

# Out of State Travel/Training Request Presented to Personnel Committee for Approval

Requesting Supervisor/Manager: \_\_\_\_\_ Department: D.P.I.

Names of Employees Attending: JIM MUENZENMEYER

Name of Training	Dates of Training	Location of Training
<u>PROBLEM SOLVING</u>	<u>3/10/15</u>	<u>ST. PAUL MN</u>
<u>PROCESS IMPROVEMENT MEASUREMENT</u>	<u>3/10/15</u>	<u>ST. PAUL MN</u>

Estimated cost of training	\$ <u>FREE</u>
Estimated cost of travel	\$ <u>— (I WILL BE CLOSE VISITING FAMILY)</u>
Estimated cost of meals	\$ <u>—</u>
Estimated cost of accommodations	\$ <u>— (STAYING @ DAUGHTERS HOUSE)</u>
Estimated cost of misc. expenses	\$ <u>3 HRS</u> Please explain <u>TIME</u>
Total estimated cost	\$

Requesting Supervisor/Manager Comments:

\_\_\_\_\_

\_\_\_\_\_

What are the objectives for the training?

TO EXPAND PROBLEM SOLVING SKILLS & MEASUREMENT TECHNIQUES

How will this training be shared / implemented upon return?

I WILL USE INFORMATION & KNOWLEDGE DURING THE LEAN EVENTS I FACILITATE FOR THE CITY.

How will this training benefit the City? What is the return on the investment?

\_\_\_\_\_

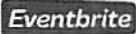
\_\_\_\_\_

Supervisor Approval/Decline

Approved  Declined  Reason for decline: \_\_\_\_\_

Supervisor/Manager Signature:  Dated: 2-13-15

\*\*Please attach any additional information you would like considered with this request



Discover

Sign up

Log in

Help

Create Event



## Problem Solving

Minnesota Office of Continuous Improvement  
 Tuesday, March 10, 2015 from 9:00 AM to 12:30 PM (CDT)  
 St Paul, MN

### Ticket Information

TYPE	REMAINING	END	PRICE	QUANTITY
Problem Solving	15 Tickets	Mar 6, 2015	Free	1

Register

Save This Event

### Who's Going

Connect to see which of your Facebook friends are going to Problem Solving.

Connect with Facebook

### Share Problem Solving

Email Share Tweet

Like Sign Up to see what your friends like.

### When & Where



**Hiway Federal Credit Union**  
 840 Westminster St  
 St Paul, MN 55130

Tuesday, March 10, 2015 from 9:00 AM to 12:30 PM (CDT)

Add to my calendar

### Event Details

Problem Solving is a half-day course that teaches participants a non-blaming method and set of tools to identify and solve small to large scale process problems at their source. Course components include:

- Recognizing process problems
- Identifying and using the right tool to uncover the root causes of a problem
- Brainstorming solutions
- Prioritizing solutions
- Developing an implementation plan
- Monitoring and sustaining results

**Audience:** All public sector employees, especially CI/QI practitioners

**Prerequisite:** Lean 101, Introduction to Continuous Improvement, or an equivalent

**Location Details:** Free parking is available. Food options are available nearby, but there is no cafeteria in the building. This location does not have guest Wi-Fi service.

*The Office of Continuous Improvement is committed to offering our training to all eligible learners, to request a reasonable accommodation please contact us prior to the training.*

Have questions about Problem Solving? Contact Minnesota Office of Continuous Improvement

### Organizer

#### Minnesota Office of Continuous Improvement

The Minnesota Office of Continuous Improvement provides informational resources, consulting, training, and project facilitation (kaizen events) services to advance Minnesota state government performance and results. We rely on time-tested Lean Six Sigma approaches, methods, and tools. We want Minnesota to be the most effective and efficient State government in the nation! To get there, we need every employee doing their part. Please join us to learn more about how you can improve Minnesota government every day!

NOTE: Training courses are for public sector employees, including state and local government.

Contact the Organizer

View organizer profile

<http://mn.gov/ci>

8 upcoming events on Eventbrite



Discover

Sign up

Login

Help ▾

Create Event



## Process Improvement Measurement

Minnesota Office of Continuous Improvement  
 Tuesday, March 10, 2015 from 1:30 PM to 4:30 PM (CDT)  
 St Paul, MN

### Ticket Information

TYPE	REMAINING	END	PRICE	QUANTITY
Process Improvement Measurement		Mar 10, 2015	Free	Add to Waitlist

Save This Event

### Who's Going

Connect to see which of your Facebook friends are going to Process Improvement Measurement.

Connect with Facebook

### Share Process Improvement Measurement

Email Share Tweet

Like Sign Up to see what your friends like.

### When & Where



**Hiway Federal Credit Union**  
 840 Westminster St  
 St Paul, MN 55130

Tuesday, March 10, 2015 from 1:30 PM to 4:30 PM (CDT)

Add to my calendar

### Event Details

Continuous improvement work requires measurement to demonstrate improvement. This three hour course will focus on the importance of measurement, how measurement is used, how to select measures, and how to develop a data collection plan.

#### Learning Objectives:

- Understand where measures fit in the improvement cycle
- Describe the importance of process measurement
- Understand how to use data to guide and sustain improvements
- Identify tools for collecting and displaying data to use for continuous improvement

**Audience:** Employees who plan to lead or participate in a process improvement initiative.

**Prerequisite:** Lean 101, Introduction to Continuous Improvement, or an equivalent

**Location Details:** Free parking is available. Food options are available nearby, but there is no cafeteria in the building. This location does not have guest Wi-Fi service.

*The Office of Continuous Improvement is committed to offering our training to all eligible learners, to request a reasonable accommodation please contact us prior to the training.*

### Organizer

#### Minnesota Office of Continuous Improvement

The Minnesota Office of Continuous Improvement provides informational resources, consulting, training, and project facilitation (kaizen events) services to advance Minnesota state government performance and results. We rely on time-tested Lean Six Sigma approaches, methods, and tools. We want Minnesota to be the most effective and efficient State government in the nation! To get there, we need every employee doing their part. Please join us to learn more about how you can improve Minnesota government every day!

NOTE: Training courses are for public sector employees, including state and local government.

Contact the Organizer

View organizer profile

<http://mn.gov/ci>

8 upcoming events on Eventbrite