



December 2007

Volume 4 Issue 27

June Perkins, Newsletter Coordinator  
Corporate & Community Training  
262.695.7828

## You Are Invited

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

This has been a very popular opportunity to learn about the CPIM certification process. At the breakfast you will have a chance to meet APICS instructors and members from the APICS executive committee. You will also have an opportunity to network with APICS members. We look forward to meeting you at the breakfast! While there is no fee for this session, we would appreciate the favor of a reply as soon as possible, 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 e-mail  
[cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).

# Corporate & Community Training

# The Conduit

## Time Management Workshops

### Management Training for Professionals

- If you are serious about improving your selling skills, management skills, project development skills or sales skills, you will move up to the next level after taking these workshops.
- If you wish you could get your work priorities done, instead of having to deal with countless interruptions, attend these workshops.



### Time Management Theory Workshop

December 5, 2007  
8:00 a.m. – 11:00 a.m.  
\$125, Includes Materials

Time management provides you with the systematic tools and techniques you can use to meet deadlines, improve your efficiency and maximize your personal and professional productivity. Working 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

### Time Management Practice Workshop

December 12, 2007  
8:00 a.m. – 11:00 a.m.  
\$125

This session is designed to help you plan weekly so that the important roles you have don't get left in the dust. Advanced time management for professionals looks at unique and creative ways to achieve life balance with cases from well-known experts in the field. Learn the power of planning and:

- Plan your own priorities first
- Evaluate which work tasks are really tied to your goals
- Say "no" in a polite way to useless requests
- Take greater control of your life

**For more information or to register** for any of these workshops, call 262.695.6576 or e-mail [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu). Workshops will be held at Waukesha County Technical College, RTA Center, 800 Main Street, Pewaukee.



Six Sigma Informational Breakfast December 14, 2007

**WCTC** 

892 Main Street  
Pewaukee, WI 53072

# MIG and TIG Welding Training Grants

Take advantage of State-subsidized training!

Spaces are still available as registrations are being finalized for the following sessions:

## Intermediate Gas Metal Arc Welding

**Date:** 1/7/08 – 1/11/08

This course is designed for the incumbent worker who has some basic welding ability but needs skills enhancement.

Participants will:

1. Build upon their welding ability by setting up and performing the GMAW process to weld 1/8" through 3/8" mild steel in the flat and horizontal position.
2. Set up and perform the GMAW process to successfully weld multiple pass welds in the horizontal position.
3. Set up and perform the GMAW process to successfully weld 3/8" mild steel groove welds in the flat position.
4. Set up and perform the GMAW process to successfully weld 1/4" through 3/8" mild steel in the vertical up position.

5. Set up and perform the GMAW process to successfully weld 1/16" through 1/8" mild steel in the vertical down position.
6. Set up a GMAW welder to successfully weld in short circuit, globular, pulse and spray transfer modes.
7. Assemble and weld small assemblies from drawings.

## Advanced Intro to Gas Tungsten Arc Welding

**Date:** 3/17/08-3/21/08

This course is designed for the incumbent worker and will focus on the Gas Tungsten Arc Welding (GTAW) process. The five course objectives are:

1. Identify and describe the components of a GTAW system.
2. Properly set up a GTAW welder for welding.

3. Successfully complete single pass welds in the flat and horizontal positions utilizing the GTAW process on mild steel.
4. Successfully complete single pass welds in the flat and horizontal positions utilizing the GTAW process on stainless steel.
5. Successfully complete single pass welds in the flat and horizontal positions utilizing the GTAW process on aluminum.

**Format:** 40 hours per session

Monday – Friday  
8 a.m. – 4:30 p.m.

**Cost:** \$140 per person

Please call Gayle Graham at 262.695.7833, or e-mail [ggraham@wctc.edu](mailto:ggraham@wctc.edu) with your interest and questions.

## Information Security

### 12 credit WCTC Technical Certificate



The Information Security certificate provides valuable information to help secure your business network infrastructure and aid in protecting the network and

network-accessible resources from unauthorized access.

Through extensive hands-on labs, projects and case studies, students will learn the six areas of paramount importance to networks today:

- Intrusion Detection
- Firewall and Policy Implementation
- Wireless Security
- Incident Response
- Disaster Recovery
- Business Continuity Planning

**For more information** call 262.695.3409 or go to [www.wctc.edu](http://www.wctc.edu) for a list of Information Security Technical Certificate courses, prerequisite knowledge and registration information.

## Upcoming Workshops

### December 2007

12/1	APICS Execution and Control of Operations	8:00 a.m. – 4:30 p.m.
12/5	University of Sales Time Management Theory	8:00 a.m. – 11:00 a.m.
12/5	APICS Informational Breakfast	8:00 a.m. – 9:30 a.m.
12/6	Market Your Micro Enterprise	6:30 p.m. – 7:55 p.m.
12/6	Grant Writing	9:00 a.m. – 4:00 p.m.
12/7	Computerized Grant Writing	9:00 a.m. – 4:00 p.m.
12/7	Women in Leadership - Leadership as a Lifestyle	10:00 a.m. – 12:00 p.m.
12/11	Prepare Your Micro Enterprise	6:30 p.m. – 7:55 p.m.
12/12	Cellular Flow	8:00 a.m. – 4:30 p.m.
12/12	University of Sales - Time Management Practice	8:00 a.m. – 11:00 a.m.
12/13	Home Inspection - Things That Make You Go HUH?	5:00 p.m. – 9:00 p.m.
12/14	Six Sigma Informational Breakfast	8:00 a.m. – 10:00 a.m.

### January 2008

1/5	APICS Basics of Supply Chain Management	8:00 a.m. – 4:30 p.m.
1/16	APICS Certified Supply Chain Professional	6:00 p.m. – 9:00 p.m.
1/19	APICS Strategic Management of Resources	8:00 a.m. – 4:30 p.m.
1/24	Principles of Lean	8:00 a.m. – 4:30 p.m.
1/24	Six Sigma - Black Belt Completion	8:00 a.m. – 4:30 p.m.
1/28	Six Sigma - Green Belt	8:00 a.m. – 4:30 p.m.
1/30	Conduct a Collaborative Performance Review	8:00 a.m. – 12:00 p.m.

### February 2008

2/2	APICS Master Planning of Resources	8:00 a.m. – 4:30 p.m.
2/4	Blueprint Reading	8:00 a.m. – 12:00 p.m.
2/7	Value Stream Mapping	8:00 a.m. – 4:30 p.m.
2/19	Exercise Emotional Intelligence	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](http://www.wctc.edu/cct).



## 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; or March 1 and 8, 2008.

**Basics of Supply Chain Management** is an introductory course for production and inventory management personnel and CPIM candidates. It covers basic concepts in managing the complete flow of materials in a supply chain. The participant gets a complete overview of material flow from internal and external suppliers to and from the organization. This overview is a prerequisite to the other four modules of the CPIM program because it introduces the key concepts that are covered in greater detail in those modules.  
**Dates:** January 5 and 12, 2008.

**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](mailto:cctmatrix@wctc.edu).



## 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](mailto: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

#### Six Sigma Black Belt Completion Course – \$1,900 per person

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

For more information or to register, please call  
262.695.6576 or e-mail [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).



## Cellular Flow Manufacturing Workshop

Cellular/Flow Manufacturing makes it possible for people and machines to work together as efficiently as possible. Often this requires workstations set up next to each other in the shape of a “U.” This is where the term “cell” originates, as each production line becomes its own cell.

With cellular manufacturing, you make one product at a time immediately — the opposite of mass-batch method, where products are processed and set aside for assembly. An obvious reward is that errors are detected quickly because a welded product, for instance, won't sit around for days waiting for the next step. If the welding isn't right, production is stopped immediately and the error is fixed, enhancing productivity and creating less waste. More benefits include scheduling flexibility, reduced lead-time and decreased inventory.

### You will learn

- To reduce process lead times by as much as 95%
- To reduce work-in-process by 90%
- To reduce floor space you use by 50% to 75%
- To improve overall productivity

### Who should attend

The whole production team including CEOs, presidents, managers, supervisors, decision-makers, team leaders, as well as those working on the shop floor.

### Session

- December 12, 2007
- 8:00 a.m. to 4:30 p.m.  
(continental breakfast at 7:30 a.m.)
- Waukesha County Technical College  
800 Main Street, Pewaukee, WI 53072
- Cost: \$250/per person

To comply with Wisconsin state statutes, it is possible that fees will be higher for out-of-state participants.

**To register or for more workshop information, call 262.695.6576.**

### Questions?

#### Need to contact us?

Do not reply to this e-mail.  
(Your message won't be seen.)

**Instead, click here.**

## 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.

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.

- Elements of planning and writing proposals
- Successful grantseeking strategies

### 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.

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.

- Use the Internet to find funding opportunities
- Learn how to download online copies of grant proposal forms, guidelines and policy manuals

**For more information or to register,** call 262.695.6576 or e-mail [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu).

## Principles of Lean Manufacturing Workshop

The Principles of Lean Manufacturing workshop provides participants with a first-hand learning experience on how much waste can be eliminated from a manufacturing process. The program introduces many of the tools utilized in Lean Manufacturing, such as Value Stream Mapping, Set-up Reduction and Cellular/Flow Manufacturing, which are all facets of becoming a lean enterprise. In fact, participants will walk away with a solid understanding of eight key wastes in manufacturing, specifically how businesses can benefit from tackling waste head-on and what steps to take next to further move a company toward becoming lean.

### What You'll Learn

- Eight wastes of manufacturing and how to apply lean principles
- To demonstrate to yourself your ability to reduce manufacturing cycle time
- To improve on-time shipments
- To reduce work-in-process by up to 90%
- To reduce floor space used by 50% to 75%
- How to improve results in net income when you apply lean principles

### Who Should Attend

The whole production team including CEO's, presidents, managers, supervisors, decision-makers, team leaders, as well as those working on the shop floor.

### Session

- January 24, 2008
- 8:00 a.m. to 4:30 p.m.  
(continental breakfast at 7:30 a.m.)
- Waukesha County Technical College  
800 Main Street, Pewaukee, WI 53072
- Cost: \$300/per person

To comply with Wisconsin state statutes, it is possible that fees will be higher for out-of-state participants.

**To register or for more workshop information, call 262.695.6576.**