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**TN**

**Tennessee  
State Government**

Leadership



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# **BLACK BELT PROGRAM**

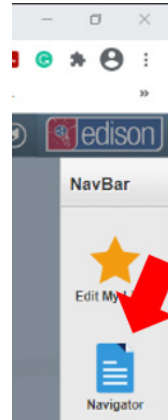
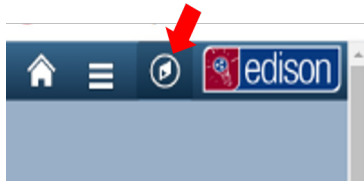
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**TENNESSEE GOVERNMENT LEADERSHIP**

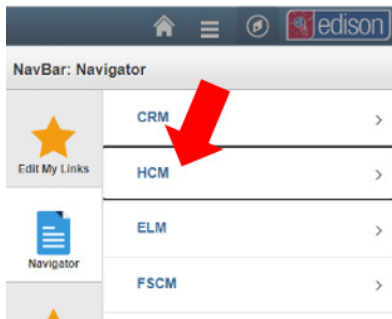
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## BLACK BELT NAVIGATION IN EDISON

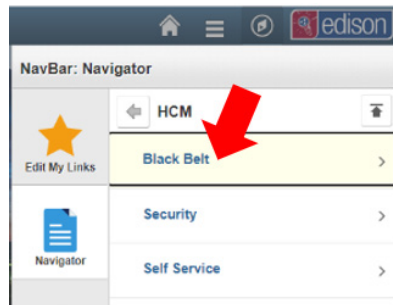
1. After logging in to Edison click on NavBar 2. Click on Navigator Icon



3. Click on HCM



4. Click on Black Belt



- **Member Home** (Current status, Points, Earned Points, Remaining Points and Rollover Points)
- **Add Activity** (Category, Activity, Points Requested, Date of Activity, and Comments for any activity posted)
- **FAQ** (Information for Pay it Forward Projects)
- **Committee Contacts** (Black Belt Committee Members, Contact Information)
- **Suggested Reading List** (List of leadership books to continue learning and development in leadership journey)
- **Portfolio Preparation** (What should be maintained to receive points and move from one belt level to the next)

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## OVERVIEW

The Tennessee Government Leadership (TGL) Black Belt Program (BBP) is a self-directed, structured development opportunity for Tennessee State Government leaders.

Leaders are eligible to join the Black Belt Program upon the completion of one of the following:

- Tennessee Government Executive Institute
- Tennessee Government Management Institute
- LEAD Tennessee
- HR Master Series
- Accelerated Leadership Institute
- Agency-specific programs sponsored by DOHR:
  - Commissioner's and Appointing Authority's Leadership Academies and Institutes
- Certification for Tennessee Center for Performance Excellence (TNCPE) Board of Examiners

There are six levels of the Black Belt Program: White, Yellow, Orange, Blue, Green, and Black. To advance from one belt level to the next, participants must earn the specified number of points in the Strategic Development and Service categories. At the initial Belt levels, Strategic Development is the most emphasized component because personal learning is fundamental to professional development. As participants advance through the belt levels, Service (both internal to state government and external to the community) becomes the more emphasized component. The program culminates at the Black Belt level where, in addition to the Strategic Development and Service points, the participant must complete a "Pay It Forward" project, recognizing the importance of investing and focusing on others.

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## FAQ

### Is there a cost to me or my agency to participate?

There is no cost to enroll in the BBP and most of the activities can be completed at no cost. However, some of the activities may involve a fee, such as taking a TGL Alumni Leadership module or attending a professional conference. In those cases, it is your responsibility to either pay the fee or obtain your agency's consent to pay the cost.

### How do I move from one level to another?

Simply keep up with the activities you complete to earn your next belt using the BBP on-line tracking system. Participants will be notified of upcoming reviews by the Black Belt Committee. The primary requirement to move from one belt to another is to complete the number of points for each prior belt level.

### Do past activities count?

In most cases, the activity must be completed during the time frame you are working on a particular belt. For example, if you served on a board two years ago, you could not count that service toward your current BBP participation. Points are only accumulated for current activities. The only exceptions are previous completion of a DOHR-sponsored statewide or agency-specific leadership program and LEAN or 6 Sigma certification regardless of when it occurred. These will be counted in the points for earning your Yellow Belt. For example, completing one leadership development program earns you the White Belt. Any second (or third) leadership development program you have completed in the past will add relevant points immediately toward your Yellow Belt, when entered in the on-line activity tracker. Any programs completed during your BBP participation will also be eligible.

### How is the program maintained/administered?

The program was developed by the Black Belt Committee of the inaugural TGL Council in 2013, and is administered by members of the current TGLC, the BBP Committee and the Commissioner and Learning Leadership Development Assistant Commissioner and Director of Conferences and Events of DOHR.

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## Strategic Development

Strategic Development points are earned by participating in activities that advance ones technical and leadership skills. Leaders should be life-long learners, always seeking to improve themselves. The Strategic Development category includes such activities as training, leadership development programs, seminars, webinars, and conferences.

## Service Points

The Black Belt Program requires participants to increase their participation in service activities as they advance through the belt levels. While Strategic Development is fundamental, the philosophy of this program is to encourage the advanced leader to pay-it-forward through service activities. The service points are broken into two categories - Internal and External. Generally, one point is given per hour of service.

- **Internal Service**

Internal Service points are earned by participating in activities within Tennessee state government that serve the organization as a whole. When claiming Internal Service points, it is important to understand that activities which are a part of your routine or assigned job responsibilities are ineligible for credit. The Internal Service category includes such activities as being a mentor to another state employee serving on a TGL steering committee, or volunteering at a TGL event.

- **External Service**

External Service points are earned by serving in activities outside Tennessee state government. There are unlimited ways that these points may be earned. Some examples are volunteering with a community organization or non-profit, coaching a sport, or helping the under-privileged in the community.

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## PAY IT FORWARD PROJECT

The Pay It Forward (PIF) project is focused on others; it is an opportunity for you to demonstrate your leadership skills to impact others and make a positive difference. The PIF project demonstrates your ability to plan, organize, lead and manage. It is the pinnacle of the Black Belt Program.

Key aspects of the PIF Project to remember:

- As with other service activities, the PIF project cannot be part of your job. It must not be part of your routine or assigned job responsibilities or in your S.M.A.R.T. Plan/IPP.
- Once your Blue Belt has been approved, you may begin work on your PIF letter of Intent.
- The project must be of a large enough scope that a minimum investment of 50 hours of your time is required to complete your project.

The general timeline for submission of PIF Project documents is the following:

1. To have the opportunity to receive your Black Belt at the Annual Tennessee Government Leadership Conference, you must submit your PIF letter of Intent to the Black Belt Committee a minimum of 8 months prior to the date of the Annual Conference. You may want to submit the form even earlier if your project is particularly time involved. Email submission of PIF Letter of Intent to the [Leadership.Council@tn.gov](mailto:Leadership.Council@tn.gov).
2. The Black Belt Committee will take one of the following two actions:
  - a. Within 45 days, approve your PIF Letter of Intent without further questions or comments, or
  - b. Within 45 days, schedule an in-person meeting with the Black Belt Committee to discuss the proposed project.
3. While working on your project, you must make sure you have earned and entered into the on-line point tracking system the required Strategic Development, Internal Services, and External Service points needed for the Black Belt level.
4. While working on your PIF project, you must track at least 50 hours of the time committed to the development, implementation and evaluation of your PIF project.
5. You must submit your completed PIF Final Summary Report for review and approval by the Black Belt Committee 3 months PRIOR to the Annual TGL Conference.
6. After completion of your PIF project, you will be invited to make a presentation to the TGL Council.

The PIF project Letter of Intent form requires the following information to be provided for the Black Belt Committee to review and approve:

- Project purpose/goal and overview
- Project sponsor - names

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## PAY IT FORWARD PROJECT

- Stakeholders/target audience
- Collaborators
- Impact of Project and key project deliverables
- Project approach/work-plan of project
- Sustainability plan
- Evaluation plan
- Project leader and role(s)
- Communication plans

The Black Belt Committee will review your submission and advise you of the approval status. If there are any questions, you will be contacted to set up an in-person meeting to discuss your proposed PIF project.

After you have implemented your approved PIF Letter of Intent and completed the project as outlined in the Letter of Intent, the following activities must occur to receive final approval of your Black Belt:

1. You must fill out the Final Summary Report and Submit it a minimum of 3 months prior to the Annual TGL Conference to [Leadership.Council@tn.gov](mailto:Leadership.Council@tn.gov). The final Summary Report form includes the same informational areas listed above for the Letter of Intent form. In general, for the Final Summary Report, you will be summarizing your project, your experience conducting the project, the evaluation of the successful completion of the project, and how sustainability of the project has been implemented.
2. The Black Belt Committee will take one of the following two actions:
  - a. Within 45 days, approve your PIF Final Summary Report without further questions or comments, or
  - b. Within 45 days, schedule an in-person meeting with the Black Belt Committee so you can provide clarifying information about the Summary Report.
3. While working on your PIF project your you will have earned and entered into the on-line point tracking system the required Strategic Development, Internal Service, and External Service points needed for the Black Belt level.
4. Once you receive approval of your Final Summary Report, you will need to go into the on-line point tracking system and add in your 50 points for your PIF Project. Your Black Belt will then be put in "Pending" Status by the on-line point tracking system.
5. The Black Belt Committee will then review all points in the on-line tracking system and as a final step approve your Black Belt in the system.
6. After the approval of your Black Belt in the on-line system, you must make a presentation to the TGL Council about your PIF project at one of the monthly meetings PRIOR to the TGL Conference.

Your Black Belt will be awarded at the next annual TGL Conference.

# BLACK BELT PROGRAM POINTS CHART

WHITE BELT	YELLOW BELT	ORANGE BELT	BLUE BELT	GREEN BELT	BLACK BELT	
GRADUATE FROM A DOHR-SPONSORED LEADERSHIP DEVELOPMENT PROGRAM AND REGISTER ONLINE	Strategic Development Points <b>60</b>	Strategic Development Points <b>55</b>	Strategic Development Points <b>50</b>	Strategic Development Points <b>45</b>	Strategic Development Points <b>40</b>	
	Service Points <b>20</b>	Service Points <b>30</b>	Service Points <b>40</b>	Service Points <b>50</b>	Service Points <b>60</b>	
<b>TOTAL</b> POINTS PER BELT	<b>80</b> POINTS	<b>85</b> POINTS	<b>90</b> POINTS	<b>95</b> POINTS	<b>100</b> POINTS	<b>450</b> POINTS
					PAY IT FORWARD PROJECT	<b>50</b> POINTS
<b>TOTAL POINTS ACCUMULATED FOR BLACK BELT LEVEL</b>						<b>500</b> POINTS

ACCUMULATED POINTS

## EXAMPLES OF STRATEGIC DEVELOPMENT POINTS

Activity	Points
• Attend a leadership conference - 1 day or less .....	10
• Attend a leadership conference - longer than 1 day .....	20
• Attend a technical conference - 1 day or less .....	5
• Attend a technical conference - longer than 1 day .....	10
• Attend a Toastmaster's International Meeting .....	5
• Attend other seminars, training sessions, etc. ....	5
• Attend a quarterly Leadership Book Club meeting .....	5
• Become a Mentor in Mentor Tennessee .....	20
• Become certified to facilitate a TGL Alumni Leadership Module .....	20
• Complete a semester-long college or university class .....	40
• Complete TGL Alumni Leadership module Training (per module) .....	10
• Interview a leader in the government arena (state, federal, local), the community, or in business; write up the interview; and submit for publication in the TGLC Alumni Newsletter .....	10
• Participate in a Lunch and Learn type activity, webinar, etc. ....	5
• Participate on a LEAN team/in a Kaizen event .....	20
• Read a book from the approved leadership reading list and submit a summary for possible publication to the TGLC Alumni Newsletter .....	5
• Train and become certified as a TNCPPE Board of Examiners member ....	30

**The following 5 activities are the only ones that can be counted if they were completed prior to enrolling in the Black Belt Program.**

• Become a LEAN facilitator .....	40
• Earn a 6 Sigma Belt/Certification .....	40
• Earn 4DX Team Leader Certification .....	40
• Complete a second or subsequent TGL program (i.e., LEAD, TGMI, TGEI) or agency-specific leadership program sponsored by DOHR ....	40
• Certified Public Manager Certificate .....	40

## EXAMPLES OF INTERNAL SERVICE POINTS

Activity	Points
• Attend your TGL program's Alumni meeting/event .....	1/hr
• Be a mentor; Facilitate a Fundamental Supervisor Skills and Advanced Management Skills (to another state employee) .....	1/hr
• Facilitate a LEAN/Kaizen event .....	1/hr
• Lead a 4DX Team .....	1/hr
• Serve on the TGLC .....	1/hr
• Serve on your TGL program's alumni or steering committee .....	1/hr
• Teach a class to co-workers or other state agencies that isn't part of your normal job responsibilities .....	1/hr
• Volunteer to assist with the TGL annual leadership conference .....	1/hr
• Volunteer with your TGL program's alumni or steering committee (i.e., organize brown bag lunch, alumni breakfast meeting, etc.) .....	1/hr

## EXAMPLES OF EXTERNAL SERVICE POINTS

Activity	Points
• Be a mentor (to non-state employee) .....	1/hr
• Serve as Big Brother/Sister .....	1/hr
• Clean a neighbor's yard who cannot do it themselves .....	1/hr
• Serve on community/non-profit boards/commissions .....	1/hr
• Clean up trash along a river, roadway, or park .....	1/hr
• Set up a web page for a non-profit agency .....	1/hr
• Clear a new trail at a nature center or park .....	1/hr
• Share a talent through teaching a class .....	1/hr
• Coach a "little league" sport .....	1/hr
• Shop or prepare meals for those who aren't able .....	1/hr
• Create a habitat for wildlife .....	1/hr
• Start a neighborhood watch program .....	1/hr
• Help with a neighborhood revitalization or Habitat for Humanity .....	1/hr
• Take a life saving/CPR class .....	1/hr
• Honor a U.S. military veteran .....	1/hr
• Volunteer as a counselor at a local summer camp .....	1/hr
• Organize a self-defense workshop .....	1/hr
• Volunteer to clean up trash at a community event or county fair .....	1/hr
• Serve as a TNCPPE Board of Examiners member, completing one full team assignment during the year, (Please note that training and certification should be entered under Strategic Development) .....	1/hr
• Volunteer to lead a youth club .....	1/hr



## THE BLACK BELT PROGRAM

is sponsored by the  
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