



November 2007

Volume 4 Issue 26

June Perkins, Newsletter Coordinator
Corporate & Community Training
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You Are Invited

Please join us for a free informational breakfast detailing the CPIM Certification Review classes.

- Learn about the CPIM certification process
- Meet APICS instructors and members from the APICS executive committee
- Network with APICS members

We look forward to meeting you at this informational breakfast! While there is no fee for this session, we would appreciate the favor of a reply by November 31, 2007, if you plan to attend.

Topics

- Overviews of courses
- Certification process overview
- Instructor introductions
- APICS member networking
- Question-and-answer session

Details

Date: December 5, 2007
Time: 8:00 a.m. – 9:30 a.m.
Location: WCTC
Richard T. Anderson
Education Center
800 Main Street
Pewaukee, WI 53072

- **No Fee**
 - **Limited Seating**
 - **RSVP Required**
- Call 262.695.6576 or email cctmatrix@wctc.edu.**

Corporate & Community Training

The Conduit

MIG and TIG Welding Training

Take advantage of state-subsidized training! Spaces are still available as registrations are being finalized for the following sessions:

Intermediate Gas Metal Arc Welding:

1/7/08 – 1/11/08

Advanced Intro to Gas Tungsten

Arc Welding:

3/17/08 – 3/21/08

Format:

40 hours per session (Monday – Friday);
class start times 8 a.m. – 4:30 p.m.

Cost:

\$140 per person

Please call Gayle Graham at 262.695.7833, or email ggraham@wctc.edu with your interest and questions.

Workshop for Supervisors and Managers

Keep your talented staff motivated!

Learn how to:

- Provide them with an environment that supports their performance goals.
- Provide structured guidance over time.
- Build trust in your role as a leader ensuring support your company's success.



Experience this highly interactive workshop facilitated by our dynamic instructor.

Coach to Bring Out the Best in Others

Date: November 13, 2007

Time: 8:00 a.m. – 12:00 noon

Cost: \$135 each

Location: Waukesha County
Technical College
Richard T. Anderson
Education Center
800 Main Street, Pewaukee

Register: email cctmatrix@wctc.edu
or call direct 262.695.6576.

Upcoming Workshops

November 2007

11/7/07	APICS Fundamentals of Production and Inventory Control	8:00 a.m. – 4:30 p.m.
11/8/07	Total Productive Maintenance	8:00 a.m. – 4:30 p.m.
11/8/07	Home Inspection – Moisture and How It Affects the Home	5:00 p.m. – 9:00 p.m.
11/8/07	Plan Your Micro Enterprise	6:30 p.m. – 7:55 p.m.
11/9/07	Understanding Export Documentation	8:00 a.m. – 4:30 p.m.
11/13/07	Coach to Bring Out the Best in Others	8:00 a.m. – 12:00 p.m.
11/13/07	Organize Your Micro Enterprise	6:30 p.m. – 7:55 p.m.
11/30/07	Presentation and Closing Skills	8:00 a.m. – 12:00 p.m.

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



892 Main Street
Pewaukee, WI 53072



Understanding Export Documentation, Payment Terms, and the Basics of Letters of Credit

Export Documentation Step-by-Step

- Incoterms: Review and Conquer!
- The Harmonized Tariff System
- Documentation

Payment Options: Protect Your Sales

- Major Differences between UCP500/UCP600
- Technology and Letters of Credit
- The Bank's Compliance Role
- Financing Advantages Using a Letter of Credit
- Pre-export Risk Assessment
- Payment Term Options
- Letters of Credit and L/C Guidelines

Date: Friday, November 9, 2007

Time: 7:30 a.m. – 4:30 p.m.

Location: Waukesha County Technical College
Richard T. Anderson Education Center
800 Main Street, Pewaukee

For more information, contact:

Aleda Bourassa, Manager
Global Education & Trade Center
262.691.5219
or email abourassa@wctc.edu.

Special thanks to US Bank for their support and cooperation in presenting this seminar.

Questions? Need to contact us?

Do not reply to this email.
(Your message won't be seen.)
Instead, click here.

Professional Development Workshop for Women in Leadership Positions, Team Leaders, Frontline Supervisors, Managers and Directors

Unlock the doors to your successful leadership techniques by exploring these topics of women managing day-to-day demands as they maintain success. Participants will discover key issues women need to consider in building networks and redefining their own success. See for yourself what makes this session different from others!

Leadership as a Lifestyle December 7, 2007

Rewarding careers and fulfilling personal lives do not just happen by accident. They come about when we take time to nurture ourselves and plan permanent seeds of success.

- Identify habits that support your success.
- Cultivate attitudes that lead to greater levels of accomplishment.
- Develop a plan to sustain performance for lifetime success.



Guest Speaker: Melodie Wilson

Former well-known Milwaukee anchorwoman.

Time: 10:00 a.m. – 12:00 Noon
Fee: \$50/each

Location:
Waukesha County Technical College
Richard T. Anderson Education Center
800 Main Street, Pewaukee

To register for this session, call 262-695-6576 or email cctmatrix@wctc.edu.



Micro Enterprise Webinar Courses Off and Running!

WCTC's Micro Enterprise webinar courses will help you plan, organize, manage, market, prepare and launch your own profitable micro enterprise venture under the guidance of an experienced entrepreneur instructor. You can complete these courses from any location where you have access to an Internet-connected computer and telephone. Courses do not need to be taken in any special order. Those who successfully complete all six of these courses will receive a WCTC Micro Enterprise Certificate along with a \$100 scholarship award (subject to available funding). Upon completing the required courses, contact the Manager of the WCTC Small Business Center at 262.695.3468 to apply for your certificate.

Internet Sessions

	Day	Date
Plan Your Micro Enterprise	Thursday	November 8, 2007
Organize Your Micro Enterprise	Tuesday	November 13, 2007
Manage Your Micro Enterprise	Wednesday	November 28, 2007
Market Your Micro Enterprise	Thursday	December 6, 2007
Prepare Your Micro Enterprise	Tuesday	December 11, 2007

Time: 6:30 – 7:55 p.m.

Fee: \$69/each

To Register

Call 262.695.6576. Visit our web site at www.wctc.edu/cct, click on customized training and workshops to access the Training Matrix and locate Micro Enterprises for more information and instructor profile.

Note: After registering for each session, please contact the instructor by e-mail at rick@businessdiligence.com for additional course information.

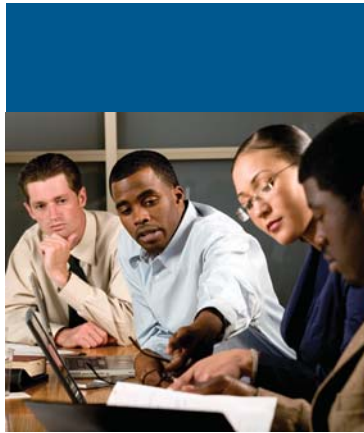


Free Informational Breakfast Learn about Six Sigma Training

- Is your business under constant price pressure?
- Are you solving recurring problems?
- Do you need to become more productive and efficient?
- Would you like to generate savings of \$15,000-\$50,000?

If you answered yes to any of these questions, you will be interested in learning more about the WCTC Six Sigma Green Belt certification program.

- Date:** December 14, 2007
- Time:** 7:00 – 10:00 a.m.
- Place:** Waukesha County Technical College
Richard T. Anderson Education Center, Room C-053
800 Main Street, Pewaukee, WI
- Register:** While the breakfast is free, please call 262.695.6576 or e-mail cctmatrix@wctc.edu to register.



Highlights of the Six Sigma Green Belt Certification Program

The WCTC Six Sigma Green Belt participants are trained by Black Belt instructors to focus on the most important processes in the organization and apply relentless improvement within those processes. The participants are taught the methods to solve and eliminate problems. Problems are solved at the root cause using the DMAIC (Define, Measure, Analyze, Improve, and Control) and DFSS (Design for Six Sigma) methodology. The method was developed and fostered at Motorola and has been embraced by hundreds of companies in the service, manufacturing and health care industries. Six Sigma initiatives have literally generated billions in savings!

Why choose WCTC for Six Sigma Green Belt Training?

- Participant must complete an actual company project to receive certification. The average project can save a company \$15,000-\$50,000.
- Black Belt facilitators will help your business scope an actual project where opportunities exist for improvement.
- Black Belt facilitators guide participants through all aspects of the training and the project until completion. The Black Belts are available to assist with technical assistance on future projects and serve as mentors to the participants.
- The projects identified serve as the foundation for application-based learning using the Six Sigma tools; this enables the company to receive an instant return on its training investment.

Spring 2008 Six Sigma Green Belt Training Schedule

- Dates:** January 28, 29, 30; February 18, 19; March 10, 11; April 7, 8; and May 5, 6, 2008
- Time:** 8:00 a.m. – 4:30 p.m.
- Place:** Waukesha County Technical College, 800 Main Street, Pewaukee, WI 53072
- Price:** \$3500 includes all materials, books, MiniTab software, breakfast and lunch. Participants must supply their own laptop computers. Class sizes are limited; please register by January 21 2008.
- Register:** For more information or to register, please call 262.695.6576 or email cctmatrix@wctc.edu.

APICS / CPIM Certification Review Courses

CPIM review courses are intended to guide you through the certification process. This educational experience is a review of the core principles of Production Management. The following courses consist of two 8-hour sessions each; sessions run from 8:00 a.m. to 4:30 p.m. Cost per session: \$395.

Execution and Control of Operations focuses on prioritizing and sequencing work; executing work plans, implementing controls, and reporting activity results; and evaluating and providing feedback on performance, techniques for scheduling and controlling production and processes, execution of quality initiatives and continuous improvement plans; and the control and handling of inventories.

Dates: December 1 and 8, 2007.

Strategic Management of Resources addresses aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

Dates: January 19 and 26, 2008.

For more information
or to register, call
262.695.6576 or e-mail
cctmatrix@wctc.edu.



Six Sigma Black Belt Completion Course

\$1,900 per person

Overview: This 6-day course is intended for individuals who have previously obtained Six Sigma Green Belt training/ certification and desire to obtain additional statistical and Minitab software skills, with the intention of becoming a certified Six Sigma Black Belt.

Dates: January 24, 25; February 11, 12; and February 25, 26, 2008

Time: 8:00 a.m. – 4:30 p.m.

Place: Waukesha County Technical College, RTA Education Center, Pewaukee, WI

For more information or to register:
Call 262.695.6576



Grant Writing Workshops

Proposal Planning and Writing workshop

This workshop is designed to give you a firm grasp of the fundamentals of successful grant seeking.

December 6, 2007

9:00 a.m. – 4:00 p.m.

(8:30 a.m. check-in)

\$269 per person, includes lunch and 200-page textbook. Seating is limited.

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

Concentration is placed 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 grantseeking. The presenters’ textbook, *Proposal Planning and Writing*, is used to help you successfully transfer the workshop strategies into your regular office routine.

Planning

Planning is crucial to improve your success rate in winning grants from foundations, corporations and government agencies. The morning workshop session develops your skills in designing successful grantseeking strategies and helps you gain confidence in your ability to obtain grants. Finding public and private funding sources is just the first step in successful grantseeking. More importantly, successful grantseekers know how to pick those potential sponsors that have the greatest likelihood of funding their projects.

During the proposal planning session, you will learn to:

- Identify who is funding what
- Find out what sponsors want
- Convince sponsors of your needs
- Implement a “systems approach”
- Repackage grant ideas
- Make preproposal contacts
- Ask for the “right” amount of money

Writing

In the afternoon session, emphasis shifts from planning to writing approaches to public and private grantmakers.

Specifically, the key components of proposals are identified and many examples are offered that show how to write persuasively. Finally, many suggestions are provided to help you present your persuasive writing in an attractive manner. Participants are encouraged to bring their grant ideas as a focal point for development in this workshop.

During the writing session, you will learn to:

- Write letter proposals
- Write government grants
- Construct budgets
- Design readable proposals
- Critique proposals
- Resubmit rejected proposals

Computerized Grantseeking Workshop

Designed for those wishing to save time and become more productive grantseekers.

December 7, 2007

9:00 a.m. – 4:00 p.m.

(8:30 a.m. check-in)

\$269 per person, includes lunch and a computer disk containing over 400 specially selected grant-based Web sites. Seating is limited.

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

The Computerized Grantseeking 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.

In Computerized Grantseeking, you will learn how to use the Internet to find funding opportunities, “hot” funding topics, key words, mission statements, RFPs and information about specific grant programs; to research public and private funding sources; and to search award information and abstracts. You will also learn how to download online copies of grant proposal forms, guidelines and policy manuals.

You'll leave the workshop with a disk that contains links to the website of hundreds of potential sponsors and other online grant resources. This valuable timesaver can be used with your computer and Internet provider. You will start a proposal draft in class.

Finally, you will receive a free three-year subscription to a bi-weekly electronic grants newsletter, a \$400 value.

During the computerized grantseeking session, you will learn how to:

- Target your proposals to sponsors
- Distinguish your proposal from others
- Submit more proposals
- Assess odds of getting a grant
- Expand your grant competitiveness
- Improve your long-term grant success
- Adopt “best practices”
- Work more efficiently
- Build your grants infrastructure

For more information or to register,

Call 262.695.6576 or email

cctmatrix@wctc.edu.

Employer Open House Safety Presentation

Date: Friday, November 30, 2007

Time: 8:30 – 10:00 a.m.

Place: Pewaukee Workforce Development Center
892 Main Street
Pewaukee, WI 53072

Register: Go to www.wfdc.org and click on “Open House” under quick links.

WCTC instructor Brenda Kujawski will present a Safety Overview and discuss practices necessary to maintain a safe and productive work environment, ensure the safe use of equipment in the workplace, and communicate safety-related needs. Participants will discuss how to deal with several common safety issues. Many examples relate to manufacturing, construction, and service industries (i.e., warehousing); however, concepts can apply more generally to any business.

