



Lean Six Sigma

Excursions for
Sustainability through Certification
Green Belt Certification



“We Simplified Our Universe...
So That You Could Improve Yours”



A division of CMA Enterprise
Incorporated



Greetings

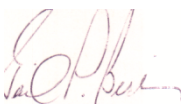
We are proud to introduce our Innovation Center. **The Breakthru Institute (TBI)** is designed to serve as your Conduit to reducing and/or eliminating roadblocks that occasionally arise in our clients' business, talent base, leadership (any level), or processes. Our training experiences focus on best practices, techniques. We also bring into your universe practical tools that are easy to implement in your organization.

Our Training Institute is a wholly owned subsidiary of CMA Enterprise Incorporated and is called The Breakthru Institute. It houses approximately six academies of which one of them is our Lean Six Sigma Academy. Descriptions of the Lean courses follow this correspondence. It is an expansion of our current 25 year old brand and it gives us the latitude to "Explore the Obvious" through Edu-tainment.

We are in the classroom... We are virtual... And We are here to coach you when you want independent study. Our TBI website is www.breakthruinstitute.biz

We look forward to your favorable response and if you have any questions, please contact the undersigned at 954-476-3525.

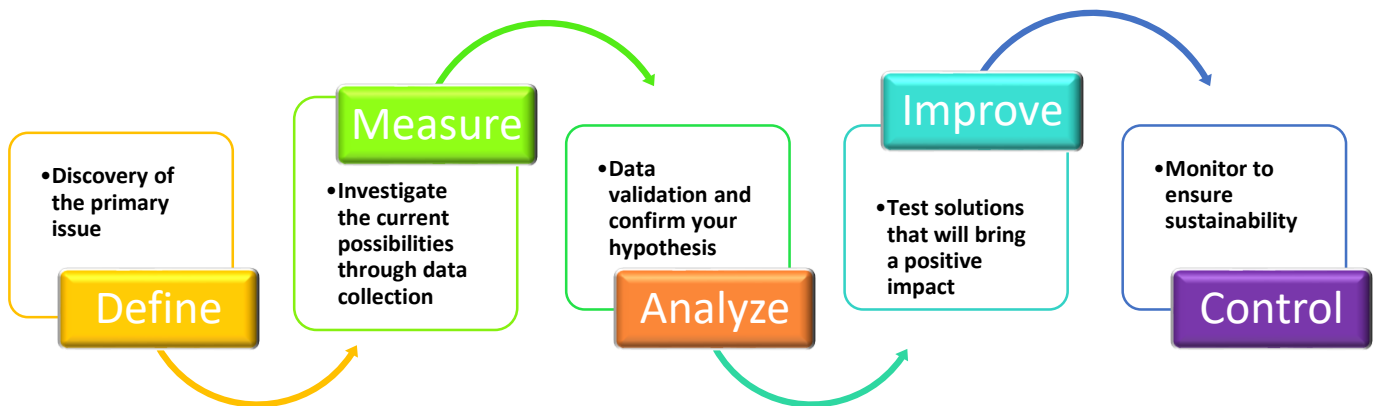
Kindest regards,



Gail P. Birks, EMBA, LMBB, IATA
Managing Director
Mediator

What is a DMAIC Process Station?

The DMAIC Process Stations contain the tools and technical approaches That assist our candidates in building a business case for transformation.



“...It gives me great pleasure to recommend CMA Enterprise Incorporated... In a three year timeframe the CMA Team has delivered Project Planning, and Scheduling, Team Dimensions, Kaizens and Lean Six Sigma Green Belt and Yellow Belt Training. I recommend them with enthusiasm and given the opportunity would engage them again in future training initiatives...”

Peterjohn Plummer, Sr. Mgr. – Operations Systems Projects

Noven Pharmaceuticals, Inc.

(a member of the Hisamitsu Group)Miami, FL



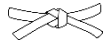


Why Train with TBI?

TBI offers a unique remedy that provides our clients with the ease of understanding the concepts and methodologies introduced. By simplifying our universe, we have been able to help you improve yours with sustainable results. Your ROI is immediate because with we provide you with the support you need to be successful in your Lean Certification Journey. We guide you through your “wilderness” with techniques that include but are not limited to...

- TBI separates Lean Six Sigma by experience levels which ensures that you are able to walk before you run
- If you have completed the certification course, we can coach you through your project and offer the exam
- Our training team is comprised of certified professionals in the Lean Six Sigma universe.
- Certification is free with the complete Green and Black Belt training.
- TBI brings Lean Six Sigma to you translated into everyday business language
- Project Coaching is included in the fee for the full certification training. The certification project aids in bringing a faster ROI to you and your organization because results are realized.

TBI Lean Six Sigma Training Universe



White Belt: Assists with process mapping



Yellow Belt: Front line Team Members handle The data collection



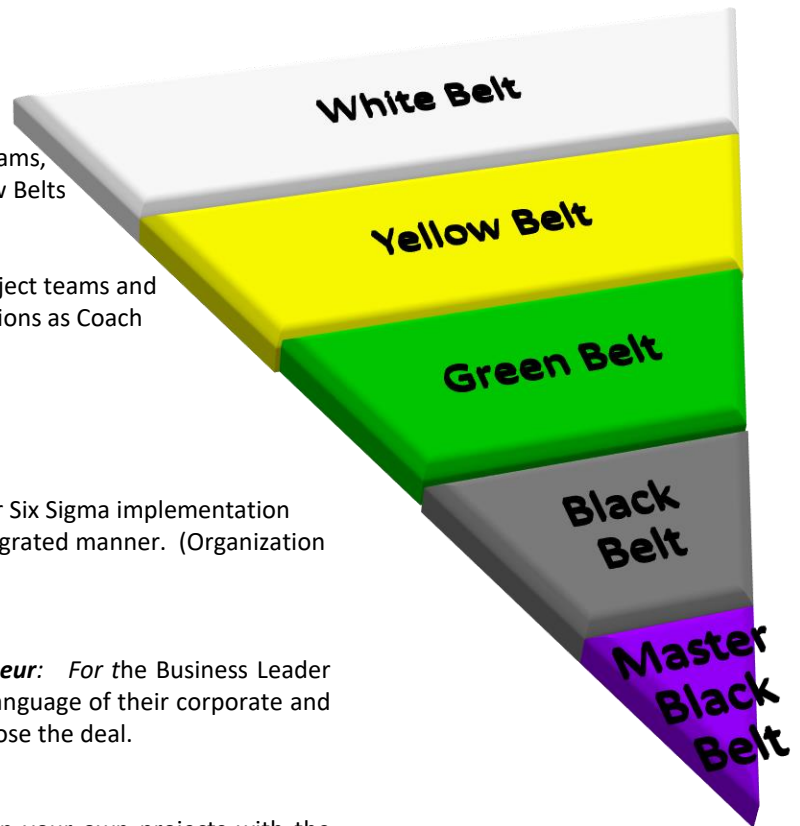
Green Belt: Lead Teams, focus on analysis



Black Belt: Solutionists, Lead Teams, Train and Coach green and Yellow Belts



Master Black Belt: Oversees Project teams and associated Team dynamics, functions as Coach to other levels



Other Certificate Training



Champions take responsibility for Six Sigma implementation across the organization in an integrated manner. (Organization Leadership)



Lean Business Leader/Entrepreneur: For the Business Leader who must be able to speak the language of their corporate and government clients in order to close the deal.



Lean Practitioner (Kaizens): Run your own projects with the tools that will assist you in mobilizing project teams, project management, handoff and monitoring for sustainable integration



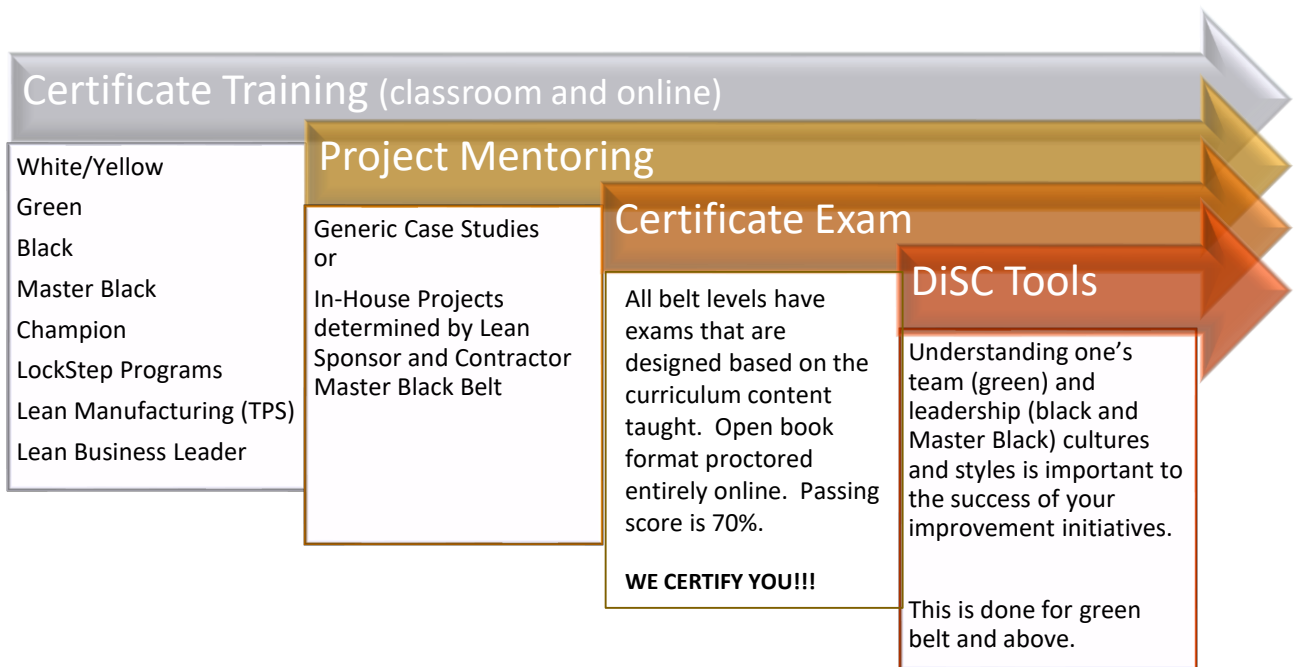
Lock-step Program: For the Company who is on an accelerated timeline to transform your culture, this is for you. In 6-8 months, our candidates will go from yellow to black belt. If you seek your master black belt designation, it is 12-15 months.

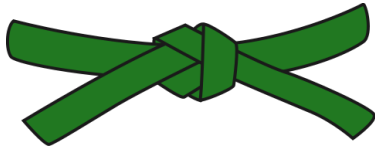


TPS – A Lean Approach: This training focuses specifically on the principles and tools used in this universe of “Lean Manufacturing” as created by Mr. Toyoda and Mr. Ohno. This Lean Course, while originating in the manufacturing climate is not just for professionals in that industry. The tools and critical thinking can translate across industry lines.

What makes us different from our Competition?

At CMA Enterprise Incorporated, we have a distinct uniqueness when compared to our competition, regardless of the size of the organization. That DIFFERENTIATOR is that we are a ONE-STOP-SHOP when it comes to the Lean Six Sigma Journey. We have taken the time to ensure your success. Ours is 100% completion rate with average exam scores of 88-99%. Our Candidates succeed because of our CONTINUUM OF LEARNING WITHOUT INTERRUPTION. It is because we offer the following on your journey...





The duration for our course is **8 days or 64 hours** in length delivered in 4 - two day modules. Following each module, Candidates will have approximately 2.5 weeks to work on their project assignments between sessions. Candidates will have an additional 3 months to complete their exams and projects for full certification.

The training will introduce all of the key elements of Lean Six SIGMA with emphasis on the core methods and analytical tools that are important to sustainable improvement.

What Will I Learn?

- Participants will understand the integrated Lean Six Sigma process (LSS), the power of LEAN Thinking, and how LSS links with organizational goals. Participants will be able to apply:
- Methods for translating the Voice of the Customer into the Voice of the Business
- Methods for Measuring and Analyzing the Current State, including Measurement System Analysis, Process Capability Analysis, and Root Cause Analysis.
- Methods for Improving and Controlling the Process and promoting out-of-box thinking and continuous improvement

Is there a Candidate Criteria?

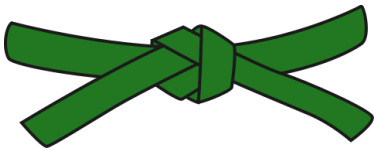
- (optional) Lean Six Sigma Yellow Belt Certification (***The first two days of the course will provide a Yellow Belt level Orientation***)
- The desire to learn analytical method to problem solving and decision making
- Certification exam
- Complete a belt level project using tools

For more information please visit
www.breakthruinstitute.biz



Green Belt Certification Toolbox

The green belt toolbox includes...



- 1100 + page binder
- Project Closure Report Template
- Project tool Dashboard
- Supplemental materials –
 - The Certified Lean Six Sigma Green Belt Handbook
 - The Memory Jogger 2
 - Optional resource:
Lean Six Sigma Project Excellence Guide... Process Improvement Project Roadmap

For more information please visit
www.breakthruinstitute.biz



Green Belt Certification Tools

DEFINE	MEASURE	ANALYZE	IMPROVE	CONTROL
An overview and history of LSS	Examining Existing Data	Waste Analysis – 8 Elements	SCAMPER	Transforming the Culture
Project Management tools	Y Prioritization	Fail point Analysis	Selecting the Right Solutions	Revisiting the Process Stability
Preparing your Project Team Charter	Collecting of New Data	Performance Time Analysis	Design of Experiments	FMEA – Next Steps
What are the issues?	Probability	MSA & Statistical Analysis	Statistical Process Controls (SPC)	Preparing for Stability and Transformation
Preparing the Project Charter	Checking Data Quality and Integrity	Multi-vari Studies	Revisiting the Null Hypothesis	Selling the Project
SIPOC	SIFOC	MSA Descriptive Statistics	Lean Flow Systems	
Mapping the Process	Sampling	Control Charts	Realigning the Current State	
Cycle Time Analysis	Measuring System Capability	ANOVA	Re-Measuring System Capability	
VOC/ VOB	Process Stability	Simple Regression & Correlation	FMEA – Desired State	
Critical to Quality	Process Capability	Hypothesis Testing		
RUMBA	Cost of Poor Quality	Root Cause		
	Defects per Million and Sigma	Kaizens & 5S		
	Rolled Through-put Yield	FMEA		



Lean Six Sigma Certification

Lean Six Sigma Certification is an opportunity to establish our position in the marketplace through the completion of your training, project and examination are accolades when this globally recognized certification is granted.

The cost of the certification from TBI is included in the Green and Black Belt Courses and provide the proof that existing and prospective staff have attained a high standard of expertise in their use of Lean Six Sigma Methodology.

The information provided below will give you additional support on our certification process

How can I promote and use my Lean Six Sigma qualifications?

You will be able to bring greater value to your personal credentials and a heightened credibility to your organization's sustainability and improvement initiatives.

You will also be able to self promote yourself by noting the acronyms assigned to the applicable belt levels that you have been awarded.

How long does my certification last?

The certificate expiration dates and/or recertification requirements include...

- Yellow Belt – No Renewal required
- Green Belt – No renewal required; Refresher course encouraged every 5 years
- Black Belt – Renewal requirements every 3 years
- Master Black Belt – Renewal requirements every 3 years

How can I apply for a certification (or recertification) exam?

Application for the certification course and/or examination process is available at...

Email: thebreakthruinstitute@gmail.com

Telephone: 954-476-3525

Exam Requirements

What type of questions will there be?

All exams contain a mixture of questions. You will be required to entertain multiple choice, true /false, short answer, fill in the blank, problem solving and data interpretation. Questions are randomized so no test is the same.

How long will the exam last?

Candidates will have one (1) week to complete the exam

Will I be allowed to bring reference materials?

The test is an open book exam. Candidates are allowed to use the materials used in the course. This is an individual exam and should be completed in this manner.

Where will the exam be held?

The exam is contained in an online platform and is available 24/7/365 for eligible candidates.

Testimonials



"Thank you Miss Gail

What a great pleasure and experience to be educated by your service , this Green Belt certification is immense accomplishment to the development of my management skills for the Cities Public Utilities department. This Six Sigma knowledge will be something I will use and embrace into my white hair warrior days. Once again I can not say enough , **thank you !!!!!!!!!!!!!!!**"

James Looney

*Utilities Operations and Maintenance Superintendent
ECR/WRF - Public Utilities Department*

"During a period when the organization was looking to drive operational innovation and excellence we sought consulting partners that could assist us in a companywide initiative. Following an extensive RFP process we engaged Gail Birks and her team at CMA to assist us in this process. She and her team brought to the table the level of expertise needed to implement a cross functional training and certification initiative in Lean Six Sigma. As a result individuals across the organization achieved yellow, green and black belt certifications. The new approaches to operational excellence will extend well into the future. The tools and methodology employed proved highly effective and are a testament to her teams' expertise. In addition her flexibility, team dynamics and project management all proved to be invaluable during several assignments that extended from that initial engagement."

Carolyn Donaldson

*Senior Vice President Human Resources
Altegra Health*



"Gail is a mentor and friend. When I heard about her Breakthru Institute, I was first to sign up. Her course was pragmatic and relevant. She used practical examples to demonstrate her points and shared many client experiences throughout the course. Receiving her certification, helped me land a great position with my employer. I highly recommend the Breakthru Institute for anyone that is serious about process improvement. *Connie Valencia, CIA, CRMA, Six Sigma YB
Project Manager / Process & IT Transformation Director*"

Who is TBI?

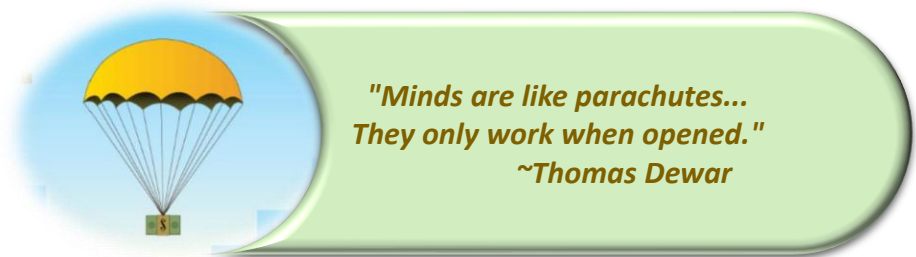
The Breakthru Institute, (TBI) is a subsidiary of CMA Enterprise Incorporated, a Performance and Process Improvement Consulting Firm headquartered in Davie, Florida.

TBI serves as our training division. Through TBI, we specialize in raising your levels of maturity and enhancing your capability and capacity through performance and process improvement consulting and training that delivers AHA Moments™ again and again.

We are in the classroom... We are virtual... and We are here to coach you when needed. Our training through our academies and ala carte excursions. The academies are...

- Lean Six Sigma
- Leadership and Managerial Excellence
- Entrepreneurial Excellence
- Diversity and Inclusion
- Strategic Implementation Planning
- Practitioners' Academy (Train the Trainer)
- Board Governance and Enterprise Risk Management

Our training and consulting teams are experienced professionals who bring the practical knowledge and experience to our client engagements. We are your global resources committed to bringing Adult Edu-Tainment to your workforce and stakeholders.





THE
BREAKTHRU
INSTITUTE

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