



Improve Consulting & Training Group

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Green Belt Train-the-Trainer

Service Provider



Ellen Burts-Cooper, PhD, Senior Managing Partner
 Improve Consulting and Training Group, LLC
 4600 Euclid, Ave, Suite 320, Cleveland, OH 44103
 ellen@improveconsulting.biz | 651.343.1858

Client



Jennifer Swallow, Chief Assistant Law Director
 City of Lakewood
 Lakewood City Hall, 12650 Detroit Avenue, Lakewood, Ohio 44107
 jennifer.swallow@lakewoodoh.net | (216) 529-6036

Engagement	Description	Date(s)	Pricing*
Green Belt Train-the-Trainer (5 participants)	To create a more sustainable organization by providing a train-the-trainer session for the City of Lakewood's 5 Green Belt certified employees.	February 5, 2018 9am – 4pm	\$13,500 (\$2,700/person)
	<p>During this session each participant will be trained as in-house trainers for the City of Lakewood and will learn to:</p> <ul style="list-style-type: none"> Coach others in the organization on the customized methodology Facilitate Yellow Belt courses Coach/facilitate on specific tools for the organization <p>Each participant will learn how to train, facilitate and coach the concepts. Each category below is 3-4 hours as a cohort depending on the participant level of experience. So, the max hours are 20 hours over the course of 9 months.</p> <ul style="list-style-type: none"> Class training (review of critical concepts, tools, techniques, etc.) Training prep (demonstration, training and practice on how to conduct a 1hr, 2hr, 4hr, 1 day and 2 day training) Facilitation prep (demonstration, training and practice on how to facilitate a specific tool, refresher, meeting, etc.) Project coaching prep (demonstration, training and practice on how to coach someone through a project, what to look for, what to ask, etc.) Evaluation (each person will be evaluated on tool understanding and usage, training, facilitation and coaching through an interactive course session using either real-life projects, if possible or mock sessions with the training class) 		
		Total Investment	\$13,500

Participants: James Holman, Celeste Baker, Darrin Collins, Jean Yousefi and Jennifer L. Swallow

*2017 Standard Government Rates Applied.

Partnership Terms & Payment

Payment Terms: Payment is due within 30 days of the invoice date. 3.5% charge for credit card payments.

Contract Terms: Contract can be terminated within 30 days of written notice by either party should business circumstances change. Services provided up until the notification date and will be billed accordingly.

Confidentiality: Improve will maintain confidentiality related to information provided by the client organization. Confidential information includes employee and business-specific information acquired in the course of carrying out the terms of this agreement.

Scheduling Changes: Changes to the schedule must be agreed upon (in writing) by both Improve Consulting and the Sponsoring individual/organization.

By signing this form, you agree to the terms and conditions as outlined in this contract.

Print Legal Name Jennifer Rae Title Director of Finance

Legal Signature _____ Date 1/10/18

Ellen Burts-Cooper _____ Date 1/10/18

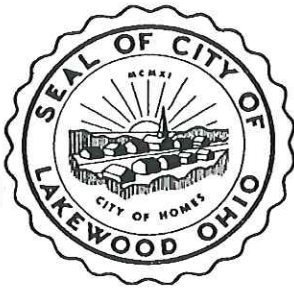
Senior Managing Partner, Improve Consulting and Training

Approved As To Legal Form:

Empowering You to Exceed Your Potential

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Director of Law, City of Lakewood Prepared By Improve Consulting and Training Group, LLC 2017



12650 DETROIT AVENUE ■ 44107 ■ 216-529-6075 ■ 216-529-6806

Reference No. BC-18-036

January 16, 2018

Board of Control
City of Lakewood, Ohio 44107

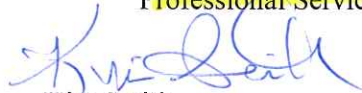
Subject: Award Contract – Professional Service Contract – Re: Lean Six Sigma Employee Training & Support

Dear Members of the Committee:

Based on a review conducted by the Department of Finance, Division of Purchasing in conjunction with the Department of Law, and the attached letter of recommendation, I am submitting for your consideration this request to award a Professional Service Contract with Improve Consulting & Training Group in the amount of \$20,000 for training city employees & support of the Lean Six Sigma Business Management Strategy in Fiscal Year 2018.

Improve Consulting & Training Group was chosen to perform these professional services based on their expertise in the Lean Six Sigma business management arena.

Contracting Authority:	Ordinance 43-17 \$300,000
Contracting Balance:	\$300,000 / \$180,000
Funding:	General Admin Fund
Account Distribution:	101-5099-412-30-02 \$120,000
Account Balance:	\$120,000 / \$100,000
Contract Approved by Law:	Yes _____ / No _____ / PO _____ / C/C _____
Account Description	Professional Service / Other
Commodity Code:	349-000
Bid Reference:	<u>Professional Service</u>


 Kim Smith
 Purchasing Manager

	<u>Approved</u>	<u>Disapproved</u>	<u>Date</u>
Joseph J. Beno PE, Director of Public Works	<u>MJP</u>	_____	<u>1/16/18</u>
Kevin M. Butler, Director of Law	<u>[Signature]</u>	_____	<u>1/16/18</u>
Jennifer Pae, Director of Finance	<u>[Signature]</u>	_____	<u>1/16/18</u>
Michael P. Summers, Mayor	<u>[Signature]</u>	_____	<u>1-16-18</u>

