

# Green Belt Information for Applicants and Operational Excellence Leads

## What is the Green Belt Program and what will it consist of?

The Show Me Excellence Green Belt is the next step in the Operational Excellence training series. In this program, participants will gain in depth knowledge of process improvement tools, build data analysis skills, and learn change management best practice, while directly applying this knowledge to a project relevant to their agency. The Center of Excellence Team (COE) will facilitate online learning, provide mentoring in Operational Excellence concepts, and assist in presentation preparations to ensure participant success and program quality.

## Who should apply?

Eligible applicants will be State of Missouri team members who meet the following criteria (note: additional applicant criteria may be applied by each agency as needed.):

- Team members who have completed the Show Me Excellence Yellow Belt course.
- Can commit at least 10% of their working time to training and project completion.
- Have at least one year of service with current agency.

## What is this program's timeline?

Participants should plan for a roughly 34-week training program broken into multiple phases. These phases are structured to model the cadence of a continuous improvement cycle and serve as tollgates for learning modules and other required work. To supplement this, the COE Team will host regular, optional, office hours for the cohort and will be available for personal mentoring sessions for participants; scheduled as needed. The following is a brief description of time commitments and specific dates will be sent to participants once the application process is completed.

- Online Course Work: approximately 30 total hours of online learning, including final examination; Self Scheduled
- 6 Mandatory class sessions; including a training Kick-Off and 5 phase training events; 1 day each.
- Regularly scheduled Office Hours: 2-4 hours per month
- Continuous Improvement Project Work: Approximately 4 hours per week for 34 weeks
- Final Presentation of Project Outcomes in October.

## Where will the program be held?

- Kickoff – Jefferson City, Harry S. Truman Building (HST)\*
- Learning Modules – e-Learning platform; access will be distributed to participants ahead of the Kick-Off
- Office Hours – Virtual via MS Teams
- Phase Training Sessions (Appx. 4 hours each) – Jefferson City\*
- Presentations and Award Ceremony – Jefferson City\*

\*All specific times and locations will be sent to participants via calendar invite.

## How can I participate?

- Discuss your interest in completing Green Belt training with both your direct supervisor and OpEx Lead
  - This discussion should encompass commitments, responsibilities and the unique project each participant is expected to facilitate over the course of the training.
- Submit a completed online application. This application will include:
  - General participant information as well as a brief Continuous Improvement self-assessment.
  - Details and desired outcomes for your project.



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### FAQ:

Below are common questions that have been asked concerning details about the program. This is not an exhaustive list and for clarification or additional information, please contact: [showmeexcellence@oa.mo.gov](mailto:showmeexcellence@oa.mo.gov).

- Do I need to have a project ready to be worked on?
  - Yes, as candidates meet with their project sponsors about participation in the program, time commitments, desired outcomes and potential projects need to be discussed. Reach out to your OpEx leads to conduct initial scoping to discuss project bounds, timing, additional resources that may be needed, and any critical factors relevant to the agency. This initial project set up is not expected to be finalized at the beginning of our training however, it is expected that participants work with their teams and sponsors to finalize project specifics over time.
- Can I work on the project with a team?
  - The role of a Green Belt is to lead and facilitate a project team. Part of your training in this program will include building and coordinating a team of subject matter experts that will support your project work. Talk with your OpEx Lead to help identify the relevant experts you will need to assist you in your project.
- Can I finish the program early or start the program late?
  - The timeline for this training is from March – October and is the maximum time allocated for participants to complete this program. While the online learning can be semi self-paced, and there are no rules around early completion of this portion of the training, the program as a whole is structured with tollgates to help participants balance the e-learning cadence with progress toward project completion. These tollgates serve as milestones to check knowledge comprehension of online material and assess project status.
- What costs are associated with this program?
  - Training cost will largely be covered by the Center of Excellence. The online learning courses will be provided at no charge to the participant or their agency, and all meetings will be hosted by the Operational Excellence Team. However, participants or agencies will be responsible for addressing items like travel costs that may be associated with the in-person program events and securing additional resources or licenses needed for their project that are out of the scope of the Show Me Excellence training.
- Will participants receive a certification from this program?
  - Yes, as a final step in program completion, participants will need to prepare a presentation highlighting their experience and accomplishments over the Green Belt program's duration. Upon successful completion, participants will receive a certificate acknowledging their educational and experiential achievements, as well as a Show Me Excellence - Green Belt: Mo-Cred badge.

