

Candidate & Agency :

# LeanOhio Green Belt Application

---



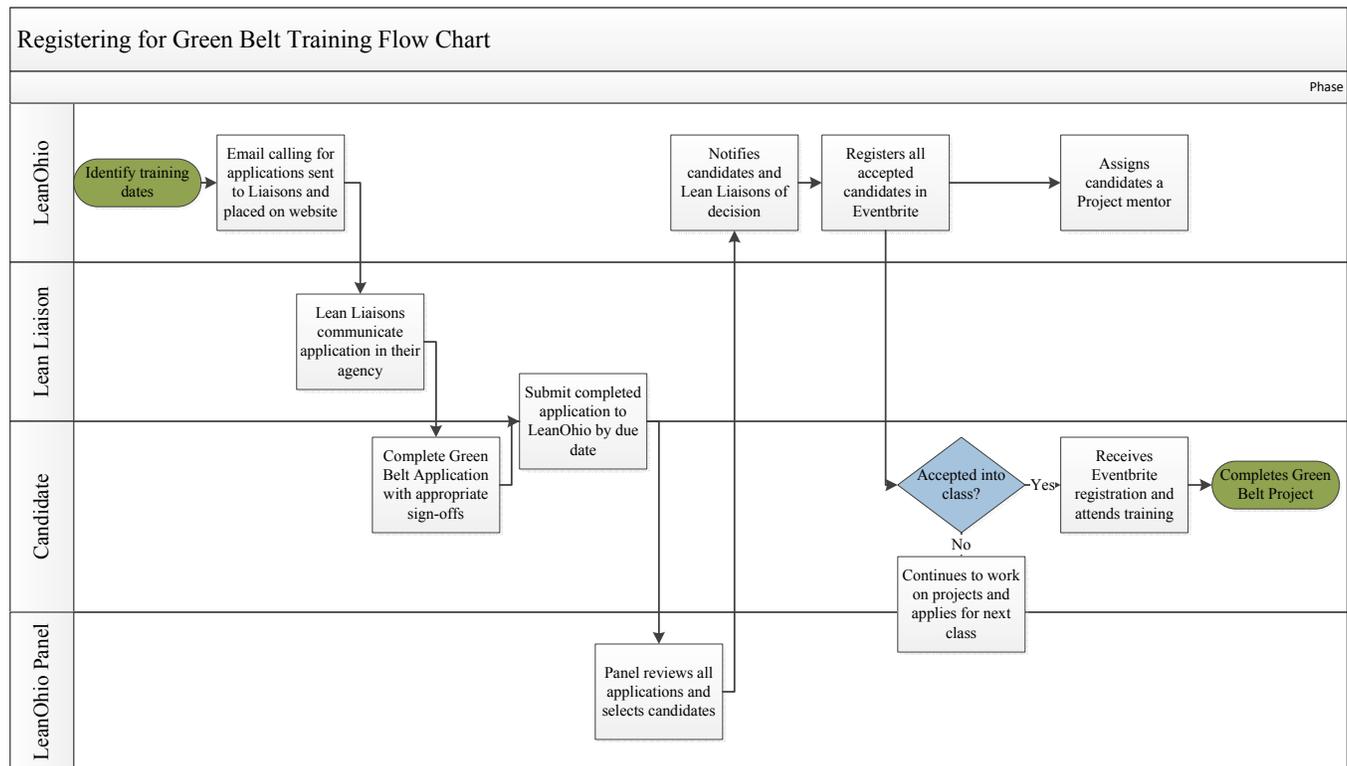
You can fill, save, and send the PDF version of the application using Adobe Reader.  
Send the completed application to Denae Kotheimer at [Denae.Kotheimer@das.ohio.gov](mailto:Denae.Kotheimer@das.ohio.gov)

The deadline for this application is 5 p.m. Friday, June 10, 2016.  
For more information about LeanOhio Trainings, go to [lean.ohio.gov/Training](http://lean.ohio.gov/Training)

## Green Belt Key Dates

- May 13** - Begin accepting applications
- June 10** - 5 p.m. deadline for applications
- June 13-21** - Panel review applications and select candidates
- June 21-24** - Notify all applications of panel decisions
- July 11-15** - Green Belt Week One-Camo Belt
- August 8-12** - Green Belt Week Two

*Candidates are expected to attend all sessions.  
Current Camo Belts (having already completed week1) would only be required to attend week two.*



Registering for Green Belt Training Narrative: Green Belt uses an application to choose candidates. An email communication from LeanOhio will be sent to Lean Liaisons formally calling for applications. Applicants will have a designated time to complete the application. Candidates will complete the application with the appropriate signatures. The agency Lean Liaison will submit the application(s) to LeanOhio. If your agency/entity does not have a designated Lean Liaison the candidate can submit an application directly to LeanOhio.

A LeanOhio panel then reviews each application based on several criteria and makes the selections for that class. LeanOhio then notifies all applicants and the Lean Liaisons of the decisions. All accepted applicants are registered in Eventbrite by LeanOhio.

LeanOhio highly recommends a candidate complete Camo Belt and a Camo Belt project (demonstrate a tool to make a process better) prior to applying for Green Belt Training. These items are part of the selection criteria that the panel uses to select Green Belt Candidates.

Candidate Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number (with area code): \_\_\_\_\_

Agency Lean Liaison Name: \_\_\_\_\_

Candidate Supervisor Name: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_ Phone Number (with area code): \_\_\_\_\_

Have you completed Camo Belt training?  Yes  No

• If yes, your Camo Belt project and its outcomes

How have you applied your Lean Six Sigma skills to continuous improvement since you have completed your training?

Describe your proposed Green Belt project

Describe your data analysis, project management and/or facilitation experience.

Describe how you plan to use the training for the implementation of Lean Six Sigma. Include information about possible projects, type of events, your role, desired outcomes or improvements and other descriptive information as applicable.

Why do you want to be a Lean Six Sigma Green Belt in state government?



## Green Belt Overview

Green Belt training focuses on Lean Six Sigma principles and statistical analysis. Trainees gain methods and tools for collecting and analyzing data and making data-driven decisions. This intensive week-long training builds on the tools and principles taught in LeanOhio Boot Camp. LeanOhio Boot Camp is a pre-requisite for Green Belt training.

## When Green Belt participants complete their week of training, they are newly equipped to:

- Utilize the DMAIC (Define, Measure, Analyze, Improve, and Control) data-driven methodology to help make real and positive changes on their processes.
- Apply the Lean Six Sigma tools and methodologies to make their agency more effective and efficient.
- Identify a problem and use proven Six Sigma strategy to come to a data driven solution.

## Green Belt Skill Set

- Analytical skills
- Change management skills
- Training skills
- Facilitation skills
- Ability to be a part of a process improvement team

## Green Belt Expectations:

- Complete one week of in-class Green Belt training (LeanOhio Boot Camp is pre-requisite for this training).
- Form a team to collaboratively work through a project and achieve measurable positive results.
- Attendees will complete a data-driven Green Belt project that will be assigned by their agency. Completion of required documents for project (to include charter, report-out presentation, and one-page fact sheet). A Green Belt project is scoped to last 2-3 months and should be focused on an organizational pain point.
- Report out project to LeanOhio network.
- Gain buy-in and support from your agency leadership to conduct process improvement activities
- Commit to be an advocate for Lean Six Sigma deployment in your agency and the State.
- When you have completed your training and project, you become a member of the LeanOhio network, and may be asked to facilitate future Green Belt Projects and serve as a mentor for future Green Belt candidates.



My signature indicates that I understand the expectations listed above and that I recommend this employee as a candidate for Green Belt training:

Candidate Supervisor Signature: \_\_\_\_\_

[Lean Liaison](#) Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_

My signature indicates that I am interested in and committed to meeting the expectations for Green Belt Training listed above:

Candidate Signature: \_\_\_\_\_

