



# IIESE Student Chapter Training Planning & Marketing Kit

## INDUSTRY

"The IIESE Green Belt training is much more comprehensive than most, covering practical key concepts and examples of various projects. I highly recommend this training."

*Travis Wakefield, Thorlabs Inc.*

## UNIVERSITY STUDENT

"I was in the training department for a while, and this is one of the very best I have seen. Thanks to you and your team."

*Tolulope Fasakin, Florida State University*

## FACULTY

"My students had multiple options for the green belt training, but they selected IIESE because of the credibility of an internationally recognized organization and the fact that IIESE will continue to be around to support the participants."

*Steven Butt, Western Michigan University*

## Fall 2025



## IISE Student Chapter Training Planning & Marketing Kit

*Thank you for partnering with IISE to bring training to your campus! This kit is designed to help you plan and market your course. If you're new to planning an IISE course, we recommend you follow this kit in order. If you're experienced in planning an IISE course, feel free to use the table of contents below to jump to the topic you need support on.*

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## Why Host an IISE Course?

Hosting an IISE course is an important way to bring **valuable skills** to students at a **highly-reduced rate**. And, it's a great way to **raise funds** for your IISE student chapter!

Benefits to **Participants** include:

- Provides a clear **differentiator** in a competitive job market with Six Sigma certificate holders earning an average of **\$13,524 more** than their peers
- Significant **discount** from the industry rate
  - 70+% off the standard course rate
- Enhances student **skills** to “hit the ground running” in industry
- Training from a **reputable** and trusted source
  - Six Sigma Course is ISO 13053 Compliant
  - IISE is IACET Accredited

Benefits to the **IISE Student Chapter** include:

- **FUNDRAISING!**
  - Many schools add \$45 to the registration fee to fund **scholarships, trips, conference registration**, or other chapter activities
- Brings **value** to student **members**
- Establishes your chapter and our profession as the “**go-to**” **on campus** for valuable certifications
- Gives student leaders **great experience** in marketing and managing a program that serves others

## Course Information

IISE is pleased to offer **three primary courses**:

- Lean Green Belt (Learn More [Here](#))
- Six Sigma Green Belt (Learn More [Here](#))
- Lean Six Sigma Green Belt (Learn More [Here](#))

We have also historically offered the courses below and can offer them again by special request:

- Lean Yellow Belt (Learn More [Here](#))
- Six Sigma Yellow Belt (Learn More [Here](#))
- Lean Six Sigma Yellow Belt (Learn More [Here](#))
- Operational Analytics Certificate (Learn More [Here](#))
- Technical Leadership/Engineer to Leader (Learn More [Here](#))
- Scrum Master Certified (SMC) Professional Certification (Learn More [Here](#))

You can also find course descriptions in Appendix B of this document.

The tables below summarize the course costs for students and for alumni/professionals.

### Student Course Fees

	Live In-Person	Livestream	On-Demand
Lean <b>Green</b> Belt	\$425*/\$450	\$425*/\$450	\$450
Six Sigma <b>Green</b> Belt	\$425*/\$450	\$425*/\$450	\$450
Lean Six Sigma <b>Green</b> Belt			\$750

*\*Note: Lower rate is for students who register on or prior to two weeks prior to the course date ("Early Bird Rate").*

### Alumni/Friends of the University Course Fees

	Live In-Person	Livestream	On-Demand
Lean <b>Green Belt</b>	\$950	\$950	\$950
Six Sigma <b>Green Belt</b>	\$950	\$950	\$950
Lean Six Sigma <b>Green Belt</b>			\$1,550

More details on each individual course can be found in the following tables.

#### Lean Green Belt

<b>Formats Offered</b>	Live In-Person, Livestream, & Online On-Demand
<b># Days (Live/Livestream)</b>	3
<b>Class Size Minimums*</b>	30 Live In-Person / 20 Livestream / 0 OLOD
<b>Exam/Project</b>	Exam
<b>Student Course Fees</b>	\$425 Early Bird/\$450 Last Two Weeks Before Course Date
<b>Alumni/Professionals Course Fees</b>	\$950

#### Six Sigma Green Belt

<b>Formats Offered</b>	Live In-Person, Livestream, & Online On-Demand
<b># Days (Live/Livestream)</b>	3
<b>Class Size Minimums*</b>	30 Live In-Person / 20 Livestream / 0 OLOD
<b>Exam/Project</b>	Exam
<b>Student Course Fees</b>	\$425 Early Bird/\$450 Last Two Weeks Before Course Date
<b>Alumni/Professionals Course Fees</b>	\$950

#### Lean Six Sigma Green Belt

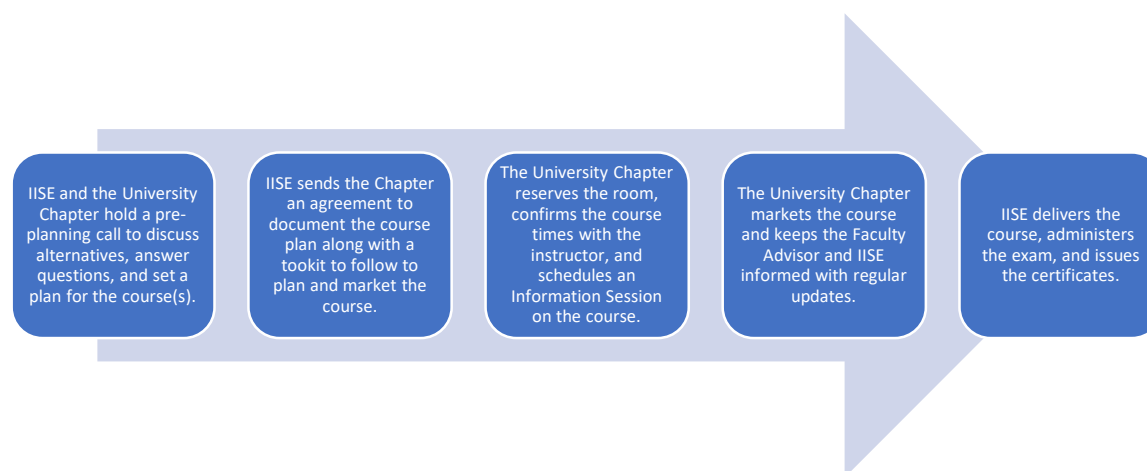
<b>Formats Offered</b>	Online On-Demand
<b>Course Length</b>	35 hours
<b>Class Size Minimums*</b>	N/A
<b>Exam/Project</b>	Exam
<b>Student Course Fees</b>	\$695 Early Bird/\$750 Last Two Weeks Before Reg. Close Date
<b>Alumni/Professionals Course Fees</b>	\$1,550

\*Note: Two-third ( $\frac{2}{3}$ ) of the class size minimums for live in-person (LIP) and livestream classes must be met in advance of the course date. For LIP courses, enrollment must be 20 two weeks prior to the course and for livestream, enrollment must be 15 one week prior to the course.

If you need any additional information or have questions about any of the courses, just let us know by emailing [jswisher@iise.org](mailto:jswisher@iise.org) or [StudentTraining@iise.org](mailto:StudentTraining@iise.org).

## Getting Started

We're so glad you're considering offering an IISE course at your university! The graphic below gives you a quick overview of the process. We'll also go step-by-step below.



### *Step 1: Plan a Brainstorming Call with IISE*

The first step is to schedule a 30-45 minute Zoom/Teams meeting with the Continuing Education team at IISE. We'll give you an overview of the program and help you think through key logistics as you're getting started. Just email IISE Director of Continuing Education James Swisher ([jswisher@iise.org](mailto:jswisher@iise.org)) or contact IISE Student Training ([StudentTraining@iise.org](mailto:StudentTraining@iise.org)) if James is out of the office.

#### Checklist for your Brainstorming Call

- ☐ Have Key Student Leaders Who Will be Organizing the Class on the Call
- ☐ Let your Faculty Adviser Know About the Call
- ☐ Scan the Calendar for the Upcoming Semester for Key Dates (Sporting Events, Breaks, etc.)
- ☐ Have Questions Ready About Classes You are Interested In

### *Step 2: Finalize the Course(s), Format, and Pricing*

Okay! You've had your brainstorming call and you have lots of good ideas about what to offer this semester. Now it's time to finalize your Plan. You'll need to pick your course(s), format(s), and date(s).

#### To pick your **Course(s)**:

- Review the course information on pages 3-4 of this guide.
- Consider what courses you have offered historically – What has been popular? What fills well with your school's needs?
- Consider polling your chapter members on their preferences. A quick survey on potential courses is a great way to determine what to offer.
- Consider offering more than one alternative. While we're focusing primarily on live in-person Green Belt courses, adding an online on-demand option after the live course is a great way to serve students who might have a date conflict. Plus, you won't have to worry about meeting minimum enrollment requirements or reserving a room, so they're easy to add.

To pick your **Format(s)**:

- Review the course information on pages 3-4 of this guide.
- Consider what brings the most value to your potential participants. We still believe live in-person training is the best way to learn, but it may not be the right format for every school.
- Unless you have a very large pool of participants, offering more than one live in-person per semester is probably not feasible. However, having a live/livestream offering and an on-demand offering often works well.
- Don't forget that live in-person and livestream courses have minimum enrollment thresholds, but don't let that intimidate you. If you're not at two-thirds of the minimum by two weeks prior to the course date, we'll work with you on alternatives.

To pick your **Date(s)**:

- For live in-person and livestream classes, be sure to check the number of days required for the course on page 4. The Lean Green Belt and Six Sigma Green Belt courses are offered over 3 days, typically scheduled on a Friday, Saturday, and Sunday.
  - Be sure to look for and avoid date conflicts, like sporting events, homecoming, mid-term and final exams, and holidays.
  - Remember that the student chapter will be responsible for securing a location on campus for the class, so be sure to check with your Faculty Adviser on any university policies and procedures for making a space request.
- For online on-demand courses, consider when you want to close registration. Students will be enrolled in online on-demand courses as they register instead of waiting to enroll all students on the same date. However, we have found that picking a registration close date well before the end of the semester works best. Keep in mind that you still want to advertise key dates, like early-bird pricing to encourage participants to register as early as possible (since all human beings like to procrastinate). We highly recommend that you promote a registration close date at least one month prior to the end of the semester.

### *Step 3: Confirm the Course & Sign the Agreement*

You've reviewed the courses, talked to your chapter to get input, thought through the dates and logistics, and made a decision with your student chapter leadership's and Faculty Adviser's input. Now, you're ready to let us know what you decided.

Just email [jswisher@iise.org](mailto:jswisher@iise.org) and copy [StudentTraining@iise.org](mailto:StudentTraining@iise.org) with the following information:

- ☐ Course Name(s) & Format(s)
- ☐ Dates – Course dates for a live/livestream event and registration close dates for online on-demand events
- ☐ Any special information about the event you want IISE to know

IISE will review your plan and get back to you with any questions or concerns. Once the plan is confirmed, IISE will send you a short and simple agreement that memorializes the course, dates, and plan. **Please sign and return the agreement as quickly as possible.**

### *Step 4: Pick Your Registration Model & Finalize Pricing*

The hardest part of course planning is almost over. You'll just need to make one more decision to finalize the pricing model and start the registration process.

To simplify the process, the **standard pricing model**, including the optional Chapter fundraising fee which will be rebated to your Chapter after the course, will be:

- IISE Student Members: \$450 (\$425+\$25 fundraising), which will increase to \$475 (\$450+\$25 fundraising) two weeks prior to the course start date
- Student Non-Members: \$470 (\$425+\$45 fundraising), which will increase to \$495 (\$450+\$45 fundraising) two weeks prior to the course start date
- Non-Student/Professional: \$995 (\$950 + \$45 Chapter fundraising fee) throughout the registration period

*Note on Custom Pricing Plans: If you prefer to forego the fundraising fee to keep prices at \$425/\$450 for students & \$950 for professionals, just let us know and we'll be happy to set your pricing plan up that way. Or, if you would like to offer a custom pricing plan, please let us know and we'll send a short form to complete your custom plan information.*

Here are key considerations for **registration** for the course:

- IISE will take care of the logistics of registering students and will handle all of the credit card processing and accounting.
- IISE will provide a link you can use in advertising.
- In some rare cases, you may want to handle registration yourself. If so, don't forget to
  - Provide regular reports on registration totals to IISE
  - Ensure all information is complete using the IISE-supplied registration template
  - Remember that you'll provide a 50% deposit to IISE before the course and then pay the balance to IISE after the course. Be sure to have a plan for providing IISE with the deposit and final course fees for after the course in a timely manner.

Once you've finalized pricing and registration, email IISE Student Training ([StudentTraining@iise.org](mailto:StudentTraining@iise.org)) to confirm everything.

## Marketing & Promotion

Now that you have a plan for providing a great course for your University, **you've reached the most important step in having a successful class**: marketing and promoting the course. We want as many students and professionals as possible to benefit from this great opportunity. And, more attendees means more fundraising opportunities for your chapter.

Here are a few quick checklist tips to get you started:

- ☐ Make a written plan (see the great example from Northeastern University on page 11)
- ☐ Use all channels you can to reach ISE Students (both those in your major and those who are IISE student chapter members)
- ☐ Reach out to other majors and degrees
  - Mechanical Engineering, Civil Engineering, Chemical Engineering, Aerospace Engineering, Biomedical Engineering, Computer Engineering
  - Business School, particularly Management Science
  - Construction & Architecture Schools
- ☐ Start early
- ☐ Schedule a short information session for an upcoming General Body Meeting
- ☐ Use flyers, social media, announcements at club meetings and classes, local alumni, local industry contacts
  - IISE provided
  - Testimonials
- ☐ Set a firm deadline (at least two weeks prior to the start of the class) to reach your minimum registration threshold
  - For in-person classes, you can always keep registering as long as the room capacity allows
- ☐ Reach out to neighboring colleges and universities

Below you'll find more detailed information and tools.

### *Key Messages*

People participate in training for many different reasons. Here are some key messaging points:

- Provides a clear **differentiator** in a competitive job market to get the job you want
  - Between two equally matched candidates, an employer will nearly always select a certificate holder
- Earn the **salary** you want
  - Six Sigma certificate holders earning an average of **\$13,524** and Lean certificate holders **\$9,166 more** than their peers without a certificate (Sources: ASQ 2024 & PMI 2020 Salary Surveys)
- Significant **discount** from the industry rate
  - 70+% off the standard IISE course rate
- Enhances student **skills** to “hit the ground running” in industry
  - Apply your technical and leadership skills immediately in the workplace with tried and tested approaches
- Training from a **reputable** and trusted source
  - Six Sigma Course is ISO 13053 Compliant
  - IISE is IACET Accredited
- Digital badging/certificates make it quick and easy to **share** your accomplishment with potential employers.



## Target Audiences

There are two key audiences, students and professionals, for IISE University courses, but there are many sub-audiences you should consider:

- **Students**
  - Industrial and Systems Engineering Students
    - **IISE Chapter Members** – These are members of your chapter so they are your most engaged and important audience. You can reach them many ways, including at chapter meetings, in the classroom, and via social media. Consider offering the best possible pricing to these students. You can find a short presentation template you can use for a Chapter meeting [here](#).
    - **Non-Chapter Members** – These are students who haven't yet joined the Chapter, but are enrolled in an Industrial and Systems Engineering program. This is your second-most engaged audience.
  - **Non-ISE Students**
    - Many, many students can benefit from this training. Consider promoting to other Engineers on campus and to your Business School. **Appendix A** has a great list of other campus organizations that you can collaborate with to promote the course.
- **Professionals**
  - **Alumni** – Alumni from your school are a great audience to include in your promotions. You can add a larger fundraising fee to their course fees and still provide them with a great discount on the normal IISE rates.
  - **Local Businesses** – Local businesses are often looking for opportunities to train their workforce. Reach out to see if they are interested. Check with your Faculty Advisor for ideas on good organizations to talk to.
  - **Internship Organizations** – Many ISE students are participating in internship programs. This is a great place to find potential professional registrants. Be sure to share information and flyers with the organizations students interned with.

## Flyers

Below you'll find sample images of flyers for the Green Belt courses. You can use these to attach to marketing emails, print and post on campus, or hand out at events (particularly Chapter meetings).



Click [here](#) to link to a folder with all current flyers.

### *Social Media*

One of the most effective tools for promoting your course is social media. Many chapters find that their Instagram and/or LinkedIn accounts are a great way to reach a broad audience quickly. Below is a sample graphic your chapter can use as a template. If you need help, let us know and we can create a graphic for your course. **Don't forget when you post the graphic to include a link to the course registration site in the post text.**



### *Outreach in Class*

One of the most effective ways to communicate the course is to ask for 5 minutes at the beginning of some relevant classes. It's particularly helpful if the person who makes the announcement has taken the course and can speak to its benefits. And, an endorsement from the course Professor is always a plus!

### *Information Sessions*

A great way to get students interested in the course and answer their questions is to hold a short (30-45 minute) Zoom/Teams information session. You can do that as part of a General Body Meeting or hold a special session. IISE Director of Continuing Education James Swisher would be happy to join and provide a 5-10 minute presentation on the benefits of the course and answer questions from students. Just email James at [jswisher@iise.org](mailto:jswisher@iise.org) to set that up.

### *Videos*

If you don't have time for an information session, consider using one of these short three minute videos to help students understand the value of the course:

- Live In-Person Green Belt Benefits Video: <https://youtu.be/95IYvbuczqg>
- Livestream Green Belt Benefits Video: [https://youtu.be/SkjZ\\_Rttznw](https://youtu.be/SkjZ_Rttznw)
- Online On-Demand Green Belt Benefits Video: <https://youtu.be/UqzR9JBm3lc>

### *Photos & Testimonials*

Be sure to get photos of your event and testimonials from students. You can provide those to the person organizing the event next year to give them a head start for promotion.

Many universities have Marketing & Communications programs with students who would love the opportunity to support helping with photos and testimonial collection.

### *Sample Marketing Plan*

Here's the plan Northeastern University used in 2022-2023 to get great results:

- Post on Instagram
- Post on LinkedIn + E-Board repost
- Share with other engineering clubs
- Industrial engineering advisors share flyer with all IE students
- 5 minute presentation in IE classes (mainly ones with underclassmen)
- 5 minute presentation in co-op class (only applicable to co-op school)
- Share with IE professors to promote to their student
- Share with business school professors to promote to their student
- Post posters around campus

You can also use this quick and easy format to build your plan:

Promotional Activity	Person Responsible	Date Due	Notes	Complete? (Y/N)

### *Online Resources: The Hub*

IISE is pleased to announce the Hub as an online resource for students planning and promoting an IISE course. You can find this guide and key information about courses along with marketing materials on the Hub: <https://www.iisetraininghub.org/>

### *For More Marketing Help*

If you're stuck or need a little extra help, just let us know. We're happy to help. Email [StudentTraining@iise.org](mailto:StudentTraining@iise.org) or [jswisher@iise.org](mailto:jswisher@iise.org) and we'll brainstorm with you.

## Final Preparations & Day of the Course

Now that your promotional efforts are in full force, it's time to shift your attention to final preparations for the course.

Key Checklist Items Prior to **Live/Livestream** Courses:

- ☐ At least 30 Days Prior to the Course – Begin your marketing
- ☐ 4 Weeks Prior to the Course – Schedule a Zoom/Teams information session
- ☐ 3 Weeks Prior to the Course – Confirm the room for the course (if live in-person)
- ☐ 3 Weeks Prior to the Course – Plan a meeting with the Instructor to confirm times and plans
- ☐ 3 Weeks Prior to the Course – Provide IISE with a shipping address for instructor materials (if live in-person)
- ☐ 2 Weeks Prior to the Course – Ensure you've reached the minimum enrollment threshold
- ☐ 1 Week Prior to the Course – IISE sends electronic course materials to students
- ☐ 1 Week Prior to the Course – Provide registration list (if doing your own registration)
- ☐ 1 Week Prior to the Course – Provide course deposit (if doing your own registration)
- ☐ 1 Day Prior to the Course – Provide final course registration list (if doing your own registration)
- ☐ Day of Course – Ensure room is ready and meet instructor prior to course

Leading up to the course date, you'll be corresponding with four key people:

1. Your Instructor (for live/livestream courses) – Stay in touch to discuss course and room logistics.
2. Your Faculty Advisor – Keep your advisor updated on promotion, registration, and student feedback.
3. Doris Sickles ([StudentTraining@iise.org](mailto:StudentTraining@iise.org)) – Stay in touch with Doris on registration totals and general questions.
4. James Swisher ([jswisher@iise.org](mailto:jswisher@iise.org)) – Reach out to James with any questions or concerns.

If your live in-person or livestream does not meet its minimum enrollment requirements, IISE will work with you to alter the plan. In most cases, we can convert a live in-person course to livestream or a livestream course to online on-demand.

On the day of the live/livestream course, your Instructor will be your key resource for questions and adjustments to the schedule/course plan. Be sure you have your Instructor's best contact information (e.g., cell phone number) and that they have yours.

For online on-demand courses, students will receive an email notification of enrollment after they register. This email will be sent to the email address they register with and will be from the sender "IISE Training Center" ([notifications@learnupon.com](mailto:notifications@learnupon.com)). We sometimes see that message go to the junk or spam folder, so students may want to check there first if they don't see it within 24 hours of registration. If a student cannot locate the enrollment email, please ask them to contact IISE and we can resend it.

## After the Course

Now that the course itself is complete, it's time to wrap things up.

All three Green Belt courses require an exam at the end of the course to demonstrate competency. If the course is live in-person, the exam will be conducted on the final day of the course. If the course is livestream or online on-demand, students will receive a link to IISE's secure online exam system.

For online exams, the email will be sent from the sender "IISE Exams" ([donotreply@onlinetests.app](mailto:donotreply@onlinetests.app)). We sometimes see that message go to the junk or spam folder, so students may want to check there first. If a student cannot locate the enrollment email, please ask them to contact IISE and we can resend it.

Please find below some basic information on IISE exams:

- The exam is administered on the last day of the course for live in-person courses or online for livestream/online on-demand courses.
- The passing score on the exam is 70%.
- Students who do not pass on their first attempt will be provided an additional exam attempt.
  - For online exams, students will be sent an email feedback report with the topics in which they missed questions to help them focus their studies. To protect the integrity of the test bank, we do not share the specific questions they missed.

Once students complete their exam, they will be awarded their IISE certificate. IISE partners with Accredible to provide digital badges and certificates that can be easily and securely shared. You can learn more about Accredible [here](#).

Accredible emails will be sent to students within two business days of successful completion of the post-course certification exam. The Accredible email will be from the sender "IISE Customer Support." We sometimes see that message go to the junk or spam folder, so students may want to check there first.

Below is the whitelist information for Accredible in case a student needs it:

**[Accredible Whitelist Information](#)**

Default email sender: [support@credential.net](mailto:support@credential.net)

IP Addresses: 167.89.63.49 and 168.245.23.173.

SPF record: include:[sendgrid.net](#)

IISE Lean and Six Sigma certificates are valid for three years. In order to renew a Certificate, students can use the link below:

<https://www.iise.org/trainingcenter/renewcertificate>

Note that there is a \$50.00 fee for all renewals and lost certificates. The digital badge and certificate will be emailed to students from IISE's credentialing service, Accredible.

## **Final Payments & Chapter Training Rebates**

IISE will tabulate the total rebate due to the Chapter after the course. Your chapter will receive the rebate funds the month following the end of the course. Please be sure to keep IISE informed of the Chapter's preference for receiving funds (check or electronic deposit). We find that electronic deposit is the best method. Please also be sure to provide the complete address for a contact who is authorized to access your Chapter's bank account.

If your chapter handled its own registration and collected the registration fees for the course, you will have provided a 50% payment to IISE prior to the course. Now that the course is complete, the Chapter will be invoiced for the remaining balance. Please provide the name of a faculty advisor or department head who can authorize payment. Questions should be addressed to IISE's Accountant, [Harold Hamilton](#).

## Frequently Asked Questions

Below you'll find a list of the most frequent questions we receive along with their answers. If you have a question and can't find the answer here, just reach out to us at [jswisher@iise.org](mailto:jswisher@iise.org) or [StudentTraining@iise.org](mailto:StudentTraining@iise.org) and we'd be glad to help.

### ***What happens if we plan a live in-person or livestream course and we don't reach the minimum enrollment threshold?***

If your live in-person or livestream does not meet its minimum enrollment requirements, IISE will work with you to alter the plan. In most cases, we can convert a live in-person course to livestream or a livestream course to online on-demand.

### ***Are there minimum enrollment thresholds for online on-demand courses?***

No, there are no minimum enrollment thresholds for online on-demand courses. Offering an online on-demand course in addition to a live/livestream course is often a good way to reach students who have conflicts with the course dates.

### ***What if a student can't find their exam link for an online on-demand course?***

For online on-demand courses, students will receive an email link to the exam when they register. The email will be sent from the sender "IISE Exams" ([donotreply@brillium.com](mailto:donotreply@brillium.com)). We sometimes see that message go to the junk or spam folder, so students may want to check there first. If a student cannot locate the enrollment email, please ask them to contact IISE Customer Services ([cs@iise.org](mailto:cs@iise.org)) and we can resend it.

### ***What is the exam for the Green Belt courses like?***

Please find below some basic information on IISE exams:

- The exam is administered on the last day of the course for live in-person courses or online for livestream/online on-demand courses.
- The passing score on the exam is 70%.
- Most students who do not pass on the first attempt struggle with the control chart questions that involve calculations.
- Students who do not pass on their first attempt will be provided an additional exam attempt.
  - For online exams, students will be sent an email feedback report with the topics in which they missed questions to help them focus their studies. To protect the integrity of the test bank, we do not share the specific questions they missed.

### ***What if I student can't find their certificate after successfully completing the course?***

Once students complete their exam or project, they will be awarded their IISE certificate. IISE partners with Accredible to provide digital badges and certificates that can be easily and securely shared. Accredible emails will be sent to students within two business days of successful completion of the exam. The Accredible email will be from the sender "IISE Customer Support." We sometimes see that message go to the junk or spam folder, so students may want to check there first.

Below is the whitelist information for Accredible in case a student needs it:

#### **Accredible Whitelist Information**

Default email sender: [support@credential.net](mailto:support@credential.net)

IP Addresses: 167.89.63.49 and 168.245.23.173.

SPF record: include:[sendgrid.net](https://sendgrid.net)

***What if students need to update their personal information on their certificate after they complete the course?***

Accredible makes it easy to manage your personal information and makes changes like updating your name on a certificate. Click [here](#) to learn more.

## Appendix A: Student Organizations & Sample Invitation Letter

The following societies often have student chapters on campus. Societies in bold are often interested in Green Belt and other IISE certificate courses.

- American Institute of Chemical Engineers
- **American Production and Inventory Control Society**
- American Society of Appraisers
- American Society of Civil Engineers
- American Society of Heating, Refrigerating, and Air Conditioning Engineers
- **American Society of Mechanical Engineers**
- **American Society of Quality**
- American Statistical Association
- Association for Manufacturing Excellence
- Association of Computer Engineers
- Association of Energy Engineers
- Association of Information Technology Professionals
- Construction Management Association of America
- Healthcare Information Management Systems Society
- **Institute for Operations Research and the Management Sciences**
- Institute of Electrical and Electronic Engineers
- Institute of Packaging Professionals
- **International Council on Systems Engineering**
- International Society of Logistics
- National Association for Business Economics
- National Association of Power Engineers
- National Association of Productivity and Organizing Professionals
- **National Society of Black Engineers**
- National Society of Professional Engineers
- **Project Management Institute**
- **Society of Asian Scientists and Engineers**
- **Society of Hispanic Professional Engineers**
- Society of Petroleum Engineers
- Society of Plastics Engineers
- **Society of Women Engineers**

Suggested wording for an invitation to one of these organizations follows on the next page.



## Suggested Wording for Invitation

Greetings,

On behalf of the campus chapter of the Institute of Industrial Engineers (IISE) I would like to invite your members to attend an upcoming training program we are sponsoring. We have invited our International Organization to present a program that can result in certification in *[Course Name]*. These are the continuous improvement, analytics-based leadership strategies that business has embraced to remain competitive.

### Course Details:

*[Dates]*

*[Location]*

*[Fee]*

*[Registration Link]*

The certification is internationally recognized and serves as a leg up for students in the job search and helps students negotiate the best possible starting salary.

I am attaching a flyer with information about the program. Your members can register by following this process:

*[Either the link to the online registration or contact for onsite registration.]*

## Appendix B: Course Descriptions

### Lean Green Belt Curriculum Overview

This introductory course provides an in-depth understanding of lean enterprise principles and how to apply them within your organization. Your Lean journey begins with a series of interactive simulations that demonstrate how each lean concept is applied and its impact on the process. Mapping the process flow and identifying the activities that add value from the customer's perspective is the cornerstone of this class. The class is then given a scenario and the students simulate the conversion from traditional to lean in a practical hands-on environment. The course also provides a structure for how to manage a lean process for continuous improvement. Participants will learn how to structure their organizations to support and continuously improve a lean process. Participants will also fully understand how to implement 5S within their organizations and how to begin reducing setup time using the SMED process. Examples will be taken from existing processes.

This course is normally offered as a three day class with the exam on the final afternoon.

#### *Topic Highlights:*

- 5S and muda
- Point of use
- Pull
- SMED
- Value-added
- Value stream mapping
- SMED
- 7 Wastes
- Visual Workplace

#### *What You Will Learn:*

Upon completion of this course, you will be able to:

- Create and improve a lean process
- Implement 5S to develop a safe, clean working environment
- Map the process flow and identify activities that add value
- Applying the SMED process

#### *Exam & Certificate*

Once the participant has successfully completed the examination, the Institute of Industrial and Systems Engineers will award the Green Belt Certificate.

## Six Sigma Green Belt Curriculum Overview

The training for the Six Sigma Green Belt is compliant with ISO 13053. Concepts and methodologies are explained and illustrated. Participants learn about data collection and the interpretation of the data, specifically as it relates to the processes. Participants must pass an examination on the afternoon of the last day and complete a company supervised project to receive the IISE Green Belt Certificate. The course covers the Body of Knowledge required for the Certified Six Sigma Green Belt. The last day of the training includes IISE's Six Sigma Green Belt Exam.

This course is normally offered as a three day class with the exam on the final afternoon.

### *Topic Highlights:*

- Six Sigma philosophy
- DMAIC
- Six Sigma Projects
- Variation
- Histograms
- Statistical Process Control
- Process capability
- Root Cause Analysis
- Six sigma and organizational goals including
- Design for six sigma
- Process management
- Statistical process control
- Green Belt projects

### *What You Will Learn:*

Upon completion of this course, you will be able to:

- Design and develop Six Sigma projects
- Determine process capability
- Employ the DMAIC process
- Perform basic statistical analysis on process measurements
- Prepare root cause analysis
- Support and champion Six Sigma implementation in your organization
- Explain the Six Sigma philosophy

### *Exam & Certificate*

Once the participant has successfully completed the examination, the Institute of Industrial and Systems Engineers will award the Green Belt Certificate.

## Lean Six Sigma Green Belt Curriculum Overview (Online On-Demand Only)

Learn how to integrate principles of business, statistics, waste reduction, and engineering to achieve tangible results. Master the use of lean Six Sigma to quantify the critical quality issues in your company. Once the issues have been quantified, lean and six sigma analysis, including statistics can be applied to provide probabilities of success and failure. Lean and Six Sigma methods increase productivity and enhance quality. As a Lean Six Sigma green belt, you will be equipped to support and champion lean Six Sigma implementation in your organization. To earn the Lean Six Sigma Green Belt Certificate, you will be required to pass IISE's Lean Six Sigma Green Belt exam.

### *Topic Highlights:*

- Lean Six Sigma – Overview and the DMAIC Process
- Team Effectiveness – Learn key team effectiveness and project management tools to ensure the success of your projects: Building high-performing teams, team launch, facilitating meetings, communications/effective listening, managing conflict, project management
- Role of the Green Belt in a Lean Six Sigma project
- Voice of the Customer – Collecting customer information, customer-focused business strategy, converting VOC into CTQ, developing customer surveys, specifying and classifying customer requirements
- Basic Tools – Brainstorming, Cause and Effect Diagram, Affinity Diagram, Pareto Charts
- Process Mapping – SIPOC, Value Stream Mapping, Swim Lane Chart, Process Flow Charts
- Introduction to Variation and Basic Statistics – Normal Distribution, Measures of Central Tendency (Mean, Median, Mode), Measures of Variation (Variance, Standard Deviation, Range), histograms
- The Value of Cycle Time – Relationship of Cycle Time, WIP, and Throughput (Little's Law), Cycle Time in Traditional vs. Lean Operations, Define Process Cycle Efficiency, How to Measure Cycle Time
- Control Charts – Special Cause vs. Common Cause Variation, Types of Control Charts (Average, Range, Moving Range, Individuals, P-charts), Interpreting and applying control charts
- Waste Reduction
- 5S
- Exam

### *What You Will Learn:*

Upon completion of this course, you will be able to:

- Design and develop Lean Six Sigma projects
- Determine process capability
- Employ the DMAIC process
- Perform basic statistical analysis on process measurements
- Prepare root cause and cause effect analysis
- Support and champion Six Sigma implementation in your organization
- Communicate using Lean Six Sigma concepts

### *Exam & Certificate*

Once the participant has successfully completed the examination, the Institute of Industrial and Systems Engineers will award the Green Belt Certificate.