process
Nominating an outstanding female in manufacturing is as easy as one, two, three!

STEP 1: Create a Nominator Account
Go to www.themanufacturinginstitute.org/nominate. On the home page, hover your cursor over “Nominator” and select “Create Account.” From there you will be directed to a page similar to the image at right. Please fill out the requested information to create an account.

STEP 2: Add New Nominee
After logging in, you will be redirected to a welcome page. To submit a nomination application, click the pink button “Add New Nominee” at the bottom of the page to get started!

Select the “nominee type” for your application. Please ensure your nominee fits the criteria for Honoree or Emerging Leader. As a reminder, Emerging Leaders is a category to identify rising talent, and all applicants must be between the ages of 18 and 30 as of December 31, 2018.

There are three sections to fill out on the nomination application:
1. Nominee Information
2. Company Information
3. Essays
Under nominee information, please indicate your nominee’s regional company address, NOT the corporate address. If your nominee is selected, this will ensure engagement with the correct state and regional publications.

Under company information, a HR and corporate communications contact are requested so that we may inform the regional and national partner as necessary.

The third section of the application requires you to complete four essay questions that must be between 150 and 250 words in length. Please note: each essay must meet the word count minimum/maximum criteria for a valid entry.

The questions are:

1. Please share a noteworthy contribution and/or technical accomplishment your nominee has achieved at her company and why it is so impactful.

2. Please share a noteworthy contribution your nominee has achieved in her community and why it is so impactful.

3. Please share how your nominee has been a leader by mentoring others and/or engaging the next generation of female talent.

4. Explain why your nominee should be chosen as a 2019 STEP Ahead Honoree or Emerging Leader.

You may save your progress and complete the application for later if you cannot complete the application in one sitting. Scroll to the bottom of the page and click “Save for Later.” When you log back into the system using your nominator ID, your incomplete application will be listed toward the bottom of the welcome page. Click “In Progress” to continue your application.
STEP 3: Submit and Repeat!

Once your entries are finalized, click “Submit” at the bottom of the page!

You will be redirected to a review page and will be asked to verify that the information as listed in the nomination form is correct. After reviewing your entries, check the box at the top of the page and then scroll to the bottom of the page to click “Submit.”

Once you submit, you will receive a confirmation email from STEPahead@nam.org to inform you that we have received your application. To submit another nomination application, repeat steps one through three!

As a reminder, there is no limit to the number of nominations a company may put forward, but there is a limit to the number of Honorees and/or Emerging Leaders that will be recognized. A maximum of two Honorees and one Emerging Leader may be selected from each company. Companies should make their best effort to ensure the application meets the selection criterion.

If you have any questions on the application site, please feel free to contact the STEP Ahead team at STEPahead@nam.org.

Best of luck on your nomination application!
2019 STEP Ahead Nomination Form

Nominator Information
NAME:       EMAIL:
TITLE:       COMPANY:
COMPANY ADDRESS:     OFFICE PHONE NUMBER:

Nominee Type
Honoree: Nominee is currently employed in manufacturing at any level of the company, from the factory floor to the c-suite.
Emerging Leader: Rising female talent currently employed in the manufacturing industry who has already made significant contributions and excelled early in her career. Must be between 18 and 30 years of age as of December 31, 2018.

Nominee Information
NAME:       EMAIL:
TITLE:       NOMINEE’S COMPANY:
NOMINEE’S REGIONAL COMPANY ADDRESS:
OFFICE PHONE NUMBER:    RELATIONSHIP TO NOMINEE:

Company Information
Please provide the HR contact for the nominee so we may notify her company of the nomination.
HR CONTACT NAME:     HR CONTACT EMAIL:
CORPORATE COMMUNICATION:   CORPORATE COMMUNICATION EMAIL:

Essays
For a competitive submission, essay questions should be at least 150 words and no more than 250 words in length.

1. Please share a noteworthy contribution and/or technical accomplishment your nominee has achieved at her company and why it is so impactful. Entries must be between 150 and 250 words maximum.
2. Please share a noteworthy contribution your nominee has achieved in her community and why it is so impactful. Entries must be between 150 and 250 words maximum.
3. Please share how your nominee has been a leader by mentoring others and/or engaging the next generation of female talent. Entries must be between 150 and 250 words maximum.
4. Explain why your nominee should be chosen as a 2019 STEP Ahead Honoree or Emerging Leader. Entries must be between 150 and 250 words maximum.
# Timeline: What to Expect Next

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 1, 2018</td>
<td>2019 STEP Ahead Nominations Open</td>
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<tr>
<td>October 12, 2018</td>
<td><strong>DEADLINE EXTENDED</strong> 2019 STEP Ahead Nominations Close</td>
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<tr>
<td>December 14, 2018</td>
<td>Nominators Are Notified of Application Status</td>
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<tr>
<td>December 17, 2018</td>
<td>Honorees, HR Contacts and Corporate Communications Contacts Are Notified of Application Status</td>
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<td>January 2, 2019</td>
<td>Honoree Communications Begin</td>
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<td>January 25, 2019</td>
<td>Honoree Acceptance Deadline</td>
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<td>February 1, 2019</td>
<td>Media Kit Available</td>
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<td>March 1, 2019</td>
<td>National Press Release and Social Media Campaign</td>
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<td>April 10–11, 2019</td>
<td>STEP Ahead Leadership Program</td>
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<tr>
<td>April 11, 2019 (evening)</td>
<td>Awards Gala</td>
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Frequently Asked Questions

Q. When do nominations open and close?
A. Nominations open on August 1, 2018, and will close on October 12, 2018.

Q. How do I nominate someone for the 2019 STEP Ahead Awards?
A. You can nominate a female peer or colleague through The Manufacturing Institute’s website or by going directly to https://mi.onlineapplications.net/applications/.

Q. Who can submit a nomination?
A. A nominee may only be nominated by a colleague or peer, such as company leadership (CEO, senior leadership, directors and managers), company colleagues or peers outside a nominee’s company.

Q. Can I nominate myself?
A. We don’t accept self-nominations, but you can ask someone else to nominate you.

Q. Can I nominate someone from outside of my own organization?
A. Yes, you may nominate someone outside of your company. However, please be aware that if your nominee is selected, The Manufacturing Institute will reach out to her company to confirm the accuracy of the nomination prior to sending out notifications of selection.

Q. Can a company nominate someone outside of the United States?
A. Yes, a company may nominate someone outside of the United States as long as that company has U.S. operations. Nomination applications outside of the United States must be submitted via PDF form and sent to STEPahead@nam.org.

Q. How much does it cost to submit an application?
A. There is no cost associated with submitting an application; however, if your nominee is selected, we ask that your company is willing to support her participation in the leadership program and awards ceremony held in Washington, D.C.
Q. Is there a limit to how many nominations I can submit?
A. There is no limit to the number of nominations a company may put forward, but there is a limit to the number of Honorees and/or Emerging Leaders that will be recognized. If selected, companies are allowed up to two Honorees and one Emerging Leader (women under the age of 30) to be recognized at the 2019 STEP Ahead Awards.

The STEP Ahead Award is a competitive award, with a cap of 100 Honorees and 30 Emerging Leaders. Companies should make their best effort to ensure the application meets the selection criterion.

Q. How do I know if my candidate is eligible for the 2019 STEP Ahead Awards?
A. The following denotes nominee eligibility:

- Previous Honorees are **NOT** eligible. [Click here](#) to see the list of previous Honorees.
- Previous Nominees **ARE** eligible.
- Previous Emerging Leaders **ARE** eligible to be nominated as an Honoree.
- Nominees must currently be employed in manufacturing.

There are two categories nominators may consider:

- **STEP Ahead Honoree**: Nominee is currently employed in manufacturing at any level of the company, from the factory floor to the c-suite.
- **STEP Ahead Emerging Leader**: Rising female talent currently employed in the manufacturing industry who has made significant contributions and excelled early in her career.

*An Emerging Leader nominee must be **between 18 and 30 years of age** as of December 31, 2018.*

Q. How many women will be honored?
A. 100 women will be recognized as Honorees. 30 women will be recognized as Emerging Leaders, and those nominated under this category must be between the ages of 18 and 30 as of December 31, 2018.

Q. Is it just an award ceremony?
A. The 100 Honorees and 30 Emerging Leaders gather in Washington, D.C., for professional development and celebration. Recipients of the STEP Ahead Award will be invited to attend a two-day professional development program that will occur in advance of the award ceremony.

STEP Ahead offers Honorees and Emerging Leaders a long-term network of colleagues for business and professional development and mobilizes women to act as a catalyst for change within their company and community.

Q. What does a competitive application look like?
A. [Click here](#) to review samples of competitive application essays.
Q. When will you announce the selected Honorees and Emerging Leaders for the 2019 STEP Ahead Awards?
A. We will notify nominators and nominees of their selection in early December 2018. We will make a public announcement of the selected 2019 Honorees and Emerging Leaders in early March 2019.

Q. When and where are the 2019 STEP Ahead Awards?
A. The 2019 STEP Ahead Awards will take place in Washington, D.C., from April 10 through April 11, 2019, with the Awards Dinner Gala on the night of April 11.

Q. What sponsorship opportunities are available for the 2019 STEP Ahead Awards?
A. The Manufacturing Institute offers program and dinner sponsorship opportunities to companies and organizations that place a priority on female talent and the need for attracting, advancing and retaining more women to the industry. Companies interested in sponsoring the 2019 STEP Ahead Awards should contact AJ Jorgenson at AJorgenson@nam.org.

Q. I have a question that’s not listed on here. Who can I contact for more information?
A. Feel free to contact the STEP Ahead Team at STEPahead@nam.org or (202) 637-3426.
TOYOTA INTERNAL STEP AHEAD AWARDS NOMINATIONS PROCESS

Synopsis:
Toyota participates in The Manufacturing Institute’s STEP Ahead Awards to recognize its women employees who are making great accomplishments in their careers and use the recognition as a motivator to showcase what others are capable of achieving. As a large corporation with locations throughout the United States and across the globe, the multinational company created an internal process to nominate candidates for the STEP Ahead Awards that allows Toyota to avoid duplicate applications being submitted and put forth their best and brightest candidates for the award.

Goal:
Streamline a process to nominate the best possible candidates for the STEP Ahead Awards.

Contact:
Jennifer O’Daniel
jennifer.odaniel@toyota.com

Outcome:
The number of officially submitted applicants varies year to year based on how large the pool is and the quality of candidates. For the 2018 STEP Ahead Awards, Toyota submitted four Honoree applications and three Emerging Leader applications. The maximum per company was selected.

Time Commitment:
The company dedicates 20 hours of time in total. This time is spent over two months through four employees to complete the process. One HR employee manages the email distributions and initial reviews, and three plant presidents serve on the executive committee to review the nominations and choose the final applicants.

Best Practice Spotlight: STEP AHEAD

Leah Curry
Plant President
2013 STEP Ahead Honoree

Susan Elkington
Plant President
2014 STEP Ahead Honoree

Millie Marshall
Plant President
2014 STEP Ahead Honoree
Create a nomination review executive committee and/or confirm previous participants will again volunteer to be a part of the internal review process.

2. Develop an email communication on STEP Ahead Award nominations to send out to all plant presidents and HR department heads in manufacturing, along with other groups, directly linking to manufacturing. Indicate in the email the internal company nominations due date as one month prior to the official Manufacturing Institute deadline. The email will include a nomination form in a word document that mirrors The Manufacturing Institute nomination form.

3. Coordinate with all necessary departments to approve and review this email communication.

4. Nominations are returned to Toyota HR representative by the internal deadline.

5. Toyota HR representative reviews the nomination submissions and separates the candidates into the Emerging Leader and Honoree categories.

6. Toyota HR representative ensures all applications include all necessary information and the appropriate word count.

7. Toyota HR representative reviews and documents internal performance ratings of all submitted nominees.

8. Toyota HR representative distributes the nomination submissions and a matrix with performance scores to the internal executive committee, which includes three female plant presidents who are all STEP Ahead Award alumnae.

9. Toyota HR representative coordinates a meeting/conference call with the executive committee to discuss the nominations and come to a consensus on who they would like to officially nominate. The executive committee is asked to come to the meeting with their top three choices in each category.

10. Once the final candidates are chosen, the Toyota HR representative submits officially through the Institute’s nominations website as the sole point of contact for the Institute.

11. Toyota HR representative will send a pre-notification when the Institute sends out the notice on who did and did not get selected.

12. Toyota HR representative manages all STEP Ahead Award information, communications and sponsorship, as a sole contact for both the Institute and Toyota.
### AGCO INTERNAL STEP AHEAD AWARDS NOMINATIONS PROCESS

**Synopsis:**
In order to put its best applicants forward, AGCO Corporation implemented a company-wide nomination process to select which female employees will be nominated for the STEP Ahead Award. The company created a nomination form on its internal system that mimics the official STEP Ahead nomination form. To spread the word, AGCO promoted the STEP Ahead Awards and its internal nomination form to its Global Women’s Network, posted articles with the link to the form on its intranet home page and distributed an email to all AGCO employees in early August with a request for nominations by September 16.

After receiving 52 nominations for 30 different women, two AGCO employees evaluated the nominations and reduced the list to 20 possible candidates. The two employees then organized the list by Emerging Leader and Honoree candidates and created a scorecard for evaluation. Emerging Leader candidates were ranked from 1-4 given the low volume of nominees. Honoree candidates were ranked on a scale of 1-10. Scores were consolidated, and the top Emerging Leader candidate and top four Honoree candidates were chosen for official entry.

**Goal:**
Streamline a process to nominate the best possible candidates for the STEP Ahead Awards.

**Contact:**
Lucinda Smith
Lucinda.Smith@agcocorp.com

**Outcome:**
AGCO officially nominated five women, and The Manufacturing Institute selected two.

**Time Commitment:**
AGCO dedicated two employees to implement the internal nomination process, promote the awards, refine the submissions and officially nominate the candidates. The overall process took approximately 15 hours over one month to complete.
Best Practice Spotlight: STEP AHEAD

STEPS FOR IMPLEMENTATION:

1. Promote the STEP Ahead Awards to the internal women’s network, affinity groups, etc.
2. Create an internal nomination form that mimics the official nomination form.
3. Post an article with a link to the nomination form on the home page of your intranet, or send via email. Request nominations before the national nominations are due, allowing time for evaluation and national nomination.
4. Evaluate the nominations and reduce the list to a smaller number of possible candidates.
5. Organize nominations into Emerging Leader and Honoree candidates.
6. Create scorecard for evaluation using a shared excel document. Use internal review to rate the nominations 1-10 in the four various categories, aligned to the national nominations. You may also use a different rate value, such as ranking the nominations, if given a low volume of nominees.
7. Assign a single person to consolidate scores. The top Emerging Leader candidate and top Honoree candidates are then chosen for official entry. Please note, only two Emerging Leaders and two Honorees are able to be selected for the national award.
8. Refine selected nominations and officially submit using a single point of contact as the nominator. This person should be able to liaise with the communications/public affairs and human resources team at the company.
**Synopsis:**
Behlen Mfg. Co., a medium-sized manufacturer in steel fabrication, has participated in The Manufacturing Institute’s STEP Ahead Awards every year to recognize and increase the visibility of its women leaders. The company’s STEP Ahead alumnae have continued to meet each year to select a worthy candidate to nominate for the award.

**Goal:**
Streamline a process to nominate the best possible candidates for the STEP Ahead Awards.

**Contact:**
Heather Macholan
heather.macholan@behlenmfg.com

**Time Commitment:**
The STEP Ahead alumnae group, which consists of five individuals, spends two to three hours discussing the nominee list and meeting with leadership. The writing and approval of the nomination application takes up to one month.

**Outcome:**
The Behlen leadership team sees the value of employing retention and recruitment strategies by participating in the STEP Ahead Awards. They see it as an opportunity to mitigate the gender gap in manufacturing and inspire young women to get involved in the industry. Behlen uses its STEP Ahead alumnae to participate in Manufacturing Month to run tours and speak with young girls interested in STEM careers.
STEPS FOR IMPLEMENTATION:

Best Practice Spotlight: STEP AHEAD

1. When The Manufacturing Institute’s STEP Ahead Award nominations open, a notice is sent out to Behlen STEP Ahead alumnae two weeks in advance of meeting as a reminder to prepare and bring a list of women to discuss as potential nominees. They review the criteria and the nominations application before meeting to understand what the Institute is looking for in the award winners.

2. The Behlen alumnae group meets for one to two hours to discuss worthy candidates to nominate. The group examines the pros and cons of each person and comes to an agreement on one person to nominate.

3. The selected individual is presented to the leadership team for approval.

4. Once approved, the STEP Ahead alumnae will set a meeting to interview the nominee with questions that resemble the STEP Ahead Awards application. This process will take approximately one week to formulate the questions and schedule the interview.

5. An internal communications staff member will help write the nomination. Behlen employees have one month to write, edit and show the written nomination to the leadership team before submitting.

6. If selected, the nominee is notified. The rest of the company will be notified after the public announcement in March.
Meet the STEP Ahead Team

Carolyn Lee  
Executive Director

Carolyn Lee is executive director of The Manufacturing Institute, the nonprofit affiliate of the National Association of Manufacturers (NAM), the nation’s largest industrial trade association. Carolyn drives an agenda focused on improving the manufacturing industry through the Center for the American Workforce and the Center for Manufacturing Research.

In her role, Carolyn leads the Institute’s workforce efforts to close the skills gap and inspire all Americans to enter the U.S. manufacturing workforce, focusing on women, youth and veterans. Carolyn steers the Institute’s initiatives and programs to educate the public on manufacturing careers, improve the quality of manufacturing education, engage, develop and retain key members of the workforce and identify and document best practices. Through the Center for Manufacturing Research, Carolyn drives an agenda to research and identify key barriers to manufacturing’s competitiveness to inform the public and the Institute’s workforce program.

AJ Jorgenson  
Assistant Vice President, Strategic Engagement

AJ Jorgenson is the assistant vice president of strategic engagement at The Manufacturing Institute. In her role, she develops and executes all strategic operations for the Institute’s largest initiative, STEP Ahead. Through her work, AJ ensures that the Institute is driving the attraction, qualification and development of world-class manufacturing talent.

Serena Wong  
Associate, Industry Partnerships

Serving as an associate of industry partnerships at The Manufacturing Institute, Serena provides programmatic support on the Institute’s women’s regional initiative, STEP Forward, and helps to execute these programs across the country.

As a graduate of the STEM field, Serena is committed to the Institute’s efforts in changing public perception of manufacturing in the United States through youth engagement and recognition of women’s contributions to the industry.
2019 Step Ahead Awards
Nominations Close October 12, 2018

www.themanufacturinginstitute.org/nominate