



SIX SIGMA GREEN BELT MANAGEMENT TRAINING GUIDE

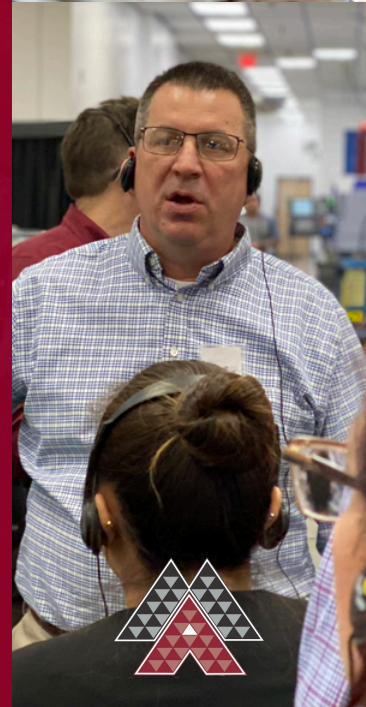
A GUIDE OUTLINING YOUR ROLE TO HELP INDIVIDUALS COMPLETE THE
SIX SIGMA GREEN BELT CERTIFICATION

This guide will help you as the manager provide the support and accountability people in training need to apply what they are learning.

Scan this guide to quickly learn the main points of the training. Then, invest more time to debrief with each individual. Each debrief section includes questions to ask and experiences to share to help apply the learnings.

To your sustained success,

Kirby Sneen, President & CEO
Manufacturers Alliance



GETTING STARTED

1

Prepare your answers in each “Management Debrief” section.

2

Schedule a 15-minute meeting after each workshop with the person in certification to cover the management debrief section together.

3

Document the days your team member will be in training below:

Define & Measure:

Analyze:

Improvements & Controls:

Certification Completion Deadline:

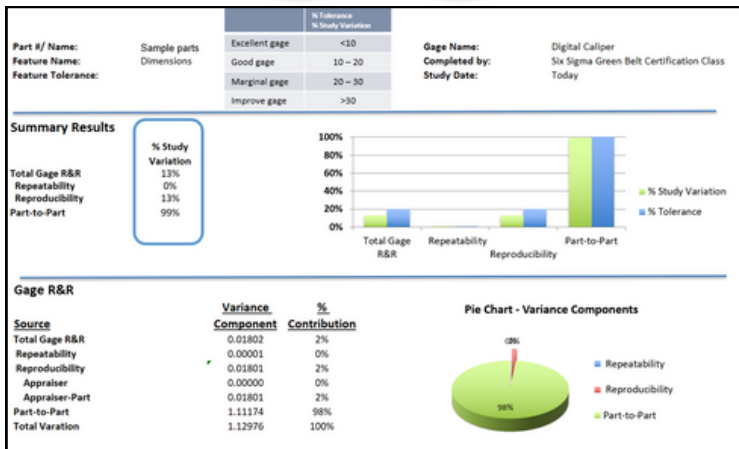
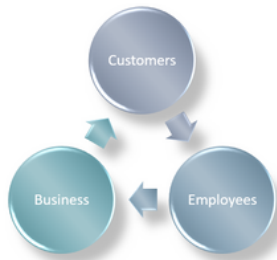


THE FIRST WORKSHOP

DEFINE & MEASURE

The purpose of this workshop is to learn that without a standard there can be no improvement and if you don't measure it, you don't really understand it.

Individuals will develop their understanding of the DMAIC problem-solving process, enhancing their ability to define customer requirements and identify critical processes and problems. They will learn to select and scope improvement projects, define inputs and outputs with greater precision, and develop comprehensive project charters. Participants will gain advanced skills in data collection planning, ensuring measurement accuracy, and utilizing various types of data and metrics effectively.



SIX SIGMA PROJECT CHARTER & SUMMARY				
Project Name:				
Team Leader:		Today's Date:		
Sponsor:		Planned Start Date:		
Area or Process Impacted:		Estimated Time to Complete:		
Element	Description	Project Information		
1. Problem Statement	Specifically and clearly defines the problem (including Scope).			
2. Commitment Statement	Quantify the opportunity using SMART objectives. Include consideration of Benefits to Customers, Business Impact and expected deliverables. (Improve "X" to "Y" by "when").			
3. Metrics	What are the metrics that will be impacted and need to be measured? Examples: Sigma value, defects, yield, capacity, cycle time, closure rate, etc.	Metric Description	Baseline / Current	Goal / Commitment
4. Team Members	Identify team members required to be successful.	Results		
5. Knowns & Unknowns	Identify any risks, constraints, critical assumptions or other significant resource needs and how they will be addressed.			
6. Milestones	What needs to be done by when in order to meet the project deadline.	Action	Owner	Due Date
Initial Approval:				Date:

MANAGEMENT DEBRIEF:

Ask: How will you use the DMAIC process to identify a Project?

Share: One example of a Six Sigma Green Belt Project you have lead/been part of and the role Define and Measure played in its success

Ask: What metrics did you identify as critical for measuring the performance of your chosen process?

Ask: How did you ensure the accuracy and reliability of your data collection?

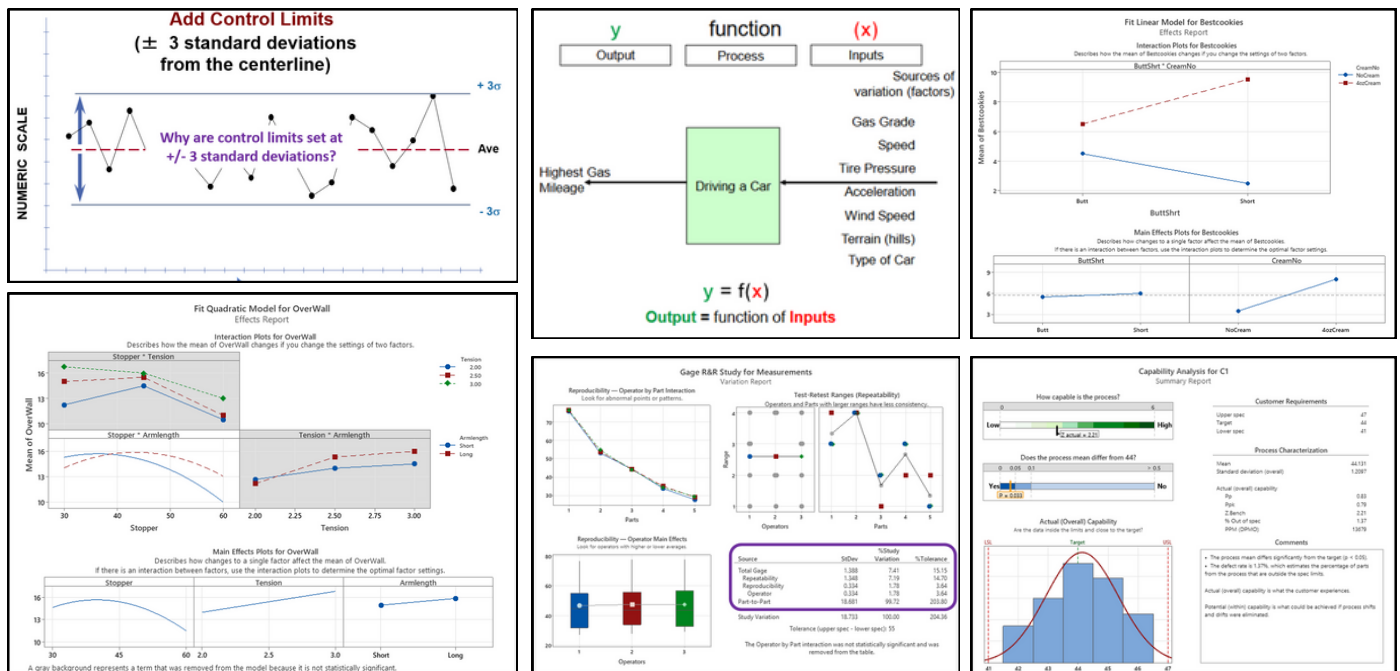


THE SECOND WORKSHOP

ANALYZE

The purpose of this workshop is to learn advanced analytical techniques to understand the root causes of problems, avoiding the traps of assuming correlation means causation and confusing activity with results

Participants will expand their critical thinking skills with statistical tools and concepts such as regression analysis, special and common cause variation, process capability, and design of experiments (DOE). They will learn how to use control charts for various data types, perform deeper variation analyses, understand data distributions and their meanings, and root cause analysis techniques. Upon completion of this workshop, individuals will be equipped to identify root causes with higher accuracy.



MANAGEMENT DEBRIEF:

Ask: Which analytical tool did you find most useful in identifying the root cause of a problem? Why?

Share: 1 example of a Six Sigma Green Belt Analytical Tool you have used, and how it helped

Ask: How do you differentiate between correlation and causation?

Ask: What Topic did you select for your Certification Application Project?



THE MANAGERS POST-TRAINING 3-STEP SUSTAINMENT PLAN

People attend training and experience a burst of better performance and more effective working relationships. The problem is that this doesn't last. Avoid the starts and stops by implementing a sustainment plan.

STEP 1: DEBRIEF

Review their Green Belt Project, discuss what went well and what didn't. Ask what you can do to help them continue to practice what they learned.

STEP 2: RECOGNITION

Find three opportunities over the next 60 days to recognize how they have become a better problem solver. For example, if you observe them quantifying a gap in performance, recognizing there is no standard, or determining the root cause of the issue, recognize them for it. The key here is to connect the learning from the training to their behavior change.

Over the next 90 days, meet with them three times so you can ask them how you can help them continue to apply what they learned.

STEP 3: CONTINUING EDUCATION

Identify one educational resource for continued learning and schedule time for them to consume it. Consider Podcasts, Webinars, and Peer Groups as ways the learning can continue. A few resources we suggest include:

- [The Manufacturers Alliance Podcast](#)
- [Educational Webinars](#)
- [Benchmarking Peer Groups](#)

To your sustained success,

Kirby Sneen, President
Manufacturers Alliance

