

Business Process Improvement Shared Service Custom Training Agreement

This document outlines an agreement between the Business Process Improvement (BPI) Shared Service and

_____.
(Department Name and Campus)

Description of Services

The BPI Shared Service agrees to provide customized half-day Lean Concepts and Facilitation Skills training sessions, as arranged by _____, with the terms listed below.
(Department Name)

Course Descriptions

Lean Concepts

In this upbeat and interactive training course, attendees will learn about Lean Concepts and Tools which will help uncover and eliminate unnecessary activities in processes, making work more efficient. Attendees will be expected to fully participate in discussions on how and where to apply Lean Concepts and Tools as well as engage in fun and educational games that illustrate what the class has learned.

Facilitation Skills

This interactive workshop is intended for new facilitators who want to develop and/or improve their facilitation skills. The course will cover the fundamental facilitation tools that can be applied to any type of facilitated session, whether it is a staff meeting, planning session, a brainstorming session, or any kind of meeting that you want to be meaningful and productive.

Schedule

Specify desired dates/times and location using this table. Additional sheets may be attached if needed.

Course	Date	Time	Location

Terms

- _____ will manage session scheduling, facility reservations, and participant registration.
(Department Name)

- BPI Shared Service will provide an electronic version of the training manual and materials with instructions for printing. _____ agrees to print manuals and materials for each participant prior to each session using the instructions provided.
(Department Name)
- Each session will have a minimum of 5 participants and a maximum of 30 participants. Exceptions should be discussed and agreed upon by all parties.
- _____ will notify BPI Shared Service of cancellation at least 1 week prior to the session.
(Department Name)
- A _____ representative will provide a brief introduction and explanation on how this training aligns with organizational goals at the start of each session. The BPI Shared Service trainer will facilitate a discussion to identify opportunities for employing the learned concepts and tools at _____ in order to achieve stated goals.
(Department Name)
- _____ will provide BPI Shared Service with an attendance list following each session.
(Department Name)
- BPI Shared Service will invoice _____ for all sessions held at the completion of this agreement, no later than 1 month after the last session.
(Department Name)

Cost Details

- Personnel costs will be invoiced at a rate of \$58.24 per hour for each 4 hour session (3 hours for class, 1 hour for setup and after class questions/cleanup). The expected total cost is (calculate Total Cost given cost per session and the desired number of sessions):

\$58.24/hour x 4 hours/session x _____ sessions = \$

- Training manual and materials printing costs are not included in the cost quote and will be the responsibility of _____.
(Department Name)
- Any travel expenses (e.g., mileage, lodging, per diem) will be billed directly when processing the reimbursement requests in TEM by using the Travel CFOP listed below.

Approval

Upon approval of this proposal, please sign, date, and include the account you'd like to use. Return this form by email to processimprovement@uillinois.edu.

Signature:	Date:
Printed Name / Title:	
Email Address:	
CFOP:	
Travel CFOP:	