STC Greater NY Metro, Philadelphia, Atlanta and Rochester Regional TechComm Competition

Regional TechComm Competition

STC — Society for Technical Communication

New York | Philadelphia | Atlanta | Houston | Rochester

Team Leader Training

2017

Competition Contacts

- Chapter Presidents and Representatives:
  - Tim Esposito – Philadelphia
  - Phoebe Forio – Atlanta
  - Scott McCoy – New York Metro
  - Kelly Schrank, Pres., and Bobbi Werner, Representative - Rochester

- Entries Co-Managers
  - Kamala Raghunath – Online Entries
  - Malu Schloss – Physical Entries

2

C. Reynolds, Nov., 2016

Competition Contacts

- Awards Manager – Bobbi Werner

- Webmaster – Brian Flaherty
- Technical Advisor – Nitza Hauser
- Advisor and Coordinator for Joint TechComm Roadshow – Julie Waxgiser
- Advisor and STC Liaison for website and communications – Tim Esposito

Regional Competition Chair- Malu Schloss,
competition@stcnymetro.net

Judging Resources:
http://www.stcnymetro.org/home/competitions/judges#TOC-Download-Resources-for-Judges

3

What is the competition process?

- Entries are evaluated by teams of 3 (sometimes 4) judges.
- Each judge completes an Entry Assessment form for each entry in their package.
- The lead judge for the team coordinates the assessment forms.
- The team prepares a summary form for each entry.
- On Consensus Day, teams meet (in person or virtually). **If (for any reason) a judge does not attend, that judge must provide the forms and award recommendations to the you in advance.**
- The individual teams reach consensus on award levels for their entries.
- Distinguished award nominees are nominated by judging teams for "Best of Show" status.
- Finally, the Best of Show entry is selected.

4

All Judge's Responsibilities

- Check your entry package and confirm that you have all the entries assigned to your team.

  NOTE: Contact your team leader if something is missing or if you feel that an entry is miscategorized.

- Judges are personally responsible for completing an Entry Assessment form for each entry their team is judging.

  NOTE: This can take about 6 hours for each entry.

- Forms **must be** completed before Consensus Day (**January 20, 2018**).

- Entries and forms must be brought to Consensus Day.

5

Team Leader Responsibilities

- The team leader coordinates a pre-Consensus Day meeting to see where everyone is in the process and to help the team as a whole. All team members should do their best to attend this meeting with your Team.

- The team leader reviews all Entry Assessment forms for completeness.

- The team leader records all award levels and submits nominations for Best of Show.

- The team leader prepares the Summary forms.

- The team leader returns all entries and Entry Assessment forms to the Competition Judging Managers.

6

Judges and Team Leader Responsibilities

- Be prepared to make changes to your Entry Assessment forms during Consensus (sometimes, you change your mind about an entry after you discuss it with other judges).

  Suggestion: Bring your computer and a thumb drive with the forms.

- Form an initial opinion about whether or not an entry should receive an award and be prepared to discuss the level of the award you feel that the entry should receive.

- Discuss. Discuss. Discuss

7

Lead Judge Responsibilities

- If your team has a large entry, determine what sections the team should focus on. For example, if you have a 300-page user guide, everyone should read the overview section and then assign another area or 2 as a focus for the team's evaluation.

  NOTE: No one expects you to read all 300 pages.

- Use the additional comment sections and the summary section of the Entry Assessment forms as the basis for your summary evaluation form for each of the entries.

- Make sure that every Entry Assessment form is checked for completeness and that the tone of the comments is appropriate.

- Prepare the team's nominations for Best of Show entries.

8

Recommendations for Comments

- Write *useful* comments for all entries (even those that will not win an award).

- Comments are both <u>important</u> and <u>required</u>.

- Try to include 3 compliments and 3 suggestions for improvement for all entries.

9

Recommendations (cont.)

- List the high points first. ☺
- Use specific examples.
- Keep comments to the point.
- Don't lecture. ☹
- Give concrete suggestions for improvement.
- Phrase feedback in a positive way. **+** 👍
- Evaluate the work, not the subject matter.
- Don't be preoccupied with finding small flaws.

Awards

- There is no limit to the number of awards you can give at any level (except Best of Show).
- Be objective, impartial, and helpful.
- Constructive feedback is valuable even if the work is below-average.
- Look for effectiveness, appropriateness, and professionalism.

Confidentiality

- You **can** show other technical communicators the entries you are judging. Take them to work and show your friends.

- Treat all information regarding awards to be given (or not given) as confidential until after the judging committee has sent out the notification letters.

- The official notification process usually takes about a month.