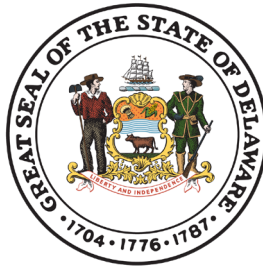


State of Delaware



PROJECT & PROCESS LEADERSHIP PROGRAM

*Part of the Advanced Continuous Improvement
Practitioner Training Series*



*Building our capacity for leadership, innovation,
and efficiency in state government*

Funding provided by the
First State Quality Improvement Fund

Project and Process Leadership Program

Overview

Project and Process Leadership is a comprehensive training program designed to enhance the State's internal capacity to promote, facilitate, and implement continuous improvement efforts by developing the essential skills and strategies practitioners need to effectively lead projects and teams to success. This program builds on the training offered in the Continuous Improvement Practitioner (CIP) Program and focuses on the people-centric skills that will improve the effectiveness of the CIP tools and increase the engagement of team members, sponsors, and customers in the improvement efforts. These skills are critical for driving innovation, fostering collaboration, and achieving organizational goals.

Program and Benefits

This program is delivered through a combination of interactive workshops, online and instructor-led training courses, case studies, and group exercises. Participants will have the opportunity to learn from experienced facilitators, apply their learning to real-world challenges, and expand networking relationships with fellow continuous improvement practitioners.

Key Focus Areas

- **Continuous Improvement Leadership:** Understanding the core principles of effective leadership, including communication, motivation, conflict resolution, and decision-making.
- **Facilitation Skills:** Cultivating high-performing teams through effective meeting facilitation, presentation skills, managing information, and building stakeholder engagement.
- **Strategic Thinking:** Developing the ability to align project goals with organizational objectives, anticipate future challenges, and identify opportunities for innovation and improvement.

This program will enhance participants' skills in facilitation, communication, leading effective meetings, engaging sponsors and other stakeholders, managing change, and thinking strategically. It will also help them motivate and manage their project and process improvement teams through team building, managing conflicts, and coaching.

Eligibility

This program is designed for State employees who are currently in or who will fill a role responsible for continuous improvement in their organizations and have successfully completed Continuous Improvement Practitioner (CIP) training. Agency leadership is expected to support program graduates by giving them dedicated time and resources to complete the program, lead continuous improvement projects, and participate in GEAR Field Team and Delaware Quality Partnership activities.

Commitment

To meet the requirements of this program, participants must complete all online training assignments, attend an offering of each of the three required workshops, and participate in the final forum activity. Participants must also spend additional time outside of the workshop schedule to complete training assignments. After completion of the program, graduates are expected to use the skills and knowledge gained to make on-going contributions to continuous improvement efforts in their organizations and continue to be contributing membership on the GEAR Field Team.

Cost

This training is being fully funded by the First State Quality Improvement Fund.

Sponsored by:



Delaware Department of
Human Resources





Project and Process Leadership Application

Instructions

Applications for the Project and Process Leadership Applications are accepted on an ongoing basis. Applicants must have successfully completed the CIP Program.

To Apply:

1. Download and save the PDF form to your computer or network drive. Open it in Adobe Reader (not your browser).
2. Complete the application, save your changes as a new file, and send it to your supervisor for approval.
3. To submit your completed application, please upload it to our [Application Portal](#).

Applicant Information Section

The applicant is required to complete all fields in this section.

Date:	Applicant's Legal Name:	Applicant's Preferred Name (Optional):	
Employee ID Number:	Preferred Pronoun (Optional):	Email Address:	
Department/Division:		Job Title/Position:	
Work Address:		Work Telephone Number:	State Locator Code (Optional):
City:	State:	Zip:	

Supervisor's Approval

All fields in this section are required to be completed and signed by the applicant's supervisor.

Supervisor's Name:	Job Title/Position:		
Email Address:	Work Telephone Number:		
Work Address:			State Locator Code (Optional):
City:	State:	Zip:	
☐ I nominate this applicant for enrollment in the Project and Process Leadership program.			
☐ I will support this applicant's requests to attend the required training.			
Typing your name will constitute approval:			Date:

SAVE

CONFIDENTIALITY NOTICE: Information contained in this application is confidential.

For questions about this program, contact DHR Training and HR Solutions at statewide_training@delaware.gov.