

Candidate & Agency

LeanOhio Green Belt Application



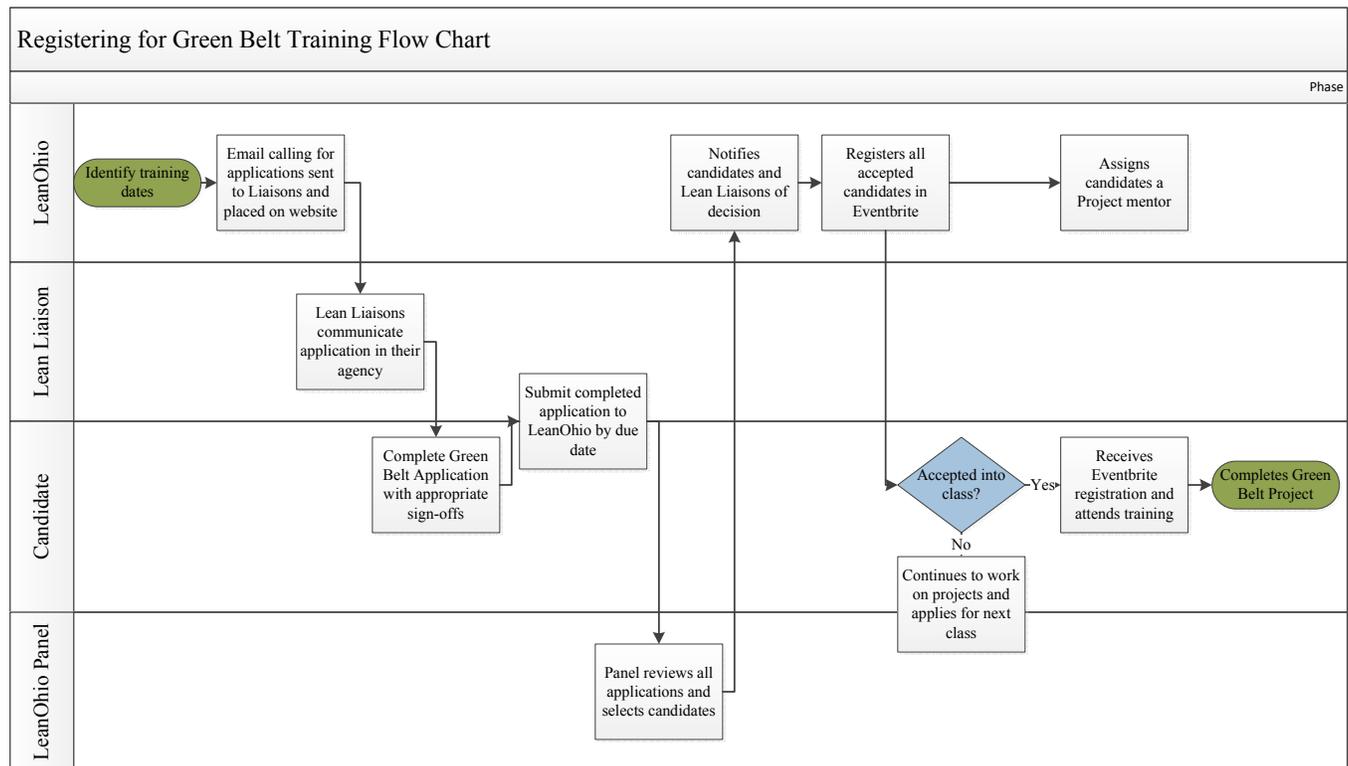
You can fill, save, and send the PDF version of the application using Adobe Reader.
Send the completed application to Denae Kotheimer at Denae.Kotheimer@das.ohio.gov

The deadline for this application is 5 p.m. Friday, December 16, 2016.
For more information about LeanOhio Trainings, go to lean.ohio.gov/Training

Green Belt Key Dates

- November 22** - Begin accepting applications
- December 16** - 5 p.m. deadline for applications
- December 19-23** - Panel review applications and select candidates
- January 2** - Notify all applicants of panel decisions
- February 13-17** - Green Belt training week

Please note: You must complete Boot Camp/Camo Belt class and demonstrate your skills by submitting a project to LeanOhio prior to applying for Green Belt training.



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: _____

Have you completed Camo Belt training?
If **NO**, do not submit Green Belt application.

Have you completed a Camo Belt Project and submitted it to LeanOhio?
If **NO**, submit a project to LeanOhio using the scorecard [located here](#) prior to applying for Green Belt class

If **YES** to both of the above questions, please tell us about your Camo Belt project and its outcomes.

Describe any other Lean Six Sigma projects you have completed, or other areas where you have used your continuous improvement skills, and the results of those initiatives.

Describe your proposed Green Belt project.

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

Describe how you plan to use the Green Belt training to implement Lean Six Sigma in your agency. 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 Ohio 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, which is a pre-requisite for Green Belt training.

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

- Use the DMAIC (Define, Measure, Analyze, Improve, and Control) data-driven methodology to help make real and positive changes on their processes.
- Apply 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 prerequisite 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 and/or supported 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.
- Conduct and report on additional improvement projects.



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: _____

