



# Lean Six Sigma

Excursions for  
Sustainability through Certification

**Yellow Belt Certification Training Proposal**



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



A division of CMA Enterprise  
Incorporated



September 29, 2017

Ms. Rosangel Quintero, MBA, PMP  
Director  
Executive & Professional Education  
Via email: [rquinter@fiu.edu](mailto:rquinter@fiu.edu)

RE: Lean Six Sigma Yellow Belt Training Proposal

Greetings Ms. Quintero:

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](http://www.breakthruinstitute.biz)

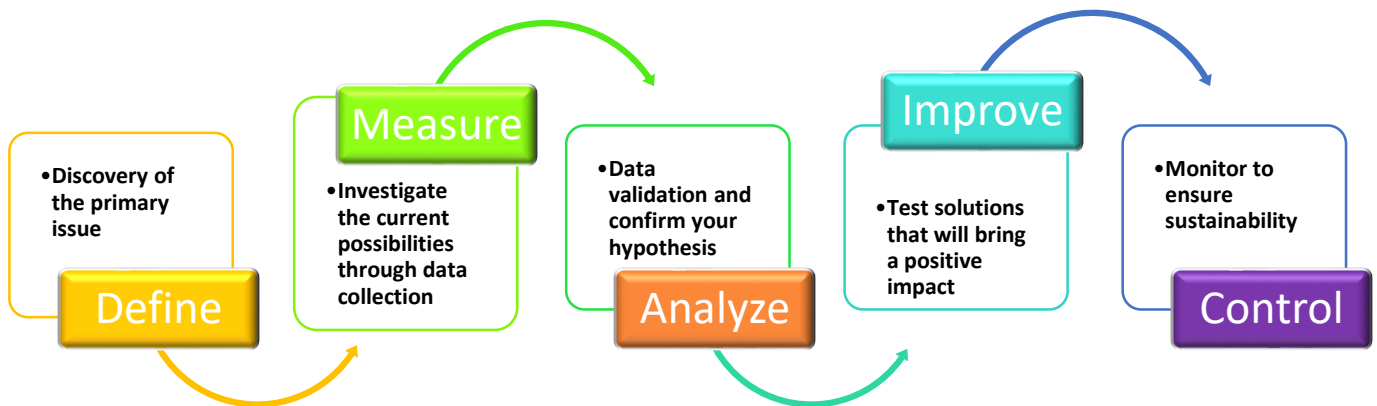
We look forward to your favorable response and if you have any questions, please contact the undersigned at 954-476-3525 or Oliver Williams at 786-286-0010.

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*



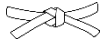


## Why Train with TBI?

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



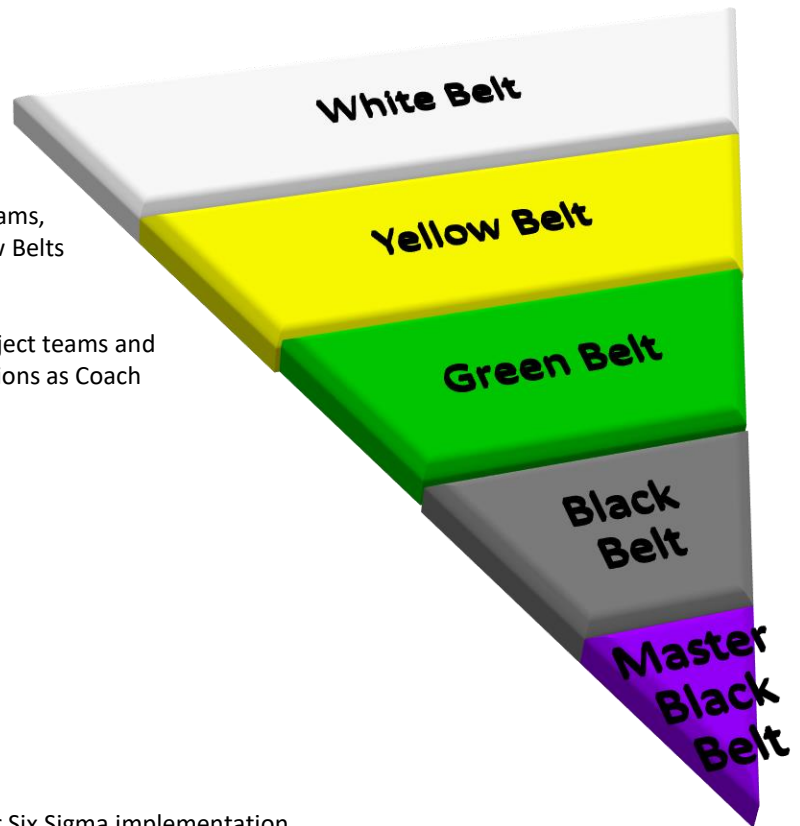
**Green Belt:** Lead Teams, focus on analysis



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





# Lean Six Sigma Certification

Lean Six Sigma Certification is an opportunity to establish your position in the marketplace. Through the completion of your training, lean project and certification examination

**The cost of the certification exam** is included in the TBI Green and Black Belt Courses.

The information provided below will give you additional support on our certification process based on frequently asked questions.

## 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...

- White/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](mailto: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.

## Yellow Belt Certification



This three-day or 20 hour course is designed to provide a broad understanding of the Lean Six Sigma improvement methodology, concepts, and language, along with a complete toolbox of basic process improvement methods applied within a Six Sigma framework, including Business Process Management and Process mapping. The course is targeted at a wide audience of Lean Six Sigma team members who need familiarity with the overall process and the basic process improvement tools. Candidates will utilize a generic case study that provides practical application of the tools and methodology for this Belt Level.

The Define-Measure-Analyze-Improve-Control (DMAIC) methodology is presented with case studies and examples drawn from Service, Business Process, and Manufacturing applications. The integration of Lean and Six Sigma is also addressed. Because it's designed with a heavy practice orientation, as much as a third of participants time will be spent working through interactive practice exercises and back-home practical applications to organizational processes.

The course is designed to help participants learn how to make fact based decisions and to be data driven in their approach to improving processes and the outcomes for customers.

Lean Six Sigma is a strategy, a measurement and process that creates tremendous value for organizations.

***Candidates will experience the “current state” of their defined improvement project and be given the opportunity to design Level I recommendations and solutions or “future state” for implementation as Subject Matter Experts.***

An open book certification exam is available for this workshop. Once participants have passed the exam, they are awarded a Lean Six Sigma Yellow Belt Certificate.

**Pre-requisite:** None

**Certification Exam:** Available upon request

# Yellow Belt Toolbox

DEFINE	MEASURE	ANALYZE	IMPROVE	CONTROL
Project Expectations Grid	Data Collection Plan	Waste Analysis Charts	Counter Measures Chart	Project Selling Points
Team Development Pyramid	Sampling Plan	Fail Point Grids	Force Field Analysis	Implementation Plan
Team Communication Chart	Breakthru Components	Histogram	Revisiting Current State Tools	Communication Plan
Team Charter	Break Thru Matrix	Pareto Chart	5S Worksheets	Training Plan
Organization Force Field Analysis		Ishikawa Diagram		Document Plan
Process Problem Grid		5 Whys		Monitoring Plan
Prioritizing Time		DPMO		Project Closeout Report
Project Charter		DPU		
SIPOC				
VOC/VOB				
Project Necessities Chart				
Process Map (Swim lane)				
Cycle Time Calculations				

## **Yellow Belt Toolbox:**

- Reading Assignments from [The Lean Six Sigma Toolkit](#)
- 220+ page binder
- Project toolbox





# 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.



*"Minds are like parachutes...  
They only work when opened."  
~Thomas Dewar*



THE  
BREAKTHRU  
INSTITUTE

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