



February 2008

Volume 5 Issue 29

June Perkins, Newsletter Coordinator
Corporate & Community Training

262.695.7828

Technical Interactive Workshops

Basic Blueprint Reading (16 hrs.)

Dates: February 4, 11, 18
and 25, 2008

Time: 8:00 a.m. – 12:00 p.m.

Cost: \$495*

Basic orthographic projections including auxiliary and sectional views, dimensioning to ANSI/ASME standards, assembly drawings, and isometric pictorials.

Geometric Dimensioning and Tolerancing (10 hrs.)

Dates: March 24 and 31, 2008

Time: 8:00 a.m. – 1:00 p.m.

Cost: \$275*

Theoretical concepts of geometric dimensioning and tolerancing required to interpret feature control frames and determine allowable tolerances. Studies are based on the current standard, ASME Y14.5M-1994.

** These workshops will be held in room C-052 in the RTA Education Center at Waukesha County Technical College/Pewaukee campus. To comply with Wisconsin state statutes, it is possible that fees will be higher for out-of-state participants.*

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

Corporate & Community Training

The Conduit

Lean Enterprise Workshops

These workshops are appropriate for the chemical, food, financial, health care, manufacturing, pharmaceutical, printing and service industries. Have your entire team of executives, managers, supervisors and employees (those in the office, those serving others, those driven by processes) learn how to:

- Reduce lead time
- Reduce inventory
- Improve cash flow
- Reduce inventory carrying costs
- Increase inventory turnover
- Realize higher productivity rates
- Improve quality

Value Stream Mapping.

In this workshop you will learn to focus on a method to visually depict material and information flow through an operation. You will learn the principles and techniques of the Value Stream Mapping process and draw a map of the current state of a sample company, apply lean concepts to develop an improved future state, draw it, and identify the next steps needed to achieve the future state. You will leave with the ability to map your real work processes.

Date: February 7, 2008

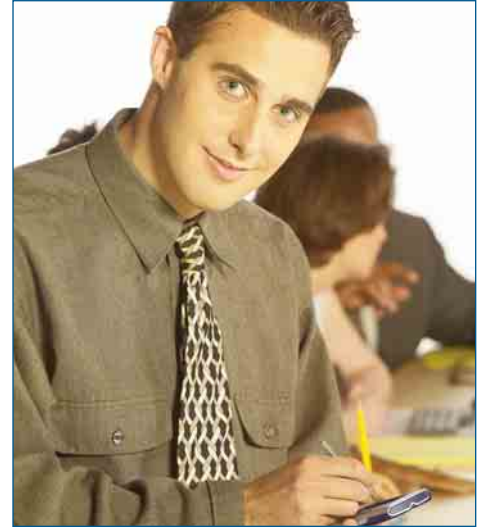
Time: 8:00 a.m. – 4:30 p.m.

Location: Waukesha County
Technical College
College Center Building
Room C-021

Cost: \$250*

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

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



5S Visual Workplace

The principles of 5S are based on the simple idea that manufacturing improvements begin with a workplace that is organized, clean and standardized and contains only what is required. Discover how to transform your manufacturing operations into one with enhanced communication and productivity. Learn how to employ 5S methodology in your operations and implement visual workplace techniques.

Date: March 4, 2008

Time: 8:00 a.m. – 4:30 p.m.

Location: Waukesha County
Technical College
RTA Education Center
Room C-053

Cost: \$250*

WCTC 

892 Main Street
Pewaukee, WI 53072

Upcoming Workshops

February 2008

- 2/2 APICS Master Planning of Resources
- 2/4 Blueprint Reading
- 2/5 Plan Your Micro Enterprise
- 2/7 Value Stream Mapping
- 2/13 Organize Your Micro Enterprise
- 2/19 Exercise Emotional Intelligence
- 2/21 Manage Your Micro Enterprise
- 2/21 Home Inspection - Roofing
- 2/26 Market Your Micro Enterprise

March 2008

- 3/1 APICS Execution and Control of Operations
- 3/4 5S Visual
- 3/4 ISO 9000 Executive Breakfast
- 3/5 Prepare Your Micro Enterprise
- 3/5 APICS Certified Supply Chain Professional
- 3/5 APICS Fundamentals of Production and Inventory Control
- 3/11 Correct Performance Problems
- 3/11 Intro to Micro Enterprise
- 3/20 Home Inspection - Electrical
- 3/24 Geometric Dimensioning and Tolerancing
- 3/26 Plan Your Micro Enterprise

April 2008

- 4/3 Kaizen Principles & Practice
- 4/10 Organize Your Micro Enterprise
- 4/12 APICS Detailed Scheduling and Planning
- 4/15 Manage Your Micro Enterprise
- 4/22 Lean Culture
- 4/23 Market Your Micro Enterprise
- 4/24 Home Inspection - Older Homes: Why They Need Inspections

May, June & July 2008

- 5/1 Prepare Your Micro Enterprise
- 5/3 APICS Strategic Management of Resources
- 5/6 Total Productive Maintenance
- 6/3 Cellular Flow
- 7/12 USPAP 15 Hour

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

Workshops for Supervisors and Managers to “SHARPEN THE SAW”

Exercising Emotional Intelligence

Date: February 19, 2008

Time: 8:00 a.m. – Noon

Cost: \$135

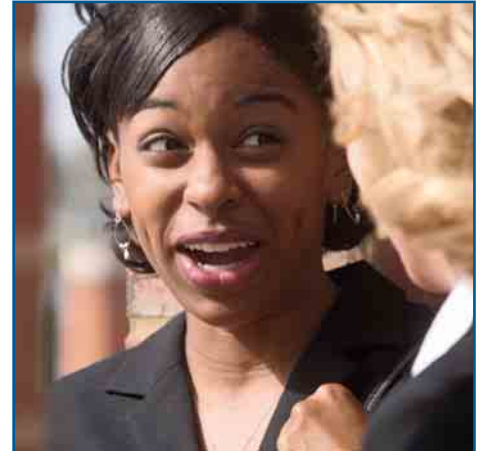
Emotions have never been completely welcomed in our work lives. Most of us have traditionally been conditioned to leave emotions “at home,” believing that, to be effective, we need to base all our team strategies and decisions only upon cold, logical “intelligence.” Yet, emotions are a fundamental part of who we are and of working with others. Emotions can’t be left out of the picture; in fact, to do so would guarantee that suppressed emotions will flare, causing increased conflict and impacting climate and morale.

But what if we were to view emotions in a different way altogether, as another kind of “intelligence,” beyond reason and logic? An intelligence that – if we could learn to access it – could become nothing short of a touchstone to greater collaboration, a higher level of influence with others, more productivity and effectiveness.

As the pace of work place change increases and our work places make ever greater demands on our cognitive, emotional, and physical resources, emotional intelligence will continue to emerge – not as something “nice” to have but as an increasingly important set of “must have” skills.

To register, please call Jill at 262.695.6576.

Workshops will be held in the WCTC Richard T. Anderson Education Center, 800 Main Street, Pewaukee.



Correcting Performance Problems

Date: March 11, 2008

Time: 8:00 a.m. – Noon

Cost: \$135

Do you have a difficult performance topic you need to address with an employee? This workshop provides modeling and practice in how to hold discussions with employees about unacceptable performance. It focuses on discussions that are necessary after less formal feedback and coaching have failed to result in a turnaround. You will learn a process that leaders can use to get an individual’s performance back on track while building motivation for continual improvement.



APICS/CPIM Certification Review Courses

Master Planning of Resources.

This review course deals with the how-to's of establishing company objectives and operating philosophies for executing a business plan. It focuses on developing and validating a plan of supply, relating management of demand to the environment, and developing and validating the master schedule.

Dates: February 2 and 9, 2008.

Times: 8:00 a.m. – 4:30 p.m.

Cost: \$395

Execution and Control of Operations

This review course 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: March 1 and 8, 2008.

Times: 8:00 a.m. – 4:30 p.m.

Cost: \$395

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

Detailed Scheduling and Planning

Material and capacity scheduling are reviewed in this course, which includes a detailed description of materials requirements planning (MRP), capacity requirements planning (CRP), inventory management practices, and procurement and supplier planning.

Dates: April 12 and 19, 2008.

Times: 8:00 a.m. – 4:30 p.m.

Cost: \$395

Strategic Management of Resources

Explore the relationship of existing and emerging processes and technologies to manufacturing strategy and functions related to the supply chain. This course addresses three main topics: aligning resources with the strategic plan, configuring and integrating operating processes to support the strategic plan, and implementing change.

Dates: May 3 and 10, 2008.

Times: 8:00 a.m. – 4:30 p.m.

Cost: \$395



Certified Supply Chain Professional

Expand your knowledge of supply chain management. This workshop, presented in partnership with WCTC and APICS-Milwaukee Chapter, is for the new or seasoned individual who deals with the manufacturing extended supply chain.

There are 13 three-hour sessions comprising this workshop.

Topics covered:

- Supply Chain Management Fundamentals
- Building Competitive Operations, Planning and Logistics
- Managing Customer and Supplier Relationships
- Using Information Technology to Enable Supply Chain Management

Dates: March 5, 12, 19, 26;
April. 2, 9, 16, 23, 30;
May 7, 14, 21, 28, 2008

Times: 6:00 – 9:00 p.m.

Location: WCTC
Richard T. Anderson
Education Center,
800 Main Street,
Pewaukee

Cost: \$1,495

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



WCTC *is pleased to invite you to...*

ISO 9000 Executive Overview Breakfast

Tuesday, March 4, 2008

8:00 a.m. to 9:30 a.m. (7:30 check-in and continental breakfast)

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

Get ISO 9000 compliant now!

If you are the “decision maker” involved in bringing your company into ISO 9000 compliance, the ISO 9000 Informational Breakfast sponsored by WCTC and presented by TQS Associates, Inc., is a must! TQS is your total quality solution for ISO 9000 compliance.

Highlights...

- Speed bumps and issues in auditing
- Minimizing your capital and human resource outlay
- Preparing you to register your company for ISO certification

Please be our guest at this informative session. While there is no cost associated with this breakfast, register by February 28, 2008, so we can plan accordingly. R.S.V.P. to Jill at cctmatrix@wctc.edu or call 262.695.6576.





APICS Fundamentals of Production and Inventory Control

**Do you have employees new to manufacturing?
Does manufacturing terminology have you confused?**

The APICS Fundamentals of Production and Inventory Control is an exciting classroom based, instructor-led educational opportunity for people new to materials, supply chain, production and operations management positions – or people working in support positions that interact with production, supply chain or materials management.

March 5, 12, 19, 26, and April 12, 2008.

8:00 a.m. – 4:30 p.m.

\$495 (includes all materials and
continental breakfast and lunch for each day)

This course is a series of ten modules regarding
basic concepts, techniques, and terminology.

Overview and Forecasting

- Introduction to Production and Inventory Control
- Introduction to Forecasting
- Forecasting Applications

Bill of Material Structuring

- Bill of Material Terminology and Techniques
- Considerations in Structuring Bill of Material
- Manufacturing vs. Engineering Bills of Material
- Special Structuring Techniques

Inventory Control/Stores Control

- Inventory Management Overview
- Inventory Accuracy
- Inventory Control Techniques
- Organization Consideration for Effective Scheduling

Master Scheduling

- What is a Master Schedule?
- What should be Master Scheduled?
- Who should do the Master Scheduling?
- How does a Master Schedule get updated?

Material Requirements Planning

- MRP Principles and Concepts
- System Design and Specifications

Capacity Planning

- Load Leveling
- Principles and Concepts of Capacity Planning Technique and how it works

Production Activity Control

- What is Production Activity Control?
- Prerequisites and relationship to other systems
- Five major functions of operating schedules
- Implementation, considerations and benefits

Just-in-Time

- General Concepts
- Integration and Application

Purchasing

- Vendor Negotiations
- Vendor Lead Times
- Vendor Capacity Planning

Managing the Total System

- Overview: Materials and Management Function
- Performance Measurements
- Aggregate Planning

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

FREE Executive Overview Breakfast April 30, 2008

Learn about
Critical Core Manufacturing
Skills for Employees

Build a High-Performance Work Force

The Wisconsin Technical College System is listening! Research and testimony from our manufacturers overwhelmingly point to a need for immediate action to address workforce challenges. In partnership with our area manufacturers, Waukesha County Technical College is prepared to help you invest in the development of your new, knowledgeable 21st Century work force.

Look for more information in the March issue of this newsletter about the new Critical Core Manufacturing Skills program that will address:

- High Performance Manufacturing
- Core Productivity Skills
- Core Problem Solving Skills
- Core Team Skills
- Core Adaptability Skills

Plan on attending our Executive Overview Breakfast on April 30, 2008, where you'll learn about opportunities to enhance your worker skills.

**For more information or to sign up
for the Executive Overview Breakfast,
please call June Perkins
at 262.695.7828.**



Questions? Need to contact us?

Do not reply to this e-mail. (Your message won't be seen.) **Instead, click here.**