



# Corporate & Community Training

# The Conduit

## June 2007

Volume 4 Issue 21  
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### Upcoming Workshops

#### June, July, August & September 2007

6/5	University of Sales – Essential Time Management
6/6	Kaizen
6/7	Cellular Flow
6/7	Grant Writing
6/8	Computerized Grant Writing
6/12	University of Sales – Advanced Time Management Skills
6/16	USPAP
7/31	Principles of Lean Manufacturing
8/8	APICS Informational Breakfast
8/14	Value Stream Mapping
8/29	Six Sigma – Blackbelt Completion
9/5	APICS – Certified Supply Chain Professional
9/5	Six Sigma Greenbelt Training
9/8	APICS Basics of Supply Chain Management
9/11	5S Visual
9/14	Customer Service – Strategies For Account Retention
9/18	Conversational Spanish for Business Travel
9/24	Blueprint Reading
9/25	Establish Performance Expectations

For more information or to register, call 262.695.6576. For full descriptions and cost visit [www.wctc.edu/cct](http://www.wctc.edu/cct)

## University of Sales Workshops for Increases Skill Levels

### Essential Time Management

Designed for front-line leaders, supervisors, team leaders and members.

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

### Through activities and discussion, you will learn:

- The rewards of using a time management system
- The strategies for eliminating time-wasters
- The differences between urgent versus important tasks AND high payoff versus low payoff activities
- Methods to determine and plan for priorities
- How to apply organizing strategies to improve productivity
- How to analyze time with the use of a time log

**Date:** June 5, 2007

**Time:** 6:00 p.m. – 8:30 p.m.

**Cost:** \$125 includes all materials

### Advanced Time Management

For all professionals who wish to achieve greater balance in their lives.

Look 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. Talk with the instructor prior to the workshop and bring a tool with you to help manage your time once the workshop begins.

### You will learn the power of:

- Planning your own priorities first
- Evaluating which work tasks are really tied to your goals
- Saying “no” in a polite way to useless requests
- Taking greater control of your life

**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](mailto:cctmatrix@wctc.edu) or call 262.695.6576.

## Two Grant Writing Workshops Offered

### Grant Proposal & Planning

Designed for those seeking the basics of successful grant seeking.

Concentrating on the practical elements of planning and writing proposals, this full-day workshop, “Grants 101” interactive experience, directly addresses major barriers to getting grants - overcoming inexperience, insufficient time and conflicting priorities. The presenters’ textbook, *Proposal Planning and Writing*, is used to help you transfer the workshop strategies successfully into your regular office routine.

**Dates:** June 7, 2007

**Time:** 9:00 a.m. – 4:00 p.m.  
(8:30 a.m. check-in)

**Cost:** \$269 per person, includes lunch and 200-page textbook.

### Computerized Grant Seeking

Designed to save time and become a more productive grant seeker.

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.

**Dates:** June 8, 2007

**Time:** 9:00 a.m. – 4:00 p.m. (8:30 a.m. check-in)

**Cost:** \$269 per person, includes lunch and a computer disk containing over 400 specially selected grant-based Web sites.

### All workshops will be held at:

WCTC Richard T. Andersen Education Center, 800 Main Street



892 Main Street  
Pewaukee, WI 53072

For more information or to register call 262.695.6576 or email [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).

Please register early, seating is limited

## WCTC Faculty Addresses the Sheboygan Chamber of Commerce

In April the Sheboygan Chamber of Commerce held its annual membership banquet for over 300 in attendance. WCTC instructor Julie



Loeding presented the keynote address, and here are two noteworthy comments:

*"She did an outstanding job! It made me proud as a member of the Tech College System to see one of our faculty as the keynote speaker. You are very fortunate to have Julie working at WCTC."*

Michael A. Lanser, Ed.D.  
President, Lakeshore Technical College

*"Julie's keynote at our Chamber's Annual Dinner about the 'Fine Art of Schmoozing' was fun and engaging. She made it clear that the ability to schmooze for effective results is within a person's control and will impact the outcome of their relationships, personal and professional. There was positive audience response to her presentation, noting it was not like most speeches. Her ability to get people up and moving around and actually involving them in the schmoozing process was wonderful."*

Dee Olsen, Executive Director  
Sheboygan County  
Chamber of Commerce

**Way to go, Julie!**  
**Thanks for all you do for WCTC.**

### Preconference Announcement!

#### Mastering Prepress Essentials Conference Coming August 14-16, 2007

For Educators, students, and professionals

- Adobe Acrobat 8.0 Professional
- Adobe InDesign CS3 Fundamentals
- Adobe InDesign CS3 Expert Training

Read next month's issue of **The Conduit** or call 262.695.3400 for more details.

## Lean Workshops Offered in Partnership with Wisconsin Manufacturing Extension Partnership (WMEP)

### Kaizen Principles Applied to Set-up Reduction Workshop

Kaizen (Continuous Improvement) is an intense, highly focused improvement activity that can be used to launch Set-up Reduction/Quick Changeover, Cellular flow and other improvement projects. This quick turnaround, high-impact method of implementing improvements has proven successful in reducing costs, increasing capacity and increasing flexibility in manufacturing operations of all kinds.

Learn quick Changeover techniques that improve machine capacity and reduced batch sizes.

**Date:** June 6, 2007  
**Time:** 8:00 a.m. – 4:30 p.m.  
**Location:** MATC Milwaukee  
1200 South 71st Street  
West Allis, WI 53214

**Cost:** \$250 per person per workshop. Registration fee includes breakfast, lunch, refreshments and instructional materials.

### Who Should Attend

Manufacturing managers, supervisors, decision-makers, team leaders and employees interested in learning about process and productivity elements in a manufacturing environment.

**To Register:** Call 262.695.6576 or email [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).

### Cellular Flow Workshop

This 8-hour workshop explores the detailed, five-step process for designing and implementing work cells for either assembly or machining applications.

See for yourself that you can reduce manufacturing cycle time up to 90%, improve on-time shipments up to 90%, reduce work in process up to 90%, improve quality up to 50% and reduce floor space up to 75%.

Participate in a live simulation to apply principles learned in class to gain a solid foundation.

**Date:** June 7, 2007  
**Time:** 8:00 a.m. – 4:30 p.m.  
**Location:** Gateway Technical College  
2320 Renaissance Boulevard  
Sturtevant, WI 53177

## Principles of Lean Manufacturing Workshop

Due to increased demand for lean in all phases of the work environment, we'd like to feature once again this basic, introductory 8-hour workshop. The concept of lean is appropriate for manufacturing, health care, printing, chemical, pharmaceutical, financial, service and food industries.

A Lean Enterprise utilizes the knowledge of all company employees to create a high-performance organization. A Lean Enterprise produces highest-quality products and services that meet or exceed customer demands. It succeeds in reducing work-in-process, production space and cycle times, eliminating all non-value-added waste and activities. It is definitely totally committed to continuous improvement.

You will learn how to eliminate the eight forms of waste, use the 5S approach to organization, reduce batch sizes, utilize point-of-use storage, use pull systems, implement cellular/flow, implement quality at the source and involve employees. This workshop includes live simulation activities.

**Date:** Tuesday, July 31, 2007  
**Time:** 8:00 a.m. – 4:30 p.m.  
**Location:** WCTC Richard T. Anderson Education Center  
800 Main Street

**Cost:** \$300 per person (register by July 25). Registration fee includes breakfast, lunch, refreshments and all instructional materials.

**To Register:** Call 262.695.6576 or email [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).

**Questions? Need to contact us?** Do not reply to this email. (Your message won't be seen.) **Instead, click here.**

