

SECTION I. BUSINESS INFORMATION

Company Name: ABC Company

Mailing Address: 892 Main Street

City: Pewaukee **County:** Waukesha **State:** WI **Zip:** 53072

Contact Name: Jim Doe **Title:** HR Manager

Phone: 262-123-4567 **Fax:** 262-321-7654 **Email:** hrmanager@abcbiz.com

NAICS Code
(6 digits): 925111 **Company Size:** 150

What year was the business established? 1991

Has the business experienced a layoff in the last 120 days? ☐ Yes ☒ No

SECTION II. TRAINING INFORMATION

Training Program Title: Six Sigma Black Belt

Training Date(s): From : 11/5/18 To: 11/16/18

Training Cost: \$3,500 **No. of employees to be trained:** 1

Training Location: ☐ On Site ☐ Remote Site ☒ At a training institute: American Society for Quality (ASQ)
(institution name)

Training Description: (detail of the curriculum)

Black Belt curriculum is based on the DMAIC structure, focusing on Analyze, Improve, and Control.

- 1) Design - The first stage of DMAIC involves setting project goals and customer deliverables: Project Management and Charter a Project Team.
- 2) Measure - The second stage of DMAIC requires you to measure your processes to quantify the problem and determine performance: Process Mapping and Calculate business sigma level.
- 3) Analyze - The third stage of DMAIC involves analysis of the root causes of variation, as well as how to prevent the same changes from returning: Define performance goals and Identify root causes of problems.
- 4) Improve - The fourth stage of DMAIC is where process improvement eliminates defect: Design of Experiments and Developing and Implementing solutions.
- 5) Control - The fifth and final stage of DMAIC seeks to regulate performance and drive future successes: Developing process standards and procedures and Developing a transfer plan.

Competencies the trainee(s) will attain at training:

The employee will attain the knowledge and skills to identify and quantify opportunities for improvement, organize multi-disciplinary teams, lead improvement projects, coach and train Green Belts on the DMAIC methodology, and participate in the presentations on the work accomplished through use of the process.



How will this training component directly contribute to improving company processes, improve efficiency, or quality in a way that makes the company more competitive?

As a world-leading provider of commercial, business and general aviation jet engines and components as well as avionics, electrical power and mechanical systems for aircrafts, the methodology for Six Sigma Black Belt will allow for the development of clear objectives to reduce process variation, scrap, and improve product quality. This standard, in addition to providing a thorough background on the different concepts related to the Six Sigma process, including the formula needed to determine deficiencies, will demonstrate how to achieve the overall goal for our projects, increase efficiencies, and product outputs. By implementing the DMAIC methodology, we will have less expenditures on unnecessary items that go to waste that in return can be invested into our new product development lines to remain competitive within our industry. Additionally, the training will allow the employee to lead cross-functional teams to achieve diverse objectives in replicable, scalable ways, and implement changes to improve efficiency, work-flow, and productivity in various departments.

SECTION III: BUSINESS AGREEMENT & SIGNATURE

In order to receive reimbursement for training, within 30 days upon the completion of training the business must submit:

1. Paid invoice(s) for training expenditures,
2. Proof of wage increase, and/or proof of promotion resulting in an open position on company letter head,
3. Copy of trainee(s) credential(s) showing successful completion,
4. If training is not credential, trainee(s) name(s) who successfully completed training on training provider's letterhead; and
5. Complete post training follow-up questionnaire upon request from Forward Careers, Inc. staff.

The Business is responsible to notify Forward Careers, Inc. of any changes to training proposal outline before the training start date. Failure to notify Forward Careers, Inc will result in a terminated contract. After two (2) terminated contracts your business will not be eligible for training for one (1) calendar year.

If training last longer than 30 days, training will be subject to a mid-point check-in to verify that the training is progressing as planned. By signing proposal, business representative agrees that information is true and agrees to provide post-training documents.

BUSINESS Signature: Jim Doe Date: 10/29/18

SECTION IV: OFFICE USE

Incumbent Worker Training program is for occupation(s) included in one of the following:

- ☐ T-02 Approved Training List
- ☐ TechHire: WorkIT Occupational Skills & Competencies in SE WI
- ☒ 2010-2020 * Milwaukee-WOW Workforce Development Areas Occupational Projections List
(*fill in the year used for the MKE-WOW Occupational Projections List. For instance: 2010 – 2020, 2020 – 2030, etc.)
- ☐ Meets local employment demands.

Reimbursement Rate Based on How Many of the Following Will be Received: 1) Credential, 2) Wage Increase, and/or 3) Promotion

Employer Size	1	2	3
<input type="checkbox"/> 100 or Fewer Employees	<input type="checkbox"/> 50%	<input type="checkbox"/> 65%	<input type="checkbox"/> 75%
<input type="checkbox"/> More than 100 Employees	<input type="checkbox"/> 25%	<input type="checkbox"/> 40%	<input checked="" type="checkbox"/> 50%

Total Training Cost: \$3,500 Contract Reimbursement Amount: \$1,750

BSR Signature: BSR Signature Date: 10/29/18

Reviewer Signature: _____ Date: _____

President Signature: _____ Date: _____

Funding Source: ☐ WIOA ☐ TechHire: WorkIT

REQUIRED POST TRAINING RETENTION FOLLOW-UP

Quarter 1 Date:	Quarter 2 Date:	Quarter 3 Date:	Quarter 4 Date:
-----------------	-----------------	-----------------	-----------------



SECTION V: TRAINEE INFORMATION & SIGNATURE AUTHORIZATION FORM

The Department of Labor (DOL) requires certain demographic information for all individuals who receive Incumbent Worker Training (IWT). This information is used to calculate employment in the 2nd and 4th quarters after exit, median earnings in the 2nd quarter after exit, and the IWT Measurable Skill Gains and Credential Attainment performance measures. Information collected will remain confidential within Forward Careers, Inc. and reports required to be provided securely to DOL.

Follow-up will need to be completed for one (1) calendar year after the end date of the training.

To Be Completed by the Trainee:

First Name: Jane **Last Name:** Doe

Address: 1234 Left Lane **Apt./Unit #:** _____

City: Waukesha **County:** Waukesha **State:** WI **Zip Code:** 53188

Date Of Birth: 01/01/01 **Gender:** ☒ Female ☐ Male ☐ Unknown/Undisclosed

Are you a U. S. Citizen? ☒ Yes ☐ No **If no, are you legally authorized to work in the U.S.?** ☐ No ☐ Yes, expiration date: _____

For reporting, please provide one of the following but Social Security Number is Preferred for follow-up purposes:

Social Security # (Preferred): 123-45-6789 **Email:** jdoe@email.com

Phone: 123-456-7897 **Alternate Phone:** _____

By voluntarily providing the following information and signing below, you acknowledge that you have read and understand the content of this form. This Trainee Information & Signature Authorization Form will become part of your training program record and not used for any other purpose but DOL reporting.

Trainee Signature: *Trainee Signature* **Date:** 10/29/18

To Be Completed by the Business:

Training Program Title: Six Sigma Black Belt **Training Date(s):** 11/5/18 – 11/16 /18

Current Occupation Title: Quality Supervisor **O*Net code:** 14-11111

Current Trainee Wage: ☒ Hourly \$19.64 ☐ Annually _____ **Start Date:** 10/1/2015

Wage amount: **3 months ago:** \$19.64 **6 months ago:** \$19.64 **9 months ago:** \$16.05

1. Will the employee(s) receive a credential as a result of the training? ☒ Yes ☐ No

2. Will the employee(s) receive a wage increase as a result of the training? ☒ Yes ☐ No

a. If yes, how much of a wage increase and when? Amount of increase: \$2.00 Date of increase: 11/19/2018

3. Will the employee(s) receive a promotion that results in an open position as a result of the training? ☐ Yes ☐ No

a. If yes, what will the new position be? Operations Manager Date of promotion: 11/19/2018

b. If yes, how will job vacancies left by the participating incumbent worker(s), who moved into higher-skills job(s), be filled?

Upon successful completion of Six Sigma Black Belt Certification, employee will be promoted to Six Sigma Quality Manager, and current position will be advertised for new hire. Anticipated date is early December 2018.

**Reimbursement is based on company size and delivery of 1) Credential/Certificate Attainment, 2) Wage Increase, and/or 3) Promotion.*

