



Legislation Details (With Text)

**File #:** 2017-0255    **Version:** 0    **Name:** 2017 Professional Development Training for Staff  
**Type:** MOTION    **Status:** PASSED  
**File created:** 3/29/2017    **In control:** Board of Trustees  
**On agenda:** 4/3/2017    **Final action:** 4/3/2017  
**Title:** 2017 Professional Development Training for Staff  
**Code sections:**  
**Attachments:** 1. Proposal, 2. NIU Invoice 2017

Date	Ver.	Action By	Action	Result
4/3/2017	0	Board of Trustees		
3/29/2017	0	Village Manager	INTRODUCED TO BOARD	

Title  
2017 Professional Development Training for Staff

History

As part of the "High Performing Organization" (HPO) strategic goal which entails embracing a culture of learning, leadership at all levels, and continuous improvement, it requires the organization to invest in the human knowledge, skills, and abilities as well as the technology tools to transform how we approach our work. In 2016, the Village Manager's Office coordinated one HPO seminar for 35 employees and various Lean Six Sigma training sessions for 40 employees.

To further introduce HPO principles in 2017, on June 26-28, 2017, 35 additional staff members will participate in three days of "Building High Performance Organizations" onsite training. Participants will include a cross section of executive staff, supervisors, and front line employees. The training will be provided by the Commonwealth Centers for High-Performance Organizations (CCHPO), a management consulting network focused on improving organizational performance and managing large scale organizational change in the public and private sectors. The scope of work with costs for this training is \$14,120 plus travel expenses (see attached).

Another successful methodology that will help Orland Park be a more efficient organization is through is Lean Six Sigma. Lean and Six Sigma helps staff learn the tools necessary to undertake continuous improvement projects aimed at reducing and eliminating waste or unnecessary steps, reducing project variations, improving customer service, and the organization's performance.

The Northern Illinois University College of Engineering & Engineering Technology offers three certificates in Lean Six Sigma: Yellow Belt and Green Belt and Black Belt. For Yellow Belt certification, staff will participate in two (2) two-day course sessions which will be held at Northern Illinois University campus in Naperville, Illinois in April. Green Belt and Black Belt training will be held in the coming months in 2017 at the NIU Naperville campus and onsite. The total cost for Lean training for FY 2017 is \$22,500, a breakdown of the training and costs is attached.

Due to the quickly approaching training deadline, this agenda item is being considered by the

Technology Innovation and Performance Improvement Committee and the Village Board of Trustees on the same night.

**Financial Impact**

Funds have been allocated in the FY2017 training budget, account 010-0000-429100.

**Recommended Action/Motion**

I move to approve the expenditures with Commonwealth Centers for High-Performance Organizations in the amount not to exceed \$14,120 for a three day onsite training program;

And

I move to approve the expenditure with Northern Illinois University for Lean Six Sigma Training, in the amount not to exceed \$22,500.