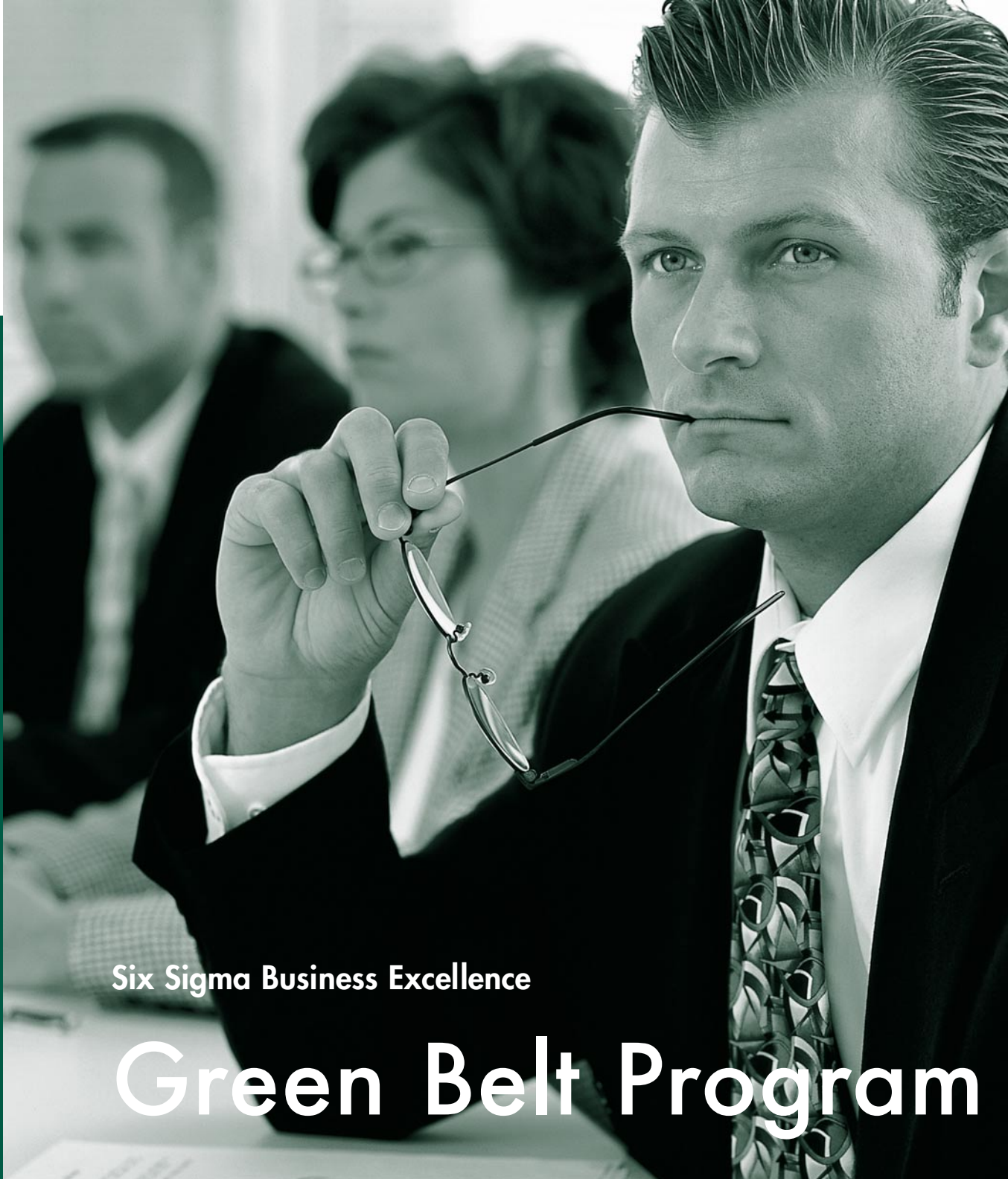




ASQ

AMERICAN SOCIETY
FOR QUALITY™

SIX SIGMA



Six Sigma Business Excellence

Green Belt Program

Six Sigma Business Excellence...maximise your Six Sigma deployment strategies! Expand the scope, reach, and success of your Six Sigma efforts with expertly trained people who can apply the tools of Six Sigma through the ASQ Six Sigma Green Belt Program.



UniSA



The Lean Education & Application Network comprises: University of South Australia, Cardiff University, Fraunhofer Institute and the University of Adelaide, in association with the Department of Trade and Economic Development through the South Australian Centre for Innovation.



AOQ(SA)inc.



Register today for the ASQ Six Sigma Green Belt Program

Green Belts provide value within the organisation's Six Sigma initiative in a variety of ways. They serve on Black Belt project teams to help collect and analyse data, develop process maps, assist the Black Belt in certain levels of statistical analysis, and develop experimental designs for a particular project. These activities serve to both support and accelerate progress in every project—which helps to maximise the organisation's return on its investment, and adds capacity to deliver even greater numbers of breakthrough improvement projects throughout the company.

Green Belts can also be assigned specific improvement projects to conduct on their own—projects that would not require the statistical rigor demonstrated by the Black Belt. Green Belts are able to conduct these projects within the scope of their normal daily roles.

Green Belt training is conducted in two five-day sessions, with time between each session to apply the practices learned in the classroom to a sanctioned project trainees bring to the course with them. The training agenda focuses on learning the concepts—and immediately applying these skill sets to the projects. Class exercises are designed specifically to enable retention and application to the projects. Green Belts can expect to spend approximately 30% of their time between sessions working on their projects.



UniSA

For registration details, please contact UniSA Strategic Partnerships (08) 8302 0801

Role of a Six Sigma Green Belt

Green Belts play a significant role within a Six Sigma infrastructure and culture. Their primary roles are critical in many ways:

- Deploying their organisation's Six Sigma program.
- Leading and executing process-level improvement projects as part of their overall job.
- Participating as a team member and partner in Black Belt projects.
- Helping to direct and collect data and conduct experiments for improvement projects.
- Working with process owners to ensure project gains are held.
- Facilitating the sharing of best practices throughout the organisation.

The ASQ Difference

Experience distinguishes the ASQ Six Sigma training program from the rest. ASQ Six Sigma Master Black Belt instructors are world class and know how a Six Sigma program can increase and maximise your business performance. ASQ Six Sigma instructors average nearly 25 years of experience in business performance excellence, quality, and Six Sigma.

Course Prerequisites

Prior to training, you should possess the following:

1. Minitab version 14 (required and must be provided by the registrant).
2. Intermediate familiarity with computers.
3. A management-approved business improvement project that will provide bottom-line savings to the organisation in the range of \$10,000-\$50,000.
4. A laptop is required. Please refer to the registration materials for laptop requirements.

You will receive a copy of the ASQ Project Authorisation Form upon enrollment confirmation.

Course Curriculum

ASQ's course curriculum stands out from the rest. Our proven program materials are consistent across training sessions, and designed for ease of understanding and application. All trainees learn the same skills, in the same manner, without variation. Please refer to the next page for the complete curriculum provided in this program.

Course Materials

Your investment in the ASQ Green Belt Program includes 10 days of classroom training conducted by ASQ Master Black Belt instructors, as well as:

- Cartoon Guide to Statistics by Larry Gonick and Woollcott Smith, and Sailing Through Six Sigma by Michael Brassard and Diane Ritter.
- Full course materials and handouts.
- Lunch Monday through Friday.

ASQ Six Sigma Green Belt Registration Policies

Payment

All payments must be made before the start of the first session. If payment is not received according to the terms specified, The University of South Australia reserves the right to release your space. You may register by phone, mail, or fax, by using the registration form attached. With your registration, please include a cheque, credit card details, or company-issued purchase order number. Please note that company purchase orders must be submitted at the time of registration.

Substitutions

Registration for Six Sigma Green Belt training closes two weeks prior to the start of the first session. Substitutions are allowed up until two weeks prior to the start of each program, to allow for pre-session assignments.

Transfers

A transfer from one program to another can be made at any time prior to the start of the first session of each program. A maximum of one transfer is allowed per session. Additional transfers made after the first one will be subject to a \$250 fee.

Cancellations

A cancellation fee can be assessed up until the start of the first session (University of South Australia determines amount of fee). If all course materials that were previously sent to you are returned unopened and in excellent condition, the cancellation fee will be reduced further. No refunds will be issued after the start of the first session. Registrants who fail to attend are liable for the entire program fee.

Please be aware that you are responsible to attend each session for the program that you have registered for. In the case of an emergency where you may not be able to attend a session, please contact the Six Sigma program manager on (08) 8302 0801 prior to the missed session. We will do as much as possible to help reschedule you into another similar session.

Training Dates

Open enrolment and in-house sessions are available. Contact your Six Sigma program manager on (08) 8302 0801.

University of South Australia

The University of South Australia (UniSA) has a formal agreement with the American Society for Quality (ASQ) to deliver Six Sigma training for “Green Belt”, “Black Belt”, “Champion” and “Executive Overview” throughout Australia. The UniSA programs are delivered by experienced ASQ approved instructors using the globally standardised materials from ASQ. The Green Belt and Black Belt global certification (ASQ Qualification) includes a globally standard examination that is carried out by an independent assessor for ASQ.

Laptop Requirements

Laptop computers are used extensively throughout the two weeks of Green Belt training. Minimum laptop requirements are as follows:

Hardware

- Processor: Pentium 4 (minimum).
- Hard disk space: 7 GB minimum.
- Memory (RAM): 128 MB minimum; 256 MB recommended.
- CD-ROM drive: 10X or higher.
- Screen resolution: 1024 x 768 recommended; 16 bit High Color.
- Keyboard, mouse, monitor, network access, modem.
- Laptops should be equipped with both a CD-ROM and a 3.5” floppy disk drive.

Software

- Microsoft Windows 98/00/NT/ME/XP.
- Microsoft Office 97 or higher (must include Microsoft Excel).
- Minitab Statistical Software v14.
- ASQ Six Sigma curriculum CD-ROM (supplied).



Application and Tax Invoice for Green Belt Six Sigma Program

ABN: 37 191 313 308

PERSONAL DETAILS

DR. MR. MRS. MS. FAMILY NAME

GIVEN NAME(S)

TELEPHONE

MOBILE

FACSIMILE

WORK EMAIL

HOME EMAIL

MAILING ADDRESS

EMPLOYMENT DETAILS

EMPLOYER

ABN

POSITION / TITLE

EMPLOYER'S ADDRESS

WWW.

PAYMENT DETAILS

GREEN BELT SIX SIGMA PROGRAM

COURSE ADVERTISED COST \$

CHEQUE MAKE CHEQUE PAYABLE TO UNIVERSITY OF SOUTH AUSTRALIA

CREDIT CARD PLEASE COMPLETE THE AUTHORITY BELOW

VISA MASTERCARD

CARD NUMBER _____ EXPIRY DATE ____/____

CARDHOLDER'S NAME

SIGNATURE



Training Partner of ASQ



PLEASE FORWARD APPLICATION WITH PAYMENT TO:
SANDRA WALKER
STRATEGIC PARTNERSHIPS, UNIVERSITY OF SA,
160 CURRIE STREET, ADELAIDE, 5000.
FAX (08) 8302 0805
EMAIL Sandra.Walker@unisa.edu.au

Cancellation Policy: The University of South Australia reserves the right to cancel events and issue refunds. In the event that an attendee cannot attend, a substitute is welcome to attend in their place. No refunds will be given unless 14 days notice is given in writing prior to the date of the planned event.