Simplex is a creative problem solving process that is used across the College to identify solutions to complex problems. Many of the problems we encounter within the Ivy Tech system are “fuzzy” situations, meaning that they are ambiguous, unstructured, and do not have a clear solution. The Simplex process provides a systematic approach for problem solving that encourages innovation and creativity.

Simplex Level 1 Training provides an introduction to the Simplex process and methods, while also increasing participant skill levels in facilitative leadership, innovation, and shared decision making. The Simplex Training Program works hand in hand with the College’s Talent Development Pipeline Programs to help employees develop the essential skills needed for success in various levels of leadership throughout the College, as communicated through the Ivy Tech Leadership Competencies.

**Simplex Level 1 Learning Objectives**

By the end of this training, participants will be able to:

1. Recognize the value of creativity and its relationship to individual, team, and organizational effectiveness
2. Display tolerance for ambiguity and unstructured problems
3. Demonstrate receptiveness to the ideas of others and appreciation for varied perspectives and problem solving styles
4. Identify the steps in the Simplex process and the skills used by facilitators and participants to effectively navigate each step
5. Apply the Simplex skills and process to an Ivy Tech “fuzzy” situation and work with a team to identify an innovative solution
Simplex Level 1 Training
2019 Sessions & Application Instructions

Participants: 24 participants from across the state for each two day session
Location: Indianapolis

Financial Considerations:
- Training, materials, breakfast, and lunches will be provided
- Campuses will cover mileage, hotel, and dinner expenses for their participants

Expected Campus Support:
- Provide appropriate release from work responsibilities, including course coverage, if necessary
- Work with the participant to “Pay It Forward” – identify or create a forum to share what they’ve learned or practice and apply new skills

Qualifications for Simplex Level 1 Applicants:
- Full time faculty or staff member
- Solid performance in current role
- High in leadership potential
- Models the Ivy Tech Core Values
- Positive attitude, collaborative, team player

Requirements of Simplex Level 1 Participants:
- Able to attend the two day training session
- Complete assigned pre-work
- Supervisor approval to participate
- “Pay it Forward” and share learning

Simplex Application Process:
The intent and goal of the College is to, over the course of time, provide Simplex Level 1 Training to any employee who expresses interest through the application process and meets the stated qualifications. Current selection criteria are focused on broadening participant selection across all campuses and roles at the College.

Completed applications are accepted on a rolling basis. Applications for each session are due according to the schedule below:

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Training Dates</th>
<th>Location</th>
<th>Applications Accepted Until</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>March 7-8, 2019</td>
<td>Indianapolis Campus</td>
<td>Friday, January 25, 2019</td>
</tr>
<tr>
<td>14</td>
<td>July 11-12, 2019</td>
<td>Indianapolis Campus</td>
<td>Friday, May 31, 2019</td>
</tr>
<tr>
<td>15</td>
<td>October 22-23, 2019</td>
<td>Indianapolis Campus</td>
<td>Friday, September 6, 2019</td>
</tr>
</tbody>
</table>

If you applied for previous training dates in 2017-2018, you may re-use your application and update your availability using the Google Form link found in step 2 of the application process.
To submit your application, follow these steps:

Step 1: Complete the application and obtain the necessary signatures by using Adobe Sign

   *Note: Use Google Chrome as your browser and use incognito mode (Ctrl + Shift + n) - If you use another browser you may encounter issues printing or saving your finalized application

2. Login by selecting the “Sign In” bubble under “Sign in using your corporate credentials”

   *Note: Your username and password will not work if you try to login manually

3. From your Adobe Sign dashboard, in the “Get a Signature” box, click on the “Select a workflow” dropdown

4. Select “Simplex Level 1 Application Workflow”

5. Select “Start” next to the dropdown

6. Adobe Sign will prompt you to enter the email addresses of your supervisor and of your Chancellor (for Campus employees) or VP (for Systems Office employees)
   *Note: the system does not auto-populate email addresses so you will need to know and double check these email addresses

7. Type in a message that will be viewed by your designated approvers.

8. Click “Send”

9. The application will open and you can click on the yellow “Start” arrow to proceed to the fillable fields

10. Complete each required field of the application (indicated by a red asterisk), then click the yellow “Next” arrow to proceed to the next field

11. At the bottom of the form, in the signature field, follow the on screen directions to apply your signature using a variety of options

12. Click the blue “Click to Sign” icon at the bottom of the page
   - You will be taken to a confirmation screen
   - Your supervisor, then Chancellor/VP will receive emails asking them to sign your application
   - You will receive email alerts re: the status of your application as it proceeds through the workflow to obtain the appropriate signatures
   - When you receive the email notifying you that your Chancellor/VP has signed your application you may log back in to Adobe Sign to view, print, and save your finalized application

Step 2: Upload and submit your application using Google Form

1. Access the Google Form at https://link.ivytech.edu/Simplex1

2. If you currently use a personal Google account on your work machine, please log off prior to accessing this form, as you’ll need to sign in using your Ivy Tech credentials
   *Note: If you have problems accessing this Google Form, submit a Helpdesk ticket or contact 888-IVY-LINE, option 4

3. On the Google Form you will be asked which training dates you are available to attend. Indicate all of the sessions for which you are available. Hold those dates on your calendar, until further notice.

4. Upload a copy of your signed application

5. You will receive follow-up communication from the Simplex team re: the status of your application
Simplex Level 1 Training
2019 Sessions & Application Instructions

Questions You Will Be Asked on the Application

Name: __________________________________ Position: __________________________________________

Phone: ___________________________ College Email: _______________________________________

Department: __________________________ Years at Ivy Tech: ______________________________

Campus: ___________________________ Supervisor: _______________________________________

1. Why would you like to participate in Simplex Level 1 Training?

2. Describe how you might use Simplex skills to benefit the College?

3. How do you plan to “Pay It Forward” – share your Simplex learning and skills when you return to your campus?

*Applicant, Supervisor, and Chancellor/VP signature needed for application.