



June 2008

Volume 5 Issue 33

June Perkins, Newsletter Coordinator  
Corporate & Community Training

262.695.7828

## WCTC Foundation In-Kind Donations

Each year the WCTC Foundation records and acknowledges in-kind donations which assist in enhancing the educational experiences of WCTC students. In-kind donations may include: new products, equipment, raw materials, machinery and tooling, computers, furniture, vehicles, services, etc.

It is important that these generous donations are recorded through the WCTC Foundation. For your reference, a form on page 5 can be found for recording in-kind donations. Please forward any completed forms to the WCTC Foundation, and the Foundation will send to the generous donor an acknowledgement which will serve as the official receipt for the charitable donation.

Please contact the WCTC Foundation either by phone 262.691.5202 or e-mail [foundation@wctc.edu](mailto:foundation@wctc.edu) for further information or any questions.

**WCTC**  
**Foundation**  
**— Inc. —**

# Corporate & Community Training The Conduit

## Navigate and Sail through Microsoft 2007



Be one of the first to become familiar with the new layout of Microsoft 2007 and learn quick tips for improving efficiency and saving time in the office. Discover practical applications that you can take back with you to your office. Workshops run from 7:30-9:30 a.m. in room C-222 on the dates noted below. Cost is \$45/each. Call 262.695.6576 or e-mail [cctmatrix@wctc.edu](mailto:cctmatrix@wctc.edu) to register!

**Excel** – Create worksheets that will save you time

**Tuesday, June 3, 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

**Tuesday, June 10, 2008**

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

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

**Tuesday, June 17, 2008**

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

Not sure where to look for what you need? Are you hesitant or even stressed about learning and maximizing the features in Microsoft 2007? Are you frustrated? We have the help you need...in these workshops!

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

*Need employee training and don't know where to start?*

Call for initial interview with one of our Corporate & Community Training account managers who will help you proceed with ease....

Gayle Graham  
262.695.7833

[ggraham@wctc.edu](mailto:ggraham@wctc.edu)

James Jackson  
262.695.7820

[jtjackson@wctc.edu](mailto:jtjackson@wctc.edu)

**WCTC**

892 Main Street  
Pewaukee, WI 53072

# Grant Writing Workshops

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. You will discover discrepancies between application guidelines and reviewer’s evaluation forms. You will 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.”



## 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](http://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](mailto:cctmatrix@wctc.edu).

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

## Questions? Need to contact us?

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



## LEAN workshop

### Cellular/Flow Manufacturing

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

**CRN** #6022

**Date:** June 25, 2008

**Time:** 8:00 a.m. – 4:30 p.m.

**Cost:** \$250 per person.

**Location:** Waukesha County Technical College  
College Center, Rm C-021  
800 Main Street  
Pewaukee, WI.

**To register:** Go to [www.wctc.edu](http://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](mailto:cctmatrix@wctc.edu).

# thank you

*"...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.*

*"You were able to show how tools taught in the classroom were applied in the 'real world' environment.*

*I have definitely recommended this experience to co-workers and colleagues from other organizations."*

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

## Did you know . . .

The Internet has transformed how U. S. employers find and hire employees, according to an industry study by **Booz Allen Hamilton** that shows that the Internet produced over 51 percent of all recent new hires.

### TechConnect?

Have you heard about this business resource? Wisconsin TechConnect, a collaborative effort of the 16 technical colleges that comprise the Wisconsin Technical College System (WTCS), is a statewide, online employment information system for recruiting WTCS students and graduates.

#### Take advantage of Wisconsin TechConnect – employer benefits:

- Fast – jobs posted daily
- Free – no cost to employers
- Easy – post a job in minutes
- Convenient – online service whenever you need it
- Targeted to a technically skilled work force
- Single-entry, statewide access to WTCS students, graduates and faculty

To learn more about Wisconsin TechConnect, please contact Janet at 262.695.7811.

The return on investment of employee training can be measured by increased productivity, more efficient use of resources, higher quality and greater customer satisfaction. Our clients tell us that training and technical assistance provided by the Wisconsin Technical College System make their operations run more smoothly and productively.

*"The highly professional, dedicated instructors demonstrate their desire to deliver a customized program by rolling up their sleeves and spending time on our shop floor. It's a very effective learning experience."*

**Darlene Konkell**  
Training & Communications Coordinator  
International Truck and Engine Corporation  
(formerly Navistar)

*"The Wisconsin Technical College System does an exceptional job of preparing its graduates to make an immediate, positive contribution to our company. Graduates learn from knowledgeable instructors with relevant industry experience who build skills that are easily transferable to Quad/Graphics' advanced printing equipment and production environment. We have confidence in the System and in its graduates."*

**Robert Quadracci**  
Human Resource Director  
Quad/Graphics, Inc.



## 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.

### 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.

### Six Sigma Green Belt Fall 2008 Training Schedule

**Time:** 8:00 a.m. – 4:30 p.m.

**Dates:** September 15, 16, 17  
October 23, 27, 28  
November 17, 18  
December 8, 9

**Price:** \$3500 includes all materials, books, MiniTab software, breakfast and lunch.

Participants must supply their own laptop computers.

### Workshops held at:

#### Waukesha County Technical College

800 Main Street  
Pewaukee, WI 53072

Class sizes are limited; please register by September 4, 2008.

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

## Upcoming Workshops

### June/July/August 2008

6/3	CRN 6240	Navigate & Sail through Microsoft 2007 Excel
6/5	CRN 6104	Proposal Planning and Writing
6/6	CRN 6105	Computerized Grant Seeking
6/10	*TBD	Navigate & Sail through Microsoft 2007 Power Point
6/13	CRN 6158	Advanced Grant Writing
6/17	*TBD	Navigate & Sail through Microsoft 2007 Outlook
6/19	*TBD	Navigate and Sail through Microsoft 2007 Outlook
6/25	CRN 6022	Cellular Flow
7/12	*TBD	USPAP 15 Hour

### September 2008

9/6	*TBD	APICS Basics of Supply Chain Management
9/8	CRN 10905	Six Sigma – Black Belt Completion
9/10	*TBD	APICS Certified Supply Chain Professional
9/11	*TBD	Work Productively
9/11	CRN 10587	Principles of Lean
9/15	CRN 10903	Six Sigma Green Belt
9/17	*TBD	Conducting a Collaborative Performance Review
9/25	*TBD	Think Critically
9/29	CRN 11872	Blueprint Reading
9/30	CRN 10893	Value Stream Mapping

### October 2008

10/4	*TBD	APICS Master Planning of Resources
10/8	*TBD	Exercising Emotional Intelligence
10/9	CRN 10915	Lean for Accounting
10/15	CRN 10894	Kaizen
10/23	*TBD	Adapt to Change
10/27	*TBD	GD&T
10/30	CRN 10896	5S

### November 2008

11/1	*TBD	APICS Detailed Scheduling and Planning
11/5	*TBD	APICS Fundamentals of Production and Inventory Control
11/11	CRN 10898	Lean Culture
11/12	*TBD	Correcting Performance Problems
11/13	*TBD	Listen Effectively
11/20	*TBD	Proposal Planning and Writing

**For more information, call 262.695.6576.** Visit our website: [www.wctc.edu/cct](http://www.wctc.edu/cct) for full descriptions, cost, etc.

You can now register for some of the workshops online at [www.wctc.edu](http://www.wctc.edu). Follow the registration prompts and enter the CRN # when requested.

\*TBD (To Be Determined.) Without a CRN number, call 262.695.6576 to register.

Visit our website: [www.wctc.edu/cct](http://www.wctc.edu/cct) for full descriptions, cost, etc.

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

**WCTC** 

