



May 2008

Volume 5 Issue 32

June Perkins, Newsletter Coordinator
Corporate & Community Training

262.695.7828

Upcoming Lean Workshops

Total Productive Maintenance – CRN #20014

May 6, 2008

8:00 a.m. – 4:30 p.m.

Waukesha County Technical College
RTA Education Center – Room C-052

Topics to include maximizing equipment productivity as a result of reducing inventory.

You will learn:

- Analyze overall equipment effectiveness (OEE) to determine how much equipment time is being used effectively.
- Find out why machine operators are your first resource for maintenance.
- Consider effective, preventive, and predictive maintenance tools that help you reduce machine downtime and achieve autonomous maintenance.

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“...thank you for your instruction in Lean Manufacturing. I found the classes very interesting and interactive as each class strengthened my understanding of Value Stream Mapping and Cellular Manufacturing. The topic of 5S was easy to understand with the audit performed on campus. I was able to apply this to my organization very rapidly.”

Steve Ruder, A.A.S.
Process Improvement Specialist
Bruno Independent Living Aids

Corporate & Community Training

The Conduit

Leveraging Lean through Automation and Robotics

Information for small- to-mid-sized manufacturers

Whether or not you're currently using lean processes, you may wish to attend this informative meeting to gain an understanding of how to successfully apply automation and robotics, complete with the business case to support such an investment, to your company processes.

The symposium will be simulcast at five eastern Wisconsin locations*, allowing you to attend the site nearest you. Regardless of which site you choose, you'll hear the speaker presentations live and be able to ask questions to help you leverage lean in your organization.

Date: Wednesday, May 7, 2008

Cost: \$50 registration fee

Time: 8:00 a.m. – noon

Registration and continental breakfast starting at 7:15 a.m.

Topics to be covered:

- **The Case for Automation** presented by Dr. Henrik Christensen, JUKA Chair of robotics and Professor of Computing with Georgia Institute of Technology.
- **Practical Applications for Automation and Robotics** presented by Jody Zepnick, Owner of Zepnick Solutions, Inc.
- **How to Finance Automation and Robotics** presented by Norm Roller, Principal at Suby, Von Haden & Associates, S.C.
- **Local and Regional Manufacturers Roundtable** – Area manufacturers discuss how their companies leverage lean through automation and robotics.

* **Symposium will be presented live and simulcast at these locations. Register online at the location you wish to attend.**

Appleton

Fox Valley Technical College

To register:

www.fvtc.edu/leveraginglean

Use class #95776

Questions: 920.735.2525

Cleveland

Lakeshore Technical College

To register:

www.gotoltc.edu/seminars

Questions: 888.468.6582, ext. 1167

Fond du Lac

Moraine Park Technical College

To register:

www.morainepark.edu/leveraginglean

Questions: 920.924.3449

Green Bay

Northeast Wisconsin Technical College

To register:

www.nwtc.edu/mfgsymposium

Questions: 800.422.6982, ext. 6971

Pewaukee

Waukesha County Technical College

Richard T. Anderson Education
Center

800 Main Street, Pewaukee

To register:

www.wctc.edu, follow the registration prompts and enter CRN #22398

when requested

Questions: 262.695.6576

WCTC 

892 Main Street
Pewaukee, WI 53072

Upcoming Workshops

May

5/3	CRN #20008	APICS Strategic Management of Resources
5/6	CRN #20014	Total Productive Maintenance
5/7	CRN #22329	Leveraging Lean through Automation & Robotics
5/8	Manufacturing Skill Standards Council Breakfast	
5/10	CRN #22328	USPAP 7 Hour
5/20	CRN# *TBD	Navigate and Sail through Microsoft 2007

June/July

6/3	CRN# *TBD	Navigate & Sail through Microsoft 2007 Excel
6/5	CRN #6104	Proposal Planning and Writing
6/6	CRN #6105	Computerized Grant seeking
6/10	CRN# *TBD	Navigate & Sail through Microsoft 2007 Power Point
6/13	CRN #6158	Advanced Grant Writing
6/17	CRN# *TBD	Navigate & Sail through Microsoft 2007 Outlook
6/25	CRN #6022	Cellular Flow
7/12	CRN# *TBD	USPAP 15 Hour

September

9/6	CRN# *TBD	APICS Basics of Supply Chain Management
9/8	CRN #10905	Six Sigma - Black Belt Completion
9/10	CRN# *TBD	APICS Certified Supply Chain Professional
9/11	CRN #10587	Principles of Lean
9/15	CRN #10903	Six Sigma Green Belt
9/29	CRN# *TBD	Blueprint Reading
9/30	CRN #10893	Value Stream Mapping

For more information, call 262.695.6576. Visit our website: www.wctc.edu/cct for full descriptions, cost, etc. You can now register for some of the workshops online at www.wctc.edu. Follow the registration prompts and enter the CRN # when requested.

*TBD (To be determined.)

TIG Welding Training Grants Still Available

There is still time to take advantage of State-subsidized training. Spaces are available for three June sessions. Don't let this opportunity pass by to upgrade employee welding skills. Cost of training is \$140 per participant. All classes will be held in the Welding Lab, Industrial Building, on WCTC/Pewaukee campus, 800 Main Street.

Call Grace at 262.695.7826 for more information and to register employees for this one-week training.

Introduction to Gas Metal Arc (GMAW) Welding – MIG

**Monday through Friday;
June-2 – 6, 2008; 8:00 a.m. – 4:30 p.m.**

A 40-hour introductory course designated to introduce the Gas Metal Arc Welding process to the incumbent worker who has little or no knowledge of the welding process. Participants will learn to:

1. Identify and describe the components of a Gas Metal Arc Welding (GMAW) system
2. Properly set up a GMAW welder for welding
3. Successfully complete single pass welds in the flat and horizontal positions utilizing the GMAW process
4. Successfully identify and utilize safe welding equipment and procedures
5. Interpret simple blueprints and identify common weld symbols

Intermediate Gas Metal Arc Welding

**Monday through Friday;
June 9 – 13, 2008; 8:00 a.m. – 4:30 p.m.**

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

1. Set up and perform the GMAW process to successfully 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.

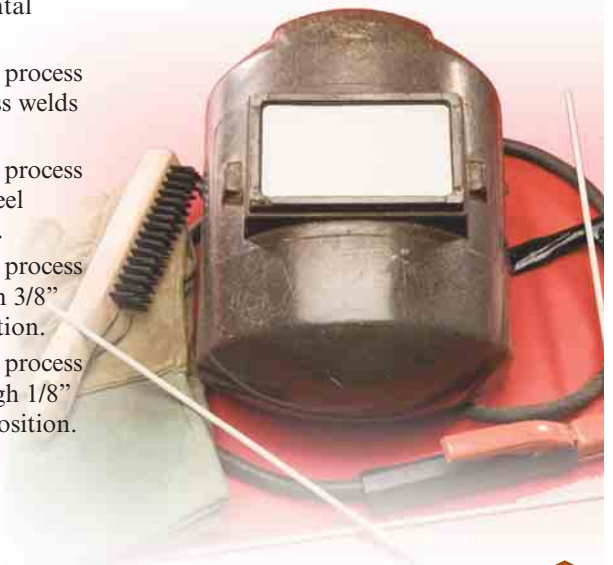
6. Set up a GMAW welder to successfully weld in short circuit, globular, pulse and spray transfer modes.
7. Assemble and weld small assemblies from drawings.

Advanced Introduction To Gas Tungsten Arc (GTAW) Welding

**Monday through Friday;
June 16-20, 2008; 8:00 a.m.-4:30 p.m.**

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

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.





Manufacturing Skill Standards Council

Learn about...

the Manufacturing Skill Standards Council (MSSC) and why it is important to your business!

Learn about...

the MSSC certification program and how it will benefit you – the employer – in decreased recruitment costs; increased ROI; benchmarking; and attracting, motivating, and retaining qualified employees.

Learn about...

MSSC will benefit your employees – with a new set of tools to ensure that both entering and incumbent workers are flexible, easily trainable, highly motivated and possess the basic technical skills. The MSSC assessments require mastery of core subjects such as:

- Math
- Science
- Reading / Writing
- Communications
- Information Technology
- Teamwork
- Analysis
- Problem solving
- Organizational Planning

Learn more...

Just as “ASE” (Automotive Service Excellence) certification is the standard for quality in the automotive repair sector, an MSSC Production Technician Certificate will set the quality standard in our nation’s factories as its use increases.

Thursday, May 8, 2008 at 7:30 a.m.

Waukesha County Technical College
RTA Education Center, Room C-053
800 Main Street, Pewaukee, WI 53072

Refreshments will be served
Phone: 262.695.7828
E-Mail: cperkins@wctc.edu

Waukesha County Technical College is committed to helping you invest in the development of the new, knowledgeable 21st century work force.



Questions? Need to contact us?

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

Upcoming Lean Workshops

Continued from page 1

Who should attend?

Operations and Manufacturing Managers, Maintenance Managers, Production and Assembly supervisors, Manufacturing and Industrial Engineer

Cellular/Flow Manufacturing – CRN #6022

June 25, 2008*

8:00 a.m. – 4:30 p.m.

Waukesha County Technical College
College Center – Room C-021

*** Please note date change since earlier newsletter.**

Topics to include comparison of cellular manufacturing vs. traditional productions as well as the five-step process for designing and implement work cells for either assembly or machining applications.

You will learn:

- Grouping products, measuring demands and establishing TAKT times.
- Reviewing work sequence and combining work to balance process.
- Designing cell layout and use of hands-on simulation exercise to demonstrate principles.
- How to link and balance manufacturing operations to reduce lead times, minimize WIP, reduce handling and floor space and improve productivity
- Understand five principles of cell design
- Link and balance operations

Who should attend?

Operations and Manufacturing Executives and Managers, Production and Assembly Supervisors, Manufacturing and Industrial Engineers

- Workshops are \$250 per person.
- To register: Go to www.wctc.edu and follow the registration prompts. Enter the CRN # when requested.
- For more information: Call 262.695.6576 or e-mail cctmatrix@wctc.edu.
- Workshops are held on the WCTC campus, 800 Main Street, Pewaukee, WI.

In support of corporate training, here are several testimonials from happy and satisfied customers:

"I wanted to say 'Thank You' for the opportunity to participate in this great course Project Management Training].

I walked out...with more confidence because I was provided tools, techniques and more knowledge on how to successfully plan, execute and complete a project. This course was definitely beneficial all around. It not only helped me with finding better tools to project manage but it also provided a better understanding of how the other business groups manage their projects.

What a great way to bring different business groups together:

- *To learn off of each other through small group activities*
- *To meet and talk with other employees you typically wouldn't interact with*
- *To learn about other methods/procedures others are using or not using*
- *To explore ways of improving overall productivity and quality on an individual level as well as a company, as a whole.*

This course is so beneficial. I believe it is of great value...that...all employees in the company should consider...."

Lisa DunKovich

**Marketing Communications Assistant
Magetek, Menomonee Falls, WI**

"... thank you so much for doing such an excellent job at the management training session at LTC. The feedback has been outstanding."

**Michael A. Lanser, Ed.D.
President
Lakeshore Technical College
Cleveland, WI**

Navigate and Sail through Microsoft 2007



This hands-on series will not only help you become familiar with the new layout of Microsoft 2007 but also provide you with quick tips for improving efficiency and saving time in the office. Discover practical applications that you can take back with you to the office.

All workshops run from 7:30 – 9:30 a.m. at Waukesha County Technical College, College Center, room C-222, 800 Main Street, Pewaukee on the dates noted below. Cost is \$45/each.

Word – Achieve office functions with ease

**Dates: Tuesday, May 20, or
Thursday, May 22, 2008**

- Use mail merge feature to create customized correspondence
- Transform your documents using page layout and formatting options
- Insert and format tables to organize data

Excel – Create worksheets that will save you time

**Dates: Tuesday, June 3, or Thursday,
June 5, 2008**

- Generate charts and graphs to illustrate your data in a new way
- Put away the calculator - let Excel help incorporate formulas into your daily routine
- Make your worksheet stand out from the rest - format your data with a new look

PowerPoint – Produce a presentation that will wow your audience

**Dates: Tuesday, June 10, or
Thursday, June 12, 2008**

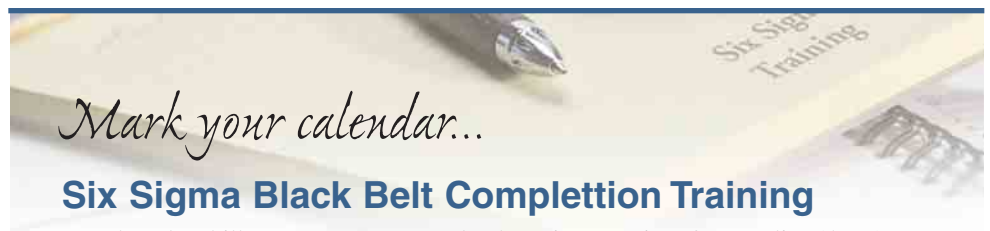
- Create slides, produce handouts, view presentation
- Includes presentation tips!

Outlook – Get organized - it's all in one place: e-mail, calendar and contacts

**Dates: Tuesday, June 17, or Thursday,
June 19, 2008**

- Learn e-mail basics
- Schedule meetings and tasks with follow-up reminders
- Organize contact information into an e-address book

Tutorial, materials and certificate of completion included in training. Basic computer knowledge is required for this training.



Mark your calendar... Six Sigma Black Belt Completion Training

Develop the skills necessary to pass the American Society for Quality (ASQ) certification in order to go from the Green Belt level to the Black Belt level. This six-day training cycle spread over six weeks in two-day increments is intended for participants who have attended the Wisconsin Technical College System Green Belt training or have had other appropriate Green Belt training.

Dates: September 8, 9, 23, 24, October 6, 7, 2008

Times: 8:00 a.m. – 4:30 p.m.

Cost: \$1,900*

* Program cost includes continental breakfast, lunch and handbook, but larger Six Sigma Green Belt training book will need to be obtained if not already in hand. Participants must supply their own laptops. To comply with Wisconsin state statutes, it is possible that fees will be higher for out-of-state participants.

Call 262.695.6576 or email cctmatrix@wctc.edu.



GRANT WRITING workshops

150 billion dollars of grants are awarded annually. Are you interested in obtaining a grant? This is your opportunity to learn about grant writing from the experts – Miner and Associates, Inc.

PROPOSAL PLANNING AND WRITING WORKSHOP

June 5, 2008 – CRN #6104

Designed for those needing the basics of successful grant seeking. This workshop concentrates on the practical elements of planning and writing proposals. It is a full-day, “Grants 101” interactive experience. Equally important, it directly addresses some of the major barriers to getting grants – overcoming inexperience, insufficient time and conflicting priorities. The presenters’ textbook, Proposal Planning and Writing, is used to help you successfully transfer the workshop strategies into your regular office routine.

Who should attend

Appropriate for those seeking grants in nonprofit organizations, educational and health care institutions and public services.

COMPUTERIZED GRANT SEEKING WORKSHOP

June 6, 2008 – CRN #6105

Designed for those wishing to save time and work more efficiently to become successful grant seekers. This is a unique all-day laboratory 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. You will start a proposal draft in class. When you are enrolled in this class, you will receive a free three-year subscription to a bi-weekly electronic grants newsletter, a \$400 value.

Who should attend

Appropriate for those seeking grants in nonprofit organizations, educational and health care institutions and public services.

ADVANCED GRANT WRITING WORKSHOP

June 13, 2008 – CRN #6158

Designed for individuals with a basic knowledge of grant seeking who now want to acquire the skill set used by professionals. This workshop concentrates on the practical elements of an integrated approach to planning and writing. You will learn what you need to know before developing a complete grant application. You will participate in a mock review of an actual proposal, which will help you write more persuasively. Discover discrepancies between application guidelines and reviewer’s evaluation forms. Spend time drafting your own proposal and receive individual coaching on it.

At this workshop you will be given a copy of Models of Proposal Planning and Writing, the only available “graduate level” book on successful grant seeking. You will leave the workshop armed with an arsenal of advanced persuasion techniques. Although it is not required, consider bringing a few tools that will help you get the most out of the workshop, including your best proposal ideas, target grant announcements or Requests for Proposals, an electronic or hard copy of existing or draft proposals, a copy of your mission statements, business cards for networking, a highlighter, and a flash drive. If you need to write winning proposals, this workshop will help you – in the words of Emeril Lagasse – “kick it up a notch.”



The following testimonial comes from an attendee of a Grant Writing workshop.

“I attended one of your [Grant Writing] workshops at WCTC a couple of years ago. I just wanted to let you know that this experience, and using some of your techniques, helped me land quite a respectable grant for a study of storm anxiety in dogs. It was my first attempt at a grant proposal, so I’m pretty happy with the results.

Thanks for all your ideas, and for your newsletters.”

Claudeen E. McAuliffe, M.Ed., CAP2
Kindness Canine Behavior Consultants LLC
Oconomowoc, WI

Workshops Schedule

8:30 a.m. – 3:00 p.m.

(8:00 a.m. registration)

\$269 per workshop per person includes lunch and materials. In the advanced class, you will also receive a computer disk containing over 400 specially selected grant-based web sites.

Seating is limited; please register at least one week before the workshop.

All workshops will be held at **Waukesha County Technical College**
Richard T. Anderson Education Center
800 Main Street
Pewaukee, WI 53072

To register: Go to www.wctc.edu and follow the registration prompts; enter the CRN # when requested.

For more information: Call 262.695.6576 or email cctmatrix@wctc.edu.

These workshops are presented in partnership with Waukesha County Technical College and Miner and Associates, Inc.