INSTRUCTIONS FOR COMPLETING TRAINING PREWORK

BALDRIGE EXAMINER TRAINING EXPERIENCE

Note: To prepare for this prework assignment, you must complete the 12 “Online Learning” modules referenced in the Welcome email you recently received. These modules provide you the context required to understand this assignment.

The purposes of this prework assignment are to (1) prepare you for a successful classroom experience and (2) familiarize you with the Independent Review (IR) portion of the application evaluation process through creation of a partial IR Scorebook that you will use in the classroom portion.

The following four-part process and Web page links will guide you in creating the partial IR Scorebook as well as in analyzing the meaning of selected portions of the 2017-2018 Baldrige Excellence Framework booklet.

PART ONE: Locate the materials that were mailed to you:

- (1) 2017–2018 Baldrige Excellence Framework booklet
- (2) This year’s Case Study. (Note: This is your sample Award Application)
- Locate the partial Independent Review Scorebook (Word file). NOTE: If you see reference to BOSS software, please disregard. BOSS is a program used by examiner participants only.

PART TWO: Locate these materials from the Baldrige Website:
(http://www.nist.gov/baldrige/examiners/resource_center/ontheboard.cfm)

1. Process Sample Item 5.1 IR Worksheet
2. Results Sample Item 7.3 IR Worksheet
   (In Part Three below, please follow these examples, paying particular attention to their format, brevity, and clarity.)
3. Item Evaluation Process (Please print and bring to training.)
4. Comment Guidelines (please print and bring to training)

PART 3: Evaluate case study Items 4.2, 6.2, 7.1, and 7.4

Using 12 online learning modules, you must complete these four Items in your partial IR Scorebook.

These 12 modules will cover Baldrige basics – the Role of the Examiner, the Baldrige Framework, the Award Application. Plus, they will provide instructions to guide you through your first prework
assignment. They will stop at various points so that you can perform the work as you go through these modules. On the first page of each module is the total content time. This is just how long the online learning module runs, not how long it takes to complete each step.

Important Note: These modules are in sequence. You will need to go through each module to get to the link for the next module in sequence. Please save the URL for each module, or add to your bookmarks, so that you can return to the module for the link and to review as needed.

Here is the link to your first module: Role of the Examiner

PART FIVE: Bring these documents to class:

- Case study
- Baldrige Framework Booklet and any questions you have about the Criteria
- Item Evaluation Process
- Your completed assignment in the partial IR Scorebook
- Comment Guidelines

Contact the Baldrige Examiner Help Center at examtrng@nist.gov for fastest service, or 1-877-237-9064, option 2 (leave a message) if you have any problems or questions.

See you at training!

The Education Team