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INSTRUCTIONS

This document will walk Black Belt Leadership Program (Black Belt) members through the process of adding activities, applying for belt promotions and give an overview of all the pages Black Belt Members have access to.

NAVIGATION

Once a user has been given access to the Black Belt Navigations in Edison, they should see a folder under the main menu to access the Black Belt member pages. To access these pages, please click the compass in the top right-hand corner of Edison:

Then click the Navigator button: then navigate to the following menu:

HCM >		Black Belt >
	then	

This should bring up a new folder with the options below.

Member Home

Add Activity

FAQ

Committee Contacts

Suggested Reading

Portfolio Preparation Info

REGISTRATION (NEW MEMBERS)

New members of the Black Belt Program may need to register the first time they access Black Belt pages. Members that attempt to access the "Member Home" or "Add Activity" page when not registered will see the user registration page below.

To register, simply select the Belt Delivery method from the following choices:

The member can enter any goals for participating in the TGL Black Belt Leadership Program and then select the program they graduated from (examples include: TGMI, TGEI, LEAD, etc.) and the graduation year. If the member graduated from multiple programs before registering for Black Belt, they can add multiple programs to the list, along with the graduation year of each. When completed, the form should look something like this:

TN | Department of **Finance & Administration** | Strategic Technology Solutions

‹ **Portfolio Preparation**   **Member Registration**

Member Registration

Welcome to the Black Belt Registration page. If you are seeing this page, our records indicate you have not registered for the Black Belt program yet. Registering allows you to begin entering Activities to work toward future Belts.

Intent to Participate

Acknowledgement

☑ I understand that completion of my most recent TGL program automatically qualifies me as a White Belt in the TGL Black Belt Leadership Program, and that I may be awarded points toward my yellow belt for prior completion of the other TGL programs I have indicated. However, most other point awards, with a few exceptions as noted in the activity tracking information, are limited to activities in which I am currently involved at the time of this application or that I will undertake during the course of my participation in this program.

Select Method of Belt Delivery :

| Next TGLC Meeting ⌄ |

Provide a brief statement regarding your goals for participating in the TGL Black Belt Leadership Program:

This is a test Goal. Please enter your goal here.

Alumni and Graduated Year

TGMI ⌄	2017
:: Select Alumni :: ⌄	YYYY
:: Select Alumni :: ⌄	YYYY
:: Select Alumni :: ⌄	YYYY
:: Select Alumni :: ⌄	YYYY

Submit Answers

MEMBER HOME

After completing registration or clicking on the Member Home link **Member Home** the page below will appear. This will allow members to see the status of each belt, as well as the progress of the current "In Progress" belt.

Test Employee , Belt : *Yellow*

Category Name	Points	Earned Point	Remaining Points	Rollover Point
External Service	10	0	10	0
Internal Service	10	0	10	0
Strategic Development	60	0	60	0

ADDING ACTIVITIES

There are two ways to add activities. The "Add Activity" method is the quickest, but starting at the Member Home Page can provide more insight into the amount of points required as well as activities that have been entered for the current "In Progress" belt. See the section below if the Black Belt is already in "Pending," "Approved' or "Delivered" status. Otherwise, skip to the "Add Activity" method.

Note for members who have earned their Black Belt

After earning the Black Belt (the status of the Black Belt is in "Pending," "Approved" or "Delivered") members will need to use the "Add Activity" method below rather than going through Member Home page. From the "Add Activity" page, clicking the "Go to Summary" button on page will show a list of all activities that have been added since the Black Belt changed to the "Pending" status.

Add Activity Method

This is the easiest and quickest way to add an activity. To do so simply Select Add Activity from the

Add Activity

menu:

To add an activity, see the "Adding an Activity" section below.

Adding an activity via Member Home Page

Member Home

Members can also click the Member Home menu item:

This will lead to the Member Home Page (for more information on the Member Home page, please see the section above about the page) and the status of each belt will be shown:
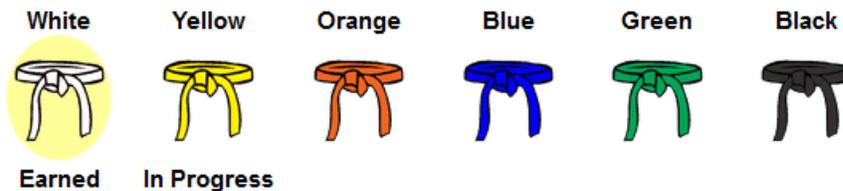
To add an activity, click the belt that is marked "In Progress". This will open the Member Points Summary page, which can be seen below:

Test Employee , Belt : Yellow

Category Name	Required Points	Earned Points	Remaining Points	Rollover Point
External Service	10	0	10	0
Internal Service	10	0	10	0
Strategic Development	60	0	60	0

Export to Excel   **Add Activity**

From here, clicking "Add Activity" will lead to the Add Activity page. An explanation of that page is found in the "Adding an Activity" section below.

Adding an Activity

After selecting this option the page below will appear:

Category:

[Choose one ▾]

Activity:

[Choose one ▾]

Point:

[0]

Date:

[MM/DD/YYYY]

Comment:

[   ]

[Add]   [Go to Summary]

Category:

[Choose one ▾]

| Choose one |
| External Service |
| Internal Service |
| Strategic Development |

To add an activity start by selecting the activity category:

Then select an activity via the dropdown under "Activity:" An example of the activities under Strategy Development can be seen below:

Activity:

[Choose one ▾]

| Choose one |
| Attend a leadership conference - > 1 day. |
| Attend a leadership conference - 1 day or <. |
| Attend a technical conference - > 1 day. |
| Attend a technical conference - 1 day or <. |
| Attend other seminars, training sessions, etc. |
| Be a mentee. |
| Become a LEAN facilitator. |
| Become certified to facilitate a TGL Alumni Leadership Module. |
| Complete a second or subsequent DOHR-sponsoredstatewide (i.e., LEAD, TGMI, TGEI) or agency-specific (i.e., HR Masters, Green Leadership, or Commissioner?s Academies) leadership development program. |
| Complete a semester-long college or university class. |
| Complete TGL Alumni Leadership Module Training (per module). |
| Earn 4DX Team Leader Certification. |
| Earn a 6 Sigma belt. |
| 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 TGL alumni newsletter. |
| Participate in a Lunch and Learn type activity, webinar, etc. |
| Participate on a LEAN team/in a Kaizen event. |
| Attend a TGL Book Club meeting. |
| Participate in Toastmasters International program organizing/planning activities (1 point per hour). |
| Attend a Toastmaster's International Meeting. |

The points will be filled in automatically based on the points assigned by the committee to the activity, with the exception of activities that default to 1 point. Please see further information about activities that default to 1 point below.

Enter the date of the activity and then a comment about the activity. For any questions about what should be included in activity comments please contact the Leadership Council.

Once the sections have been completed, clicking "Add" will add the activity to the current "In Progress" belt. It should look similar to the example below.

Category:
Strategic Development

Activity:
Attend a leadership conference - > 1 day.

Point:
20

Date:
10/25/18

Comment:
This is a test Activity. Please enter your comment about the activity here.

[Add] [Go to Summary]

The newly added activity will show up on the Member Point Summary page:

Test Employee , Belt : Yellow

Category Name	Required Points	Earned Points	Remaining Points	Rollover Point
External Service	10	0	10	0
Internal Service	10	0	10	0
Strategic Development	60	0	60	0

[Export to Excel] [Add Activity]

	Edit	Category Name	Description	Points	Earned Points	Activity Date	Date Entered	Comments
1	[Edit]			0	20	10/25/2018	10/25/2018	(will rollover) This is a test Activity. Please enter your comment about the activity here.

One Point Activities

Many activities in the Internal Service and External Service categories and some in Strategic Development will default to only 1 point. An example of this can be seen below:

Category:
Internal Service

Activity:
Volunteer to assist with the TGL annual leadership conference.

Point:
1

Date:
MM/DD/YYYY

Comment:

[Add] [Go to Summary]

These activities are based on the number of hours the activity was performed. In the example above, if the member assisted with the annual Leadership conference for 3 hours, then they would update points to be 3 and indicate they assisted for 3 hours in the comments. In the example below, the amount of points has been updated to 3 and the date added. All that's left to do would be to add the necessary comments.

Category:

Internal Service

Activity:

Volunteer to assist with the TGL annual leadership conference.

Point:

3

Date:

10/27/2018

Comment:

[Add] [Go to Summary]

MEMBER POINT SUMMARY PAGE

The Member Point Summary page will show up after clicking a belt that has a status. Here's an example of this:

| White | Yellow | Orange | Blue | Green | Black |
| Earned | In Progress | | | | |
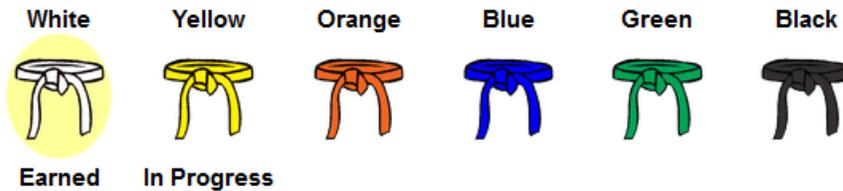
In this example, only the Yellow belt would be selectable. Clicking the yellow belt would bring up the page below:

Test Employee , Belt : Yellow

Category Name	Required Points	Earned Points	Remaining Points	Rollover Point
External Service	10	0	10	0
Internal Service	10	0	10	0
Strategic Development	60	20	40	0

[Export to Excel] [Add Activity]

	Edit	Category Name	Description	Points	Earned Points	Activity Date	Date Entered	Comments
1	Edit	Strategic Development	Attend a leadership conference - > 1 day.	20	20	10/25/2018	10/25/2018	This is a test Activity. Please enter your comment about the activity here.

This page will show the remaining points for each category for the belt clicked and if the belt is in the "In Progress" status, the Add Activity and Edit buttons will be displayed.

In the belt statuses below, any of the belts could be clicked on but the edit and add activity buttons would not be visible because none of the belts have an "In Progress" status.

White	Yellow	Orange	Blue	Green	Black
Earned	Approved	Pending	Pending	Pending	Pending
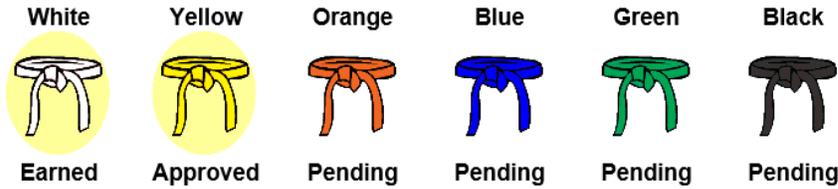
EDITING OR DELETING AN ACTIVITY

To edit an Activity, click the Edit button next to the activity in question on the Member Point Summary page:

Test Employee , Belt : Yellow

Category Name	Required Points	Earned Points	Remaining Points	Rollover Point
External Service	10	0	10	0
Internal Service	10	0	10	0
Strategic Development	60	20	40	0

Export to Excel	Add Activity

	Edit	Category Name	Description	Points	Earned Points	Activity Date	Date Entered	Comments
1	Edit	Strategic Development	Attend a leadership conference - > 1 day.	20	20	10/25/2018	10/25/2018	This is a test Activity. Please enter your comment about the activity here.

Edit Activity Page

The Edit Activity Page below will give several options to change or remove the activity.

Edit Activity

Category:
Strategic Development

Activity:
Attend a leadership conference - > 1 day.

Point:
20

Date:
10/25/2018

Comment:
This is a test Activity. Please enter your comment about the activity here.

Update	Delete	Go to Summary

The points, date and comment can be updated as needed. After the updates are completed, simply click "Update". There is not a way to change the category and activity, if these are incorrect, the activity should be deleted. See "Deleting an Activity" below.

Clicking "Go to Summary" will return to the Member Point Summary Page without any changes taking effect.

Deleting an Activity

Activities can be deleted from the "Edit Activity" page. Here's an example of an activity:

The "Delete" button can be used to remove activities. Once deleted, the activity and points will be removed from the Member Points Summary page.

Editing or Deleting Rollover Activities

Activities that rollover from one belt to the next (for example, 10 points are needed for external service and 12 points are entered in one activity) will be split into two activities. One will begin with (using x of x). This activity can be edited or deleted like any other. Editing or deleting this activity will update both that activity and the second half of the split activity.

The other part of the split activity will begin with (will rollover x of x) cannot be edited or deleted. When clicking Edit next to this type of activity, the edit page will come up, but it cannot be updated and the only option will be "Go to Summary." An example can be seen below:

BELT COMPLETION SURVEY

After obtaining all the points for a particular belt (the remaining points on the Member Point Summary page equals zero for all categories) clicking "Add Activity" again will show the Belt Completion Survey page. This page will look very similar to the Portfolio Preparation info page.

An example of the page can be seen below. The blanks for the answers will be empty; text was added in the screenshot below to give a better idea of what should be entered. Once the answers to all questions have been filled in, click "Submit answers." This will generate the next belt if the current belt is not the Black Belt.

Belt Completion Survey

ADVANCEMENT IN BELT LEVELS

Congratulations on completing the necessary points to earn your next belt level!

The tracking system knows when you become eligible for advancement, and you will receive an email from the Leadership Council when your portfolio of supporting documentation is needed for review. The Leadership Council meets to approve advancement between belt levels twice a year.

What is a Portfolio

In order to provide the Leadership Council with information about your activities and progress, please maintain documentation as noted below:

1. Copies of brochures, agendas, speaker notes, etc., and/or certificates for any conference, seminar, webinar, lunch and learn, or similar type of activity for which you have amassed points.

2. Copies of interviews with a leader or leadership reading list book summaries submitted for publication in the TGL program newsletter.

3. Copies of any certifications earned for Lean, 6 Sigma, 4DX Team leadership, State Mentoring, TGL Program Module facilitation, TNCPE Examiner, or other training completed.

4. Copies of training rosters, certificates of completion/attendance, or report cards for related educational/developmental classes completed.

5. Records that you maintain yourself documenting participation in other activities for which you have accrued points for this belt level, such as being mentored, working on a project to enhance leadership abilities while benefiting the State (to fulfill the 50 points requirement in the Pay It Forward Activities section), internal and external community volunteerism activities, etc.

6. Tennessee Government Leadership programs will be verified by DOHR staff and you need not maintain or submit documentation for those once you note them on your activity tracker.

Note: Any reasonable form of documentation you can provide or which you maintain records for (regarding time spent/dates of activities) will be acceptable proof of your participation. As Tennessee Government leaders, your integrity and honesty are not in question by the TGL Council as they review your information. They are simply seeking to verify the types of activities and number of points to be awarded.

Finally, please answer the following questions in detail.

☑ I grant permission for the committee to publish my answers for promotional purposes.

1. What has been the most significant community service activity in which you participated? Why?

> This is a test answer. Please enter your answer for question 1 here.

2. What has been the most significant personal development activity in which you have participated? Why?

> This is a test answer. Please enter your answer for question 2 here.

3. What professional and personal goals did you achieve during this belt level?

> This is a test answer. Please enter your answer for question 3 here.

4. What professional and personal goals have you set for your next level?

> This is a test answer. Please enter your answer for question 4 here.

Submit Answers

FAQ PAGE

FAQ

The FAQ page can be accessed via the FAQ link in the Black Belt menu. This will open the FAQ page, an example of which can be seen below:

Black Belt FAQ

Frequently Asked Questions

Pay It Forward Project

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

Links to Pay It Forward Project Documents:
1. Pay It Forward Project Description
2. Pay It Forward Project Intent Form (Please save the form after completion)
3. Pay It Forward Project Summary Form (Please save the form after completion)

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

There is no cost to enroll as a member of 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 Program Leadership module or attending a professional conference. In those cases, it is your responsibility to either pay the fee or obtain your employer's consent to pay the cost.

How do I "test" to 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, located at https://www.tn.gov/hr/l/hr-tn-government-leadership/bbp.html. The BBP Committee will notify participants of upcoming review dates to ensure adequate time to complete all entries. Reviews will be conducted at least twice annually, in the spring and fall. 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 after your enrollment in the BBP. Example: You served on a community volunteer board two years ago, but joined the BBP this year. You cannot count that service toward your current BBP participation. The only exceptions are previous completion of a DOHR-sponsored state-wide or agency-specific leadership development program, and Lean, Six Sigma, or 4DX team leader certification, regardless of when it occurred. These can be claimed as points earned toward your yellow or later belts. 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 be eligible, as well.

How is the program maintained/administered?

The program was developed by the Vision Committee of the inaugural TGL Council in 2013, and is administered by members of the current TGLC, the BBP subcommittee, and the Commissioner and State Chief Learning Officer of DOHR. Contact information for the current TGLC members and the State Chief Learning Officer can be found on-line at https://www.tn.gov/hr/l/hr-tn-government-leadership/bbp.html.

COMMITTEE CONTACTS

The Committee Contacts page can be found by clicking the "Committee Contacts" link

Committee Contacts

under the Black Belt Menu.

This page displays the Black Belt Committee Members and their contact information. The committee members and their information can be updated by the committee, so an example is not included here.

SUGGESTED READING

The Suggested Reading Page can be found by clicking on the "Suggested Reading" option

Suggested Reading

under the Black Belt Menu.

This page contains a list of books that the Committee recommends to be read as a potential Strategic Development Activity. The "Export All Records to Excel" button allows the list to be exported to Excel. Here's an example of the page:

	Book Title	Book Author
1	A Whole New Mind	Pink, Daniel
2	Accelerate (XLR8)	John P. Kotter
3	Be a People Person: Effective Leadership Through Effective. Relationships	Maxwell, John C.

Export All Records to Excel

Suggested Reading

PORTFOLIO PREPARATION INFO

This page contains similar information to the Belt Completion Survey page. It can be accessed via the

Black Belt menu by clicking "Portfolio Preparation Info" link.

Portfolio Preparation Info

An example of the page can be seen below:

Portfolio Preparation

What is a Portfolio

In order to provide the Leadership Council with information about your activities and progress, please maintain documentation as noted below:

1. Copies of brochures, agendas, speaker notes, etc., and/or certificates for any conference, seminar, webinar, lunch and learn, or similar type of activity for which you have amassed points.

2. Copies of interviews with a leader or leadership reading list book summaries submitted for publication in the TGL program newsletter.

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4. Copies of training rosters, certificates of completion/attendance, or report cards for related educational/developmental classes completed.

5. Records that you maintain yourself documenting participation in other activities for which you have accrued points for this belt level, such as being mentored, working on a project to enhance leadership abilities while benefiting the State (to fulfill the 50 points requirement in the Pay It Forward Activities section), internal and external community volunteerism activities, etc.

6. Tennessee Government Leadership programs will be verified by DOHR staff and you need not maintain or submit documentation for those once you note them on your activity tracker.

Note: Any reasonable form of documentation you can provide or which you maintain records for (regarding time spent/dates of activities) will be acceptable proof of your participation. As Tennessee Government leaders, your integrity and honesty are not in question by the TGL Council as they review your information. They are simply seeking to verify the types of activities and number of points to be awarded.

Finally, please answer the following questions in detail.

1. What has been the most significant community service activity in which you participated? Why?

2. What has been the most significant personal development activity in which you have participated? Why?

3. What professional and personal goals did you achieve during this belt level?

4. What professional and personal goals have you set for your next level?

FURTHER QUESTIONS?

Any further questions or issues should be directed to the Leadership Council