



Corporate & Community Training

The Conduit

May 2007

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 June Perkins
 Newsletter Coordinator
 Corporate & Community Training
 262.695.7828

Upcoming Workshops

May 2007

- 5/17 Presentation and Closing Skills
- 5/24 Quick Changeover

June 2007

- 6/5 Essential Time Management
- 6/6 Kaizen
- 6/7 Grant Writing
- 6/7 Cellular Flow
- 6/8 Computerized Grant Writing
- 6/12 Advanced Time Management Skills
- 6/16 USPAP – 15 hour

July 2007

- 7/31 Principles of Lean Manufacturing

August 2007

- 8/8 APICS Informational Breakfast
- 8/14 Track 1 – Acrobat 8.0 Professional
- 8/14 Value Stream Mapping
- 8/15 Track 3 – Adobe InDesign CS3 Intermediate Skills
- 8/15 Track 2 – Adobe InDesign CS3
- 8/29 Six Sigma – Black Belt Completion

For more information or to register, call 262.695.6576. For full descriptions and cost visit www.wctc.edu/cct.

Pre-Tech Course in Premedical Terminology

WCTC offers No-Cost, Hands-On sessions for anyone considering a health career or change in a health environment

This 18-hour course is designed for participants wishing to enter a health career program. Focus is on learning basic prefixes, suffixes and combining forms in order to analyze and build medical terms commonly used in the health care industry. A brief introduction to abbreviation and plural usage will be included. The grading system is satisfactory or no grade.

Date: Tuesdays and Thursdays, May 22 – June 7, 2007

Time: 5:00 p.m. – 7:45 p.m.

Location: WCTC's Waukesha Campus, 327 E. Broadway

Register: Call Rosemary Bednarek at 262.695.3415 or email rbednarket@wctc.edu

Attendance at all six sessions is required.

Pre-Tech Course in Tool and Die, CNC Operation, Welding and Metal Fabrication and Machine Tool Operation

WCTC offers No-Cost sessions for anyone considering a career in skilled trades or upgrading skills in a skilled-trade environment

Topics to include:

- CNC Operations
- Mill Operations
- Welding
- Lathe Operations
- Measuring Tools
- Metal Fabrication

Date: Monday, Tuesday and Wednesday, June 18-20 and June 25-27, 2007

Time: 8:00 a.m. - 2:30 p.m.

Location: WCTC's Pewaukee Campus, 800 Main Street

Register: Call Mike Shiels, Associate Dean, Manufacturing Technology, 262.691.5345 or email mshiels@wctc.edu

Attendance at all six sessions is required.

Lean Manufacturing Workshops

Set-Up Reduction Quick Changeover

May 24, 2007
 8:00 a.m. – 4:30 p.m.
 \$250
 Gateway Tech College

Kaizen

June 6, 2007
 8:00 a.m. – 4:30 p.m.
 \$250
 MATC, Milwaukee

Cellular Flow

June 7, 2007
 8:00 a.m. – 4:30 p.m.
 \$250
 Gateway Tech College

All workshops are held at a Wisconsin Technical College site as noted.

Gateway Tech College
 2320 Renaissance Blvd
 Sturtevant, WI 553177

MATC, Milwaukee
 1200 South 71st St
 West Allis, WI 53214

For more information or to register, call 262.695.6576. For full descriptions visit www.wctc.edu/cct.



892 Main Street
 Pewaukee, WI 53072

University of Sales Workshops

Presentation and Closing Skills

Focuses on presenting a solution to the customer and being aware of closing and objection handling as the sales process unfolds. "The will to win is everything." Improve your close ratio! Learn to improve your presentation skills, how to handle customer objections, and how to win against the competition!

Date: May 17, 2007
Time: 8:00 a.m. – Noon
Cost: \$125 includes all materials and continental breakfast

Essential Time Management

Productive and optimal use of time has never been a more important skill than in today's lean workplace. Time management provides you with the systematic tools and techniques you can use to meet deadlines, improve efficiency and maximize personal and professional productivity. Learn the rewards of using a time management system!

Date: June 5, 2007
Time: 6:00 p.m. – 8:30 p.m.
Cost: \$125 includes all materials

Advanced Time Management

This course for professionals looks at unique and creative ways to achieve life balance with cases from well-known experts in the field. Designed to help you work on your own personal plan rather than a generic one-size-fits-all. You will need to talk with the instructor prior to the workshop and bring a tool with you to help you manage your time once the workshop begins.

Date: June 12, 2007
Time: 6:00 p.m. – 8:30 p.m.
Cost: \$125 includes all materials

All workshops will be held at:

WCTC Richard T. Andersen
Education Center
800 Main Street, Pewaukee, WI

To register, please email cctmatrix@wctc.edu or call 262.695.6576.

Grant Writing Workshops

250 billion dollars of grants are awarded annually. Learn about grant writing from the experts from Miner and Associates, Inc.

Proposal Planning and Writing Workshop

Designed for a firm grasp of the fundamentals of successful grant seeking

This workshop concentrates on the practical elements of planning and writing proposals. It is a full-day "Grants 101" learning experience. Equally important, it directly addresses some of the major barriers to getting grants – overcoming inexperience, insufficient time and conflicting priorities. You will learn a systems approach to successful grant seeking. The presenters' textbook, *Proposal Planning and Writing*, is used to help you successfully transfer the workshop strategies into your regular office routine.

Workshop schedule

Dates: June 7, 2007 or December 6, 2007
Time: 9:00 a.m. – 4:00 p.m. (8:30 a.m. registration)
Cost: \$269 per person, includes lunch and 200-page textbook.
Note: Seating is limited.

Please register at least one week prior to the workshop you wish to attend.

Computerized Grant Seeking Workshop

Design to save time and become a more productive grant seekers

The Computerized Grant Seeking Workshop is a unique all-day experience that blends advanced-level grant development strategies with the latest in computerized information management. It is designed especially for people who have taken Proposal Planning and Writing or a similar course. You should have a basic knowledge of both grants and computers.

Workshop schedule

Dates: June 8, 2007 or December 7, 2007
Time: 9:00 a.m. – 4:00 p.m. (8:30 a.m. registration)
Cost: \$269 per person, includes lunch and a computer disk containing over 400 specially selected grant-based Web sites.
Note: Seating is limited.

Please register at least one week prior to the workshop you wish to attend.

For more information or to register call 262.695.6576 or email cctmatrix@wctc.edu.

In-Kind Donations

Each year the WCTC Foundation records and acknowledges in-kind donations which assist in enhancing the educational experiences of WCTC students. In-kind donations may include: new products, equipment, raw materials, machinery and tooling, computers, furniture, vehicles, services, etc.

It is important that these generous donations are recorded through the WCTC Foundation. Attached for your reference is a form for recording in-kind donations. Please forward any completed forms to the WCTC Foundation, and the Foundation will send to the generous donor an acknowledgment which will serve as the official receipt for the charitable donation.

Please contact the WCTC Foundation either by phone 262.691.5202 or email foundation@wctc.edu for further information or any questions.

