



PERFORMANCE-MINDED
**BUSINESS
SOLUTIONS**
WORKFORCE SOLUTIONS EVENTS SCHEDULE

MORAINÉ PARK

ECONOMIC AND WORKFORCE
DEVELOPMENT

JULY – DECEMBER 2017



Building a workforce that performs at consistently high levels requires vision and an integrated learning and development strategy that cultivates talent and enables employee productivity capable of achieving business results.

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Any of the trainings listed in this catalog can be brought on-site and customized to your business. Flexible scheduling and group pricing is available. **To learn more about how Moraine Park can help your organization, call 920-924-3449 or e-mail training@morainepark.edu.**

Learning Applied to Your Business

Learning and development applied in the right context helps your workforce adapt to change, implement new initiatives and continuously improve business performance. Moraine Park partners with businesses to understand their needs and then recommends the right performance-minded solutions to deliver measurable improvements.

Moraine Park helps you link learning to organizational performance.

- Needs Assessments to Identify and Align Solutions With Your Goals
- Enterprise Alignment of Learning and Development Initiatives
- Change Management Strategies to Help You Activate New Initiatives
- Targeted, Flexible, Customized Learning Solutions
- Technical Expertise Applied to Your Business

WORKSHOPS AND SEMINARS

Interact with other business professionals in workshops and seminars. Or, if you're finding it difficult to get away from work, consider one of our new online training options.



Business Forums/ FREE Webinars

A. BUSINESS NETWORKING FORUM - HOLD THE DATE
Friday, October 20, 2017
8:00 a.m. – 10:00 a.m.
Fond du Lac Campus, Room A-112

The forums are designed for Moraine Park business clients and include a presentation and a peer Conversation Café best practice sharing. *Specific information will be available closer to the event date at morainepark.edu under Business and Industry Upcoming Events.*

B. FREE WEBINARS

Are you looking for ways to expose your staff to new ideas that will positively impact their performance? Moraine Park's monthly webinars provide a no-cost way for you to share best practices and trends positively impacting workplace performance with your staff. Register for any of our upcoming webinars or view archived sessions by visiting morainepark.edu/webinars.

All sessions run from 12 Noon – 1:00 p.m. on the days listed, unless otherwise noted.

Critical Core Skills: A Key Component to Employee Retention
Tuesday, July 18, 2017

Strategic Workforce Planning – What is it and why is it important?
Tuesday, August 15, 2017

Coaching to Support Internal Motivation and Maximize Performance
Tuesday, September 19, 2017

Managing Generations in the Workplace
Tuesday, October 17, 2017

Addressing Gaps in the Talent Pipeline
Tuesday, November 14, 2017

Legal Issues in Human Resources (don't let this happen to you)
Tuesday, December 12, 2017



AUTOMOTIVE TECHNOLOGIES

AUTOMOTIVE TECHNOLOGIES

Keeping pace with technology can be challenging, and vehicles are no exception! These Automotive Professional Development offerings will help keep your shop current as it relates to electrical systems, computer controls, lab scopes, and overall diagnostics. These courses are encouraged for shop owners and staff.

A. NEW! NAVIGATION AND OPERATION OF SNAP-ON VERUS PRO

This training provides navigation and operation training on the Snap-on Verus Pro scan tool. With this training, you should be aware of approximately 95% of the features and functionality of this high-tech scan tool. Verus Pro scan tools will be provided, but participants are encouraged to bring their own. Snap-on certification testing after course completion is available upon request.

Saturday, September 16, 2017
8:00 a.m. – 2:00 p.m.
Fond du Lac Campus, B-109
Instructor: Timothy Moy

\$199 per person. Price includes materials.

B. NEW! INTRODUCTION TO AUTOMOTIVE LAB SCOPE

Provides an introduction to operating an automotive lab scope. Snap-on Verus scan tool will be provided for the lab scope training, but participants are encouraged to bring their own for comparison and classroom discussion. Students are encouraged to take the Snap-on Verus Pro Navigation and Scanner Operation course first. Snap-on certification testing after course completion is available upon request.

Tuesdays, October 3 and 10, 2017
6:00 p.m. – 9:00 p.m.
Fond du Lac Campus, B-109
Instructor: James Daniels

\$199 per person. Price includes materials and light dinner.

C. NEW! APPLICATION OF AUTOMOTIVE LAB SCOPE

Review introduction to lab scopes with hands-on application to lab scope testing in a shop setting. Most of this course will take place in the auto lab actively using the devices. Participants are strongly encouraged to take Introduction to Automotive Lab Scope before this hands-on course. Snap-on certification testing after course completion is available upon request.

Tuesday, October 17, 2017
6:00 p.m. – 10:00 p.m.
Fond du Lac Campus, B-109
Instructor: James Daniels

\$149 per person. Price includes materials and light dinner.



The following courses support completion of A6 ASE electrical exam, and participants are encouraged to bring in vehicles with system concerns related to the trainings. Classroom and hands-on exercises included in all these courses.

D. NEW! AUTOMOTIVE ELECTRICAL AND ELECTRONIC FUNDAMENTALS

Develop an understanding of basic electrical and electronic fundamentals using Ohm's Law. Students will build circuits, use electrical test equipment, develop wire repair techniques and read automotive wiring diagrams.

Saturdays, September 30 and October 7, 2017
8:00 a.m. – 4:00 p.m.
Fond du Lac Campus, B-109
Instructor: Tim Moy

\$349 per person. Price includes materials.

E. NEW! AUTOMOTIVE STARTING AND CHARGING SYSTEMS

Develop the skills needed to diagnose, service and repair battery, starting and charging systems. Students are encouraged to take Automotive Electrical and Electronic Fundamentals first or have the ability to read automotive wiring diagrams.

Saturdays, October 21 and 28, 2017
8:00 a.m. – 2:00 p.m.
Fond du Lac Campus, B-109
Instructor: Tim Moy

\$259 per person. Price includes materials.



F. NEW! AUTOMOTIVE COMPUTER CONTROL SYSTEMS

Develop the skills needed to diagnose, service and repair various computer control systems. Students are encouraged to take Automotive Electrical and Electronic Fundamentals first or have the ability to read automotive wiring diagrams.

Saturdays, November 4 and 11, 2017
8:00 a.m. – 2:00 p.m.
Fond du Lac Campus, B-109
Instructor: Tim Moy

\$259 per person. Price includes materials.

G. NEW! AUTOMOTIVE ON-BOARD DIAGNOSTICS II

Learn to diagnose, service and repair On-Board Diagnostic System II used on 1996 and newer gasoline internal combustion engines. Participants are encouraged to complete Automotive Computer Control Systems course prior to taking this course.

Saturdays, December 2 and 9, 2017
8:00 a.m. – 2:00 p.m.
Fond du Lac Campus, B-109
Instructor: Frank Corrente

\$259 per person. Price includes materials.

Facilities Rental

Moraine Park Technical College is pleased to make its facilities and equipment available to the community. Classrooms, state-of-the-art conference centers and computer labs are just a few of the many options the College offers to help meet your facility needs.

For information, go to:
<http://www.morainepark.edu/services/facilities-rental/>



“The investment made paid off halfway through the program. Our participants started to see the bigger picture. They could see some of the vision we were putting into the organization, how it applied, and were able to catch on more quickly to what we were trying to do in the transition.”

– Dan Ellsworth, President, Animart

BUSINESS DEVELOPMENT

SESSIONS FORMING NOW

Enhance organizational effectiveness through:

- Stakeholder commitment to ensure clear direction and participant engagement and accountability.
- Enterprise-wide thinking for effective decision making.
- Competency-based development to build individual credibility and link team performance to strategy and execution.
- Project-based development with measured business outcomes.
- One-on-one coaching from experienced business leaders.

Accelerate Leadership Performance



The economic climate is changing, and success is increasingly dependent on your leadership's ability to navigate and lead the change necessary to achieve your strategic objectives. Aligning talent and engaging your workforce to execute against that direction is critical to long-term business success. The STRAT 2.0 program was created to provide the necessary training, locally, to help develop the skills within your leadership team needed to navigate this new economy.



THE KEYSTONES OF STRAT 2.0

A. ASSESSMENT

The STRAT 2.0 program begins with a 360° assessment that is designed to identify strengths and opportunities for individual development. An individual action plan is created to guide the development of the participant and is reviewed with the program sponsor.

B. SPONSORSHIP

Sponsors are an important part of monitoring participant achievement. Employers assign sponsors from within their organization to recommend and then engage and monitor the participants' achievement. They are a bridge between the program learning and practical application within your business.

C. WORKSHOPS

A series of workshops provide the participants with opportunities to build on their leadership skills; improve communication skills; learn the basics of team alignment, engagement, performance and motivation; and develop skills to become a strategic partner within their organizations.

D. PROFESSIONAL COACHING

One-on-one coaching from experienced business leaders is a significant part of the STRAT 2.0 program. The coach acts as a guide, ally and advocate for the participants, assisting in identifying projects, providing 360° review and feedback, and fostering ongoing networking relationships.

E. PROJECT DESIGN

Each participant will design a project that crosses several functional areas of their organization. The projects will enable participants to define clear objectives, apply and refine the skills they have learned and produce measurable results within a defined timeframe.

F. NETWORKING

The STRAT 2.0 program engages participants in a range of networking events, which are key to professional achievement and ongoing positive business development. Participants hone skills in peer, social and community resource networking.

The 2017 STRAT 2.0 session is forming now.

Registration deadline is December 15, 2017.

ACCELERATE YOUR ORGANIZATION'S PERFORMANCE.

To learn more about how STRAT 2.0 can improve your business leadership performance, call 920-924-3449 or e-mail training@morainepark.edu.



BUSINESS TECHNOLOGY

“ Makes you think outside the box. Good networking, good activities to relate to topics. Makes it more memorable.”

– Student

Microsoft Excel Professional Series

Help learners in corporate training sessions quickly grasp the features and functionality of Microsoft Office applications in less than one day.

Features:

- Instructor-led learning environment.
- Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly.
- Students develop practical skills they can apply immediately.
- Spiral bound textbook included in each level.

A. MICROSOFT EXCEL LEVEL 1 PROFESSIONAL SERIES

This course covers beginning-level skills and is ideal for the newer computer user who wants to become well versed in Excel.

Topics introduced include the Ribbon interface; entering and editing data; selecting cells and ranges; printing worksheets; creating formulas and functions; formatting cell contents; inserting and deleting columns, rows and cells; charts; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel: Level 2.

Thursdays, September 7 and 14, 2017

6:00 p.m. – 9:00 p.m.

Fond du Lac Campus, Room 0-107

Instructor: Renae Fischer

\$139 per person. Price includes materials.

B. MICROSOFT EXCEL LEVEL 2 PROFESSIONAL SERIES

This course covers more complex skills than those presented in Level 1 course but with the same proven instructional design.

Topics introduced include large worksheets and workbooks; tables; outlines; inserting clip art, pictures and SmartArt; templates; digital signatures; and more. After completing this course, students can successfully face the challenges presented in Microsoft Excel: Level 3.

Thursdays, September 21 and 28, 2017

6:00 p.m. – 9:00 p.m.

Fond du Lac Campus, Room 0-107

Instructor: Renae Fischer

\$139 per person. Price includes materials.

SPECIAL RATE!
Register for all 3 Microsoft Excel classes for \$379 per person.

C. MICROSOFT EXCEL LEVEL 3 PROFESSIONAL SERIES

This course provides more complex skills than those presented in our Level 1 and Level 2 courses but with the same proven instructional design. This is an advanced course that will challenge students.

Topics introduced include PivotTables and macros, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and more.

Thursdays, October 5 and 12, 2017

6:00 p.m. – 9:00 p.m.

Fond du Lac Campus, Room 0-107

Instructor: Renae Fischer

\$139 per person. Price includes materials.



Microsoft Word for the Administrative Professional Series

This series includes MS Word Level 1, Level 2 and Level 3 Professional series for a total of 18 hours of training

Features:

- Instructor-led learning environment.
- Spiral bound textbook included in each level.
- Based on proven Labyrinth Instructional Design.
- Step-by-step, skills-based approach ensures that students master subjects and achieve success quickly.

A. NEW! MICROSOFT WORD SPECIALIST SERIES – LEVEL 1

This course provides introductory training for Microsoft Word. This course is ideal for newer computer users who want to become well versed in Word. Beginning level skills include: Ribbon interface; working with text; printing; using proofreading tools; creating bulleted and numbered list; tables and forms and more. After completing the course students can successfully face the challenges presented in Microsoft Word for the Administrative Professional Level 2.

Tuesdays, October 31 and November 7, 2017

5:30 p.m. – 8:30 p.m.

West Bend Campus, L-114

Instructor: Cynthia Albrecht

\$139 per person. Price includes materials.

B. NEW! MICROSOFT WORD SPECIALIST SERIES – LEVEL 2

This course provides intermediate training for Microsoft Word and is for students who are ready to create more complex documents. Intermediate level skills include newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates tables of contents and indexes and more.

Tuesdays, November 14 and 21, 2017

5:30 p.m. – 8:30 p.m.

West Bend Campus, L-114

Instructor: Cynthia Albrecht

\$139 per person. Price includes materials.

SPECIAL RATE!
Register for all 3 Microsoft Word classes for \$379 per person.

C. NEW! MICROSOFT WORD SPECIALIST SERIES – LEVEL 3

This course provides more advanced skills than those presented in Microsoft Word Level 1 and level 2. Advanced skills include track changes, macros digital signatures, customization options and more.

Tuesday, November 28 and December 5, 2017

5:30 p.m. – 8:30 p.m.

West Bend Campus, L-114

Instructor: Cynthia Albrecht

\$139 per person. Price includes materials.

Need training in another version of Microsoft Word, Access, Publisher, or other Office products?

Check out our other offerings at <http://www.ed2go.com/mptc-pro>. Use the “Search for Courses:” to find the Microsoft Office product and version that you need training for.



D. HOW TO MAKE A PROMOTIONAL VIDEO

Discover how to promote your business through the power of a promotional video. All businesses, small and large, can benefit from the use of an online video – in fact, consumers are demanding it! This class will guide you through the basic steps toward the production of your first YouTube video in a hands-on environment. No previous experience required. Students are encouraged to bring a jump drive to class.

Step 1: Basic Script Development

Step 2: Technical Aspects of Shooting the Video

Step 3: Production

Step 4: Post-Production Editing

Step 5: Publishing Contact to YouTube

Wednesday, September 27, Thursday, September 28 and Wednesday, October 4, 2017

5:30 p.m. – 8:30 p.m.

West Bend Campus, T-211/212

Instructor: Ken Motzkus

\$99 per person. Price includes materials.

E. NEW! MICROSOFT VISIO 2016: PART 1

Visual images represent knowledge, data and information. Beginning with the Paleolithic cave paintings and continuing to today's most complex computer networks, these images leverage the ability of the human brain to rapidly perceive patterns and trends from visual representations.

In today's workplace, visual diagrams are an essential part of communication, from road maps to sales flows to process charts. Microsoft® Visio® provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. By following the exercises in this course, you will create visually engaging diagrams, maps and drawings, using graphical elements to make information easier to comprehend.

This course is designed for persons who are new to Visio and who will be using Visio to create basic workflows and perform end-to-end flowcharting. Course is taught on laptops.

Saturday, November 11 and 18, 2017

8:30 a.m. – 11:30 a.m.

West Bend Campus, T-117

Instructor: Manuel Ferrer-Herrera

\$139 per person. Price includes materials.



COMMUNICATIONS

A. LISTEN EFFECTIVELY

Participants learn to listen so that specific and complicated directions are not misunderstood or misapplied. Learning activities help participants listen so that the message can be accurately interpreted, provide feedback while listening to demonstrate active receipt of a message, and incorporate appropriate body language into the listening process.

Wednesday, July 26, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Chris Schatz

\$99 per person. Price includes materials.

B. SPANISH FOR SCHOOL ADMINISTRATION, TEACHERS & STAFF

Provides functional Spanish language skills for school personnel who have occasional contact with Spanish-speaking students and visitors. Includes extensive training for non-Spanish-speaking classroom teachers who have Spanish-speaking children in their classroom. Approximately 45 lines of Spanish and numbers will be learned. No prior knowledge of Spanish is necessary.

Tuesdays, August 8 and 15, 2017
5:00 p.m. – 9:00 p.m.
West Bend Campus, T-208
Instructor: Jackie Pomeranke

\$99 per person. Price includes materials.

C. FOLLOW DIRECTIONS

Participants learn to interpret both written and verbal instructions accurately, evaluate directions to uncover potential problems, and apply step-by-step procedures to produce a product to the exact specifications.

Wednesday, September 13, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Chris Schatz

\$99 per person. Price includes materials.

D. UNDERSTANDING DIVERSE THINKING AND COMMUNICATION STYLES

The Diversity Game quickly gives individuals a picture of their thinking and communication styles and helps them find ways to improve communication with others whose styles differ from their own. This interactive game is based on the Herrmann Whole Brain Model that divides mental processing preferences into four distinct clusters or style preferences.

Outcomes:

- Identify their personal thinking/communication style.
- Experience the difference in thinking/communicating preferences.
- Build acceptance and understanding of different styles.
- Help people look at their communication style strengths and blind spots.
- Use the different style information to build credibility and effectiveness in the workplace and have some fun!

Monday, September 25, 2017
8:00 a.m. – 10:00 a.m.
Fond du Lac Campus, O-103
Instructor: Amy Beaman

\$99 per person. Price includes materials.

COMMUNICATIONS (CONTINUED)

E. COMMUNICATE CLEARLY

Participants learn to be clear and concise when giving directions and presenting information in an organized format. They further learn to communicate in writing using appropriate grammar, spelling format and technical terms, according to established writing standards.

Wednesday, October 11, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Chris Schatz

\$99 per person. Price includes materials.

F. SPANISH FOR THE WORKPLACE

This training is designed to provide non-Spanish-speaking employees with functional skills in Spanish to address routine operations found in most workplace settings. Topics include employment, hiring/dismissal, time and work schedules, medical emergencies, and safety issues. Approximately 45 lines of Spanish and numbers will be learned. No prior knowledge of Spanish is necessary.

Friday, October 20, 2017
8:30 a.m. – 5:00 p.m.
Fond du Lac Campus, O-103
Instructor: Pamela Templin

\$99 per person. Price includes materials.

G. LISTENING FOR SUCCESS

Listening is a pervasive part of everyday life both at home and at work. We spend more time listening than we do talking, and listening is the critical complement to effective communication. Yet when it comes to skill development, listening tends to take a back seat to flashier aspects of communications like presentation skills. In this course, participants will gain the knowledge and skills to enhance their performance on the three Dimensions of Listening: Staying Focused, Capturing the Message, and Helping the Speaker.

Outcomes

- Understand what it means to listen and why effective listening skills are so important at work.
- Ability to recognize and overcome common barriers to listening.
- Identify and practice behaviors that promote effective listening.

Monday, October 30, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-118
Instructor: Chris Schatz

\$175 per person. Price includes materials and refreshments.

H. GENERATIONAL DIVERSITY

Today's workforce is more diverse than ever. The differences that exist between team members can be a source of workplace conflict and misunderstanding that can dramatically impact productivity and compromise results. But, are we really that different? Or, is it the perception of those differences that gets in our way? Learn to find common ground and establish a platform of respectful communication to improve your team's performance:

Outcomes:

- Define key characteristics of the four generations in the workplace
- Understand the issues and situations influenced by generational differences.
- Identify potential challenges when interacting with team members with diverse perspectives.
- Learn to foster respectful communication to promote stronger teamwork

Monday, November 13, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Amy Beaman

\$125 per person. Price includes materials and refreshments

I. BUSINESS ETIQUETTE

Business etiquette is defined as the conduct or procedures that are generally acceptable and polite in the workplace. It is typically a set of unspoken expectations that most people either meet—or find out about when they do not meet them.

This course provides guidelines for common business etiquette, how to show respect for yourself and others, how to establish positive connections with anyone, and how to choose polite and positive responses to rude behavior.

Outcomes:

- Practice common business etiquette to build and maintain relationships.
- Be resilient in difficult situations.
- Maintain relationships with strong communication skills.
- Learn to foster respectful communication to promote stronger teamwork.

Monday, December 4, 2017
8:00 a.m. – 4:30 p.m.
Fond du Lac Campus, O-103
Instructor: Chris Schatz

\$249 per person. Price includes materials, lunch and refreshments.

“Kondex Corporation identified Six Sigma as one of the tools needed in their organization. The overall objective, as more projects are completed, will be to continue to reduce costs and wastes at Kondex, thereby making us the desired supplier for our customers.”

– Jim Wessing, President,
Kondex Corporation

CONTINUOUS IMPROVEMENT & QUALITY



Continuous Improvement Academy

Prepare your business to compete in the face of rapid change, rising costs and increased competition by focusing on process improvements to systematically eliminate waste, improve quality and enhance customer satisfaction. The Continuous Improvement Academy addresses skill development at every level of an individual’s career. Employees completing skill tracks within the Academy can earn college credit to support continuing education requirements or to apply toward a college degree. **Contact a Moraine Park representative for more information at 920-924-3449.**

Prerequisites: Computer skills and a basic understanding of the Windows operating environment and Microsoft Word and Excel. See the computer offerings to address skill building in this area if needed.

SIX SIGMA SKILL TRACK

Six Sigma is a comprehensive and flexible system for achieving and sustaining bottom-line results in your organization. Six Sigma is much more than a quality system; it is a disciplined, data-driven approach and methodology for eliminating defects in any process.

A. WHITE BELT

Utilizing White Belt training, you can introduce the Six Sigma tools and DMAIC philosophy to a large percentage of your workforce to inject the Six Sigma culture deeper into your organization. It explores graphically based quality improvement tools, such as histograms, line graphs, scatter plots and Pareto charts, and can include Lean practices.

Call 920-924-3449 for more information on scheduling this training for your employees.

B. LEAN ENTERPRISE/SIX SIGMA EXECUTIVE OVERVIEW

This session is targeted to the level of management who would plan, control and oversee the implementation and continuation of a Lean Enterprise/Six Sigma program. Topics to be covered include the relationship of Lean Enterprise/Six Sigma to corporate strategies, issues of implementation, a basic overview of the methodology and tools, and an introduction to training programs.

Expect to learn:

- The difference between Lean Enterprise and Six Sigma.
- The proper applications for Lean Enterprise and Six Sigma.
- Why your organizations need to implement one or both of these systems.
- The role that everyone plays in the success of each.
- The link between Six Sigma and the Critical to Satisfaction Characteristics of your customers.
- Lean Enterprise tools.
- Training Levels – Yellow Belt, Green Belt, and Black Belt.
- Learn about the WTCS Green Belt Training program.

Tuesday, July 11, 2017

7:30 a.m. – 10:30 a.m.

Fond du Lac Campus, A-112

Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

–COMPLIMENTARY SESSION–

C. SIX SIGMA: BEST PRACTICES IN PROJECT SELECTION

Prepare to take your Six Sigma efforts to the next level to realize a greater return on your Green Belt training dollar. Concentrate your Six-Sigma efforts to ensure valuable resources are focused on the most meaningful projects. This two-hour session will present industry-best practices to identify and select the people best suited to become successful Green and Black Belts within your organization, providing the biggest return from your Six-Sigma investment.

In this session you will:

- Understand the value of a Six-Sigma project selection process.
- Understand what qualities to look for when selecting Green Belt candidates.
- Become familiar with Six Sigma industry-best practice to support projects and belts.

Tuesday, July 25, 2017

8:00 a.m. – 10:00 a.m.

West Bend Campus, T-117

Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

–COMPLIMENTARY SESSION–

Workforce Advancement Training Grants

Twenty-nine local businesses benefited in 2016 from Workforce Advancement Training Grants secured by Moraine Park on their behalf. Grant awards totaled nearly \$506,725 and will help to train more than 1,694 employees. The grants will help these businesses develop customized leadership, continuous improvement and advanced technical skills training to transform their business operations.

For information on how you can take advantage of current grant opportunities and develop your workforce, call 920-924-3449 or e-mail training@morainepark.edu.

CONTINUOUS IMPROVEMENT & QUALITY (CONTINUED)

D. GREEN BELT CERTIFICATION – FACE-TO-FACE FORMAT
The Wisconsin Technical College System (WTCS) – Green Belt Certification takes your employees to the next level of training in the Six Sigma philosophy. The certification includes 88 hours of classroom training and 5 hours of individualized coaching on your project. Participants will apply the skills and tools learned to their workplace project. *(This is a prerequisite for the Six Sigma Black Belt Completion program.)*

- THE SIX SIGMA APPROACH:**
- Utilizes DMAIC (Define, Measure, Analyze, Improve, Control) methodology.
 - Closely understands customer needs.
 - Has disciplined use of facts, data and statistical analysis.
 - Pays diligent attention to managing, improving and reinventing business processes.
 - Uses training designed to be easy to comprehend and implement.

UPON COURSE COMPLETION, EACH PARTICIPANT WILL RECEIVE:

- Six associate of applied science degree credits.
- A Six Sigma Green Belt Certificate from Moraine Park, in partnership with the WTCS.

FALL 2017 DATES:
August 29, 30 and 31
September 20 and 21
October 18 and 19
November 15 and 16
December 13 and 14
Final project presentations: January 11

8:00 a.m. – 4:30 p.m.
West Bend Campus, Room T-207/T-117
Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

FALL REGISTRATION DEADLINE IS FRIDAY, AUGUST 4, 2017.

\$3,900 per person. Price includes a timed version of Minitab, project coaching, book, materials, lunch and refreshments.

Note: Participants are required to have a laptop with Minitab software for the duration of the training.

E. BLACK BELT COMPLETION PROGRAM
This workshop prepares participants for the ASQ Six Sigma Black Belt Certification test. Participants who have successfully completed the Green Belt Certification and project are eligible to enroll in this program. Total training includes 48 hours of classroom instruction.

SPRING 2018 DATES:
January 31
February 1, 14, 15 and 28
March 1
8:00 a.m. – 4:00 p.m.
Fond du Lac Campus, O-104
Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

\$1,900 per person. Price includes materials, lunch and refreshments.

Note: Participants are required to have a laptop with Minitab software for the duration of the training.

F. PROBLEM SOLVING
Participants learn to complete tasks with incomplete information and/or unavailable resources, analyze processes by breaking them down into manageable tasks or steps, and identify root causes of problems. Participants use quality tools to arrive at possible solutions to problems and apply reasoned criteria to select the best potential solutions.

Wednesday, October 25, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Chris Schatz

\$99 per person. Price includes materials.

G. ADAPT TO CHANGE
Participants learn to apply a change model and its methodology to the business environment. Learning activities help participants respond quickly to unexpected events, contribute to innovative approaches, and think creatively. Participants are encouraged to adopt a personal philosophy incorporating lifelong learning as a means of maintaining adaptability.

Wednesday, November 8, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Chris Schatz

\$99 per person. Price includes materials

Lean Skill Track:

H. 5S VISUAL MANAGEMENT
This overview of 5S introduces participants to the importance of creating a visual workplace where waste stands out. 5S creates a clean and safe workplace that helps support the other tools of Lean.

- Discuss why 5S is important.
- Learn why it is a requirement for Lean.
- Learn why it is called 5S instead of workplace organization.

Tuesday, August 8, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

\$125 per person. Price includes materials and refreshments.

I. KAIZEN
Learn the critical planning elements involved in running a successful kaizen event. Pre-event work that is done is critical to ensure a successful event and sustainable change. Learn the importance of:

- Team selection.
- Workplace selection.
- Work area layouts.
- Budget.
- Involvement of support personnel.

Tuesday, September 12, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-120
Instructor: Doug Woolridge, ASQ Six Sigma Black Belt

\$125 per person. Price includes materials and refreshments.

I. SUSTAINING LEAN
Discuss proven ways to sustain the gains that you achieved during your “Lean Journey.” Determine what tools and strategies improve your chances of continuing the push towards being a world-class organization. We will discuss:

- Obtaining buy-in.
- Obtaining good data.
- The importance of the decision-making process.
- The idea of continuous improvement.

Tuesday, October 10, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Doug Woolridge, ASQ Six Sigma Black Belt
\$125 per person. Price includes materials and refreshments.





CUSTOMER SERVICE

FINANCIAL MANAGEMENT

A. REACHING FOR STELLAR SERVICE

Explore the value of stellar service and the role of the service provider in achieving it. Participants will be able to:

- Describe what stellar service is and the challenges of delivering it.
- Discuss the benefits of customer loyalty to the service provider, the organization and customers.
- Know their role in building customer loyalty.

Thursday, July 20, 2017

8:00 a.m. – 12:00 Noon

Fond du Lac Campus, O-103

Instructor: Amy Beaman

\$189 per person. Includes materials and refreshments.

CUSTOMER SERVICE COURSES ARE OFFERED IN PARTNERSHIP WITH



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B. TEAM UP FOR SEAMLESS SERVICE

Explore what it takes to deliver seamless service and to develop skills for addressing service issues with your fellow service providers. Participants will be able to:

- Recognize the importance of seamless service.
- Describe their role in delivering seamless service.
- Apply the six best practices for delivering seamless service.
- Demonstrate a five-step process for discussing service coordination issues with others.
- Take actions to increase teamwork and coordination with those who help them serve their customers.

Thursday, August 17, 2017

8:00 a.m. – 12:00 Noon

West Bend Campus, T-117

Instructor: Amy Beaman

\$189 per person. Price includes materials and refreshments.

A. ZODIAK: THE GAME OF BUSINESS STRATEGY AND FINANCE

Zodiak is a sophisticated classroom business simulation disguised as a board game. It's a fast-paced, energizing and engaging way to build the financial literacy and business acumen skills of your managers, leaders and employees. During this one-day classroom program, participants use financial data to make decisions to invest in new product and equipment; manage inventory, costs and cash flow; purchase materials; and respond to quality changes. Participants will explore concepts and learn how to:

- Articulate the organization's financial and strategic imperatives.
- Read and interpret financial reports.
- Align their department and personal goals to overall company success.
- Make better decisions and inspire others to do the same.

Wednesday, September 20, 2017

8:00 a.m. – 4:30 p.m.

Fond du Lac Campus, O-104

Instructor: David Badilla

\$399 per person. Price includes materials, lunch and refreshments

B. NEW! GRANT WRITING 101

Know the basics about grant writing from the preplanning steps to identifying and selecting opportunities. Understand the process, format content, and submission guidelines you need to be aware of. This foundational grant writing course will get you started in the grant writing world!

Wednesday, October 18, 2017

9:00 a.m. – 12:00 Noon

Fond du Lac Campus, E-134

Instructor: James Huycke

\$69 per person. Price includes materials.

C. A TO Z GRANT WRITING II – BEYOND THE BASICS

Online offering – Instructor Led. Are you ready to continue your journey into the world of grants? You'll learn how to create a fundraising plan for all types of grants and go through every aspect of strategic funding research, preparing a fundraising plan, writing an award-winning plan of operation, and creating a project budget without red flags.

Start dates: July 19, August 16, September 20, October 18, November 15, December 14

To register, visit <https://www.ed2go.com/mptc-pro> (Search: A to Z Grant Writing II)

\$99 per person.



HEALTH CARE

A. NEW! INTRODUCTION TO BLOOD COLLECTION FOR NURSES

The course will refresh and/or introduce nursing staff to proper blood collection techniques. Participants will receive hands-on learning with vein location, collection supplies, capillary punctures, venipunctures and non-blood specimen collection. Instructor will utilize the CLSI standards to ensure staff learn how to reduce preanalytical and safety errors. All participants will perform venipunctures on manikin arms.

Friday, September 22, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, E-140
Instructor: Dwane Klosterman

\$149 per person. Price includes materials and refreshments.

State-Approved CBRF Courses:

Moraine Park Technical College offers classes in the area of Community-Based Residential training to prepare learners for employment in community-based residential facilities. The four classes of Standard Precautions, Fire Safety, Medication Administration and First Aid use curriculum developed by the University of Oshkosh, Center for Career Development (CCDET), and approved by DHS Division of Quality Assurance Bureau of Assisted Living (BAL). Completion in these courses aids in your eligibility, but does not guarantee employment in a CBRF.

B. FIRE SAFETY

Students will learn techniques to protect individuals they are caring for and themselves in the case of fire. Topics will include types of fire extinguishers and operation, determining fire location within a building, protecting individuals in the event of a fire, mapping out fire exits and implementing fire safety plans. An open-book test will be given at the conclusion of this class.

Saturday, October 28, 2017
7:30 a.m. – 12:00 Noon
West Bend Campus, T-120
Instructor: Karrie Bruegman-May

\$90 per person. Price includes materials and UW Oshkosh registry fee.

C. FIRST AID AND PROCEDURES TO ALLEVIATE CHOKING

Learn basic first aid skills as determined by the American Red Cross. Students will learn how to alleviate choking by clearing the airway of a conscious individual. Learning CPR technique is not an element of this course. An open-book test will be given at the conclusion of this class.

Saturday, October 28, 2017
12:30 p.m. – 5:00 p.m.
West Bend Campus, T-120
Instructor: Karrie Bruegman-May

\$130 per person. Price includes materials, UW Oshkosh registry fee and American Red Cross registry fee and book.

SPECIAL RATE!
Register for all 4 classes (B-E)
for \$450 per person.

D. MEDICATION ADMINISTRATION

Students learn the basics of medication administration to include effects, best practices and safety precautions when using oral, inhalant, drops and suppository medications. Additional topics covered include documentation, storage, resident rights, confidentiality and standard delivery practices. An open-book test will be given at the conclusion of this class.

Saturday, November 4, 2017
8:00 a.m. – 4:00 p.m.
and
Saturday, November 11, 2017
8:00 a.m. – 11:00 a.m.
West Bend Campus, T-120
Instructor: Karrie Bruegman-May

\$170 per person. Price includes materials and UW Oshkosh registry fee.

E. STANDARD PRECAUTIONS

This class identifies infectious diseases and the transmission of disease from person to person. Topics covered will include proper handling of blood and bodily fluids by using protective equipment and personal hygiene practices. An open-book test will be given at the conclusion of this class.

Saturday, November 11, 2017
12:00 Noon – 2:30 p.m.
West Bend Campus, T-120
Instructor: Karrie Bruegman-May

\$80 per person. Price includes materials and UW Oshkosh registry fee.



HUMAN RESOURCES

F. SLEEP TECHNICIAN EDUCATION PROGRAM

The Moraine Park A-STEP program is designed for individuals interested in sleep medicine. Professionals currently employed as respiratory therapists, electroencephalography (EEG) technicians, and polysomnography (PSG) technicians to work within sleep labs preferred. The program is also appropriate for the new sleep technologist or allied health care professional, who is seeking an introduction to, or review of, sleep medicine and polysomnography. This training is an 80-hour, face-to-face introductory course that includes both classroom and lab experiences. Additional requirements for A-STEP need to be completed after the 80 hours of training. **No health care prerequisites.**

Training is scheduled for July 10-21, 2017, on Fond du Lac campus and Agnesian HealthCare.

Contact us at training@morainepark.edu or 920-924-3449 for more information.



This course is held in partnership with Agnesian HealthCare, which is an accredited facility member of the American Academy of Sleep Medicine (AASM).

Talent Management Solutions

As a trusted provider of talent management to our businesses, we contribute to the success of our clients by working with them to help recruit skilled talent, discover the full potential of each of their employees, and maximize the collective strength of a highly engaged workforce.

Whether it is a specific project or a long-range plan, let us help you maximize your hiring and on-boarding productivity in the areas of:

- Workforce Planning
- Job Fairs
- Assessment Testing
- Boot Camps
- Interview Strategies
- Customized Training

Contact Moraine Park for your talent management needs. We will work with you to create workable and timely solutions that deliver great value!

A. NEW! SOCIAL MEDIA AT WORK

There are more and more examples of employees misusing social media in ways that harm the organizations they work for. An understanding of the dos and don'ts of using social media at work is essential to every employee in every organization. An organization's public image and reputation depend on how well it guides its employees to exercise good judgment when using social media and on its ability to navigate the difficult situations that arise from social media interactions. This session looks at the actions you should take – and those you should avoid – to use social media successfully in your workplace.

Outcomes:

- Identify the various legal and ethical risks of using social media in the workplace.
- Protect your organization against legal action resulting from intentional or unintentional violations of law or policy.
- Encourage an “ambassador attitude” in employees.
- Provide guidelines that help employees make good decisions when using social media at work.

Tuesday, August 1, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Amy Beaman

\$145 per person. Price includes materials and refreshments.

HUMAN RESOURCES (CONTINUED)

B. NEW! SHAPING A MOTIVATIONAL WORKPLACE

People want to use their abilities, connect with others, and guide their own efforts. Regardless of gender, age, ethnicity, culture, or life experiences, everyone shares three psychological needs: competence, relatedness and autonomy. In this session, leaders learn to create an environment that inspires superior performance by helping employees satisfy their basic psychological needs.

- Recognize and leverage three basic needs in the workplace.
- Create an environment that supports needs satisfaction.
- Adopt the employee's perspective to build stronger working relationships.
- Increase engagement by generating opportunities for employee choice in meeting business objectives.

Wednesday, November 1, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-120
Instructor: Amy Beaman

\$145 per person. Price includes materials and refreshments.

C. NEW! INTRODUCTION TO STRATEGIC WORKFORCE PLANNING

Strategic workforce planning is one of most important topics facing business leaders today. The skilled worker shortage affects every business and every industry. But how do you gain competitive advantage by doing more than just filling openings as they arise? It involves anticipating new skills needed, planning for replacements, and integrating strategies for retention in your most critical roles. While HR professionals cannot predict the future, you can prepare for a variety of scenarios and mitigate future risk. This session will help Human Resources professionals position themselves as strategic business partners.

- The key concepts in strategic workforce planning
- Why you need to fully understand the business landscape
- What components are most critical in your analysis
- How to start the process
- Introduce a few tools to get started

Friday, November 3, 2017
8:00 a.m. – 10:00 a.m.
Fond du Lac Campus, A-112
Instructor: Jo Ann Hall

—COMPLIMENTARY SESSION—

D. SUPERVISION 101

You've moved into a new role — Supervisor. Now you have so many questions about topics you have never even had to consider before. Communication, goal setting, delegation, coaching, legal issues- it's just the beginning. This session will give you the tools you need to easily make the transition into your new role and help your team succeed. Over three days, you will learn the basic elements necessary to all new supervisors and have the opportunity to get answers to your most important questions. This interactive session will leave you with the "tools in your toolbox" to get started.

- The role of the supervisor
- Effective communications
- Planning function
- Performance and supervision
- Effective discipline
- Conflict management
- Implementing change
- Legal issues important to supervisors

Wednesday, October 11, 18 and 25, 2017
8:30 a.m. – 4:30 p.m.
Fond du Lac Campus, O-103
Instructor: Amy Beaman

\$825 per person. Price includes materials, lunch and refreshments.

HRCI AND SHRM PARTNERSHIP

Moraine Park Technical College is committed to providing high-quality, performance-based educational training for human resource professionals and those who have responsibility for managing employer-sponsored training programs.

In keeping with this commitment, Moraine Park Technical College is now an Approved Provider with the Human Resource Certification Institute (HRCI) and a Recertification Provider for the Society for Human Resource Management (SHRM). We now offer Professional Development Credits (PDCs) for the SHRM-CP or SHRM-SCP and Continuing Education (CE) for the HRCI- PHR and SPHR.



TRAIN.
INSPIRE.
INVIGORATE.

LEADERSHIP
& PERSONAL
EFFECTIVENESS

“The instructor must have spent hours each week preparing specialized coursework for us. She is excellent.”
– Student

Leadership and Personal Effectiveness

Leadership Development: Regardless of your role, the competence required for effective leadership in the 21st century demands new and innovative training methods and solutions that adequately prepare leaders for the key roles they will play in supporting their organizations’ success. Introducing a new series of performance-based business solutions, built on a competency framework and designed to help your staff gain the knowledge, skills and abilities needed for success.

A. NEW! GIVING NEEDS-BASED FEEDBACK

While a leader’s every action affects motivation, few conversations are as vital as giving feedback to align an employee’s actions with group and organizational needs. In this session, leaders learn to give feedback that supports employees’ internal motivation to deliver organizational results.

Outcomes:

- Plan and facilitate effective feedback conversations, both face-to-face and voice-to-voice.
- Support employees’ internal motivation to achieve business results.
- Improve performance by helping employees find personal benefits in organizational structure and self-generated solutions.
- Receive feedback in ways that promote improved performance and maintain constructive relationships.

Thursday, August 3, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-103
Instructor: Amy Beaman

\$199 per person. Includes materials and refreshments.

Need Technology Services?

Moraine Park Technical College has technology experts who work with leading-edge technology for Web conferencing and high-tech training on a daily basis. Let us help develop your company’s technological capabilities and save costs by cutting through the jargon and specifications to determine the best tools for your situation.

Services offered:

- Provide facilitation and training for interactive Web conferencing tools.
- Create interactive Web-based training tools.
- Design high-tech, interactive videoconference rooms.
- Provide CD and DVD production and duplication services.

B. NEW! THE EXTRAORDINARY LEADER: GOING FROM GOOD TO GREAT

In a world growing increasingly complex, there is an urgent need for leaders at every level and in every organization. Leadership development is a strategic imperative. Come join us as we explore the key leadership competencies that set extraordinary leaders apart. Be prepared to look inside yourself to identify what makes you stand apart and learn how you can leverage your leadership strengths to better impact your organization’s performance.

Outcomes:

- **ASSESS:** Identify your individualized combination of key leadership competencies for development that will drive each participant’s broadest improvement.
- **BUILD:** Find the most effective approaches and tools to build on your existing strengths and take your leadership from good to great.
- **DEVELOP:** Determine your “leadership sweet spot” — explore how your existing strengths overlap the skills your organization needs most to implement its strategy and change.
- **TAKE ACTION:** Create a personalized development plan that facilitates goal setting & an action plan to continue strengthening your leadership skills

Thursdays, September 7, 14 and 21, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-104
Instructor: Amy Beaman

\$495 per person. Includes materials, lunch and refreshments.

C. NEW! THE ART OF MANAGING MILLENNIALS

They are educated, confident, tech-savvy, open-minded, and civic-oriented. They are the Millennial Generation. And they are arriving in the workplace with higher expectations than any other generation before them. Discover why they are not just a change agent, but the greatest opportunity for your organization’s future. In this course we will explore the latest research of Millennials, what makes them tick, and how to make them highly productive, focused and accountable.

Thursday, December 7, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Amy Beaman

\$145 per person. Includes materials and refreshments.

LEADERSHIP & PERSONAL EFFECTIVENESS (CONTINUED)



D. INFLUENTIAL LEADERSHIP

People deliver results; it’s just that simple. But often interpersonal conflicts and communication breakdowns get in the way of truly great performance. In this series, participants focus on building competence in the areas of: leadership credibility, accountability, interpersonal communication, collaboration, integrity and navigating change.

Target Audience: Individual contributors as well as leaders who seek to develop strong teams and drive outstanding results will benefit from this series.

Outcomes:

- Apply basic leadership principles to build trust and promote collaboration in the workplace.
- Understand and appreciate diverse communication and thinking styles.
- Listen to the information needed to achieve results while maintaining constructive relationships.
- Manage emotions and overcome conflict in the workplace.
- Take positive action to make change successful, both individually and with others.
- Develop an action plan focused on application of skills to the workplace.

Tuesdays, September 19, October 3, 17, 31 and November 14, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-104
Instructor: Amy Beaman

Series Price: \$935 per person. Price includes materials and refreshments.

LEADERSHIP COURSES ARE OFFERED IN PARTNERSHIP WITH



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E. LEADING OTHERS: EXPANDING ORGANIZATIONAL CAPABILITY

Leading within a team environment requires the ability to influence, to have constructive conversations focused on business goals, and to have a willingness to develop others to bring about day-to-day behavioral improvement. In this series, participants focus on building competence in the areas of: leadership credibility, team accountability, coaching, business thinking, decision making, and change management.

Target Audience: Individual contributors as well as leaders who seek to develop strong teams and drive outstanding results will benefit from this series.

Outcomes:

- Present information to ensure understanding and influence the actions of others to achieve goals.
- Provide constructive feedback in a way that builds openness and mutual respect and promotes problem solving and learning.
- Recognize and reinforce behaviors of others that lead to the right results.
- Develop others to expand their capabilities so they will have the confidence to take on new challenges and work more independently.
- Prioritize work and learn a common-sense approach to formulate clear goals and action plans that achieve results.
- Develop an action plan focused on application of skills to the workplace.

Tuesdays, September 19, October 3, 17, 31 and November 14, 2017
1:00 p.m. – 5:00 p.m.
Fond du Lac Campus, O-104
Instructor: Amy Beaman

Series Price: \$935 per person. Includes materials and refreshments.

LEADERSHIP & PERSONAL EFFECTIVENESS (CONTINUED)

F. MANAGING THE PERFORMANCE OF OTHERS

As the manager, supervisor or leader of a work group or team, performance leaders help others do the work that ultimately makes an organization successful. They must ensure employee performance aligns with the direction and strategy of the organization. The skills taught in this workshop help participants prepare for and conduct different types of performance-related discussions. In this series, participants focus on building competence in the areas of: team accountability, coaching, business thinking, decision making and change management.

Target Audience: Leaders who seek to develop strong teams and drive outstanding results will benefit from this series.

Outcomes:

- Prepare for a focused performance management conversation to address expectation setting, poor performance and performance appraisals.
- Clarify expectations in a way that increases employee's ability to manage more of their job responsibilities on their own.
- Conduct focused conversations about poor performance that result in action toward improvement.
- Give their perspective of performance by focusing on core points.
- Overcome major performance disconnects with employees.
- Increase employee motivation, learning and productivity, and ensure collaboration within the team.
- Develop an action plan focused on application of skills to the workplace.

Thursdays, September 28, October 5, 12 and 19, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-104
Instructor: Amy Beaman

Series Price: \$875 per person. Price includes materials and refreshments.

Team projects require collaboration and the ability to adhere to a comprehensive process.

See *LEADING SUCCESSFUL PROJECT TEAMS* on *page 35* to help leaders build knowledge, skill and ability in project management.

G. ACTIVATING CHANGE

Managers and supervisors are the linchpins in the organization, integrating change into the already dense stream of day-to-day activities. The complex business environment has created heightened pressure to achieve concrete, measurable results at a faster pace. Overload and seemingly conflicting priorities abound. Employees look for leaders to cut through the noise and provide clarity and direction in a workplace where change is constant. Leaders must find high-impact practices and tools that not only guide them in this challenge, but also fit with the demands and time pressures of today's work environment. As a result, this program calls out and underlines the most critical practices for leading change today.

Target Audience: Leaders responsible for communicating and leading change.

Outcomes:

- Acknowledge the pivotal role change capability plays in improved organizational and individual performance.
- Take high payoff action to build capability in their organizations.
- Maximize their commitment, and encourage the commitment of others to making change happen.
- Work toward ensuring that expected change results are realized.

Thursday November 9, 2017
8:00 a.m. – 4:30 p.m., and
Friday, November 10, 2017
8:00 a.m. - 12:00 Noon
Fond du Lac Campus, O-104
Instructor: Chris Schatz

\$585 per person. Includes materials, lunch and refreshments

H. DEMONSTRATE INTEGRITY

Participants learn to demonstrate trustworthiness by being honest, dependable, and reliable. Learning activities help participants learn to apply ethical standards to workplace conduct and to consistently produce high-quality work.

Wednesday, December 13, 2017
8:00 a.m. – 12:00 p.m.
West Bend Campus, T-120
Instructor: Chris Schatz

\$99 per person. Includes materials.



Take advantage of this support!

TALENT MANAGEMENT SERVICES:

Customize your leadership development experience to accelerate individual performance with these additional tools and resources. Talk with your Moraine Park representative to discuss ways that 360 feedback and coaching services can help you increase the effectiveness of individual contributors.

360-ASSESSMENT:

For leaders to accelerate their development, they need the ability to accurately understand their performance beyond their own perceptions. Moraine Park has worked with Calibra to offer a 360-assessment tool that helps individuals gather feedback on their leadership performance. The tool is based on the competency model used in Moraine Park's leadership development series and is available as an additional service. The data gathered from peers, direct reports, managers and others gives a more complete picture and provides a foundation for focused individual development.

INDIVIDUAL COACHING:

Coaching is widely accepted as an effective strategy to help individuals build leadership competence. Using feedback from the 360-assessment tool, a coach works with your high potential to formulate an action plan and then provides ongoing coaching support to help that individual successfully accomplish their plan. Packages of various lengths of time are available.



Wisconsin

TechConnect™

Connecting Skills With Jobs

Connecting Skills with Jobs

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. This service is free, fast and convenient to use; targeted to a technically skilled workforce; and reaches students, graduates and faculty statewide.

Register now at www.wisconsintechconnect.com.
Call 920-924-3205 for more information.



MANUFACTURING/ INDUSTRIAL

MANUFACTURING / INDUSTRIAL

A. INDUSTRIAL MAINTENANCE BOOT CAMP

Industrial Maintenance boot camp is designed for individuals who have general manufacturing experience and wish to enter the industrial maintenance profession. Past participants have included those new to industrial maintenance and those currently in industrial maintenance looking to hone their skills. The hybrid format of the boot camp allows participants to attend one day a week in a face-to-face format with the remainder of the time in online and on-the-job learning. This program will provide students with college-level credit in:

- Industrial Maintenance Safety
- Basic Blueprint/Schematic Reading
- Intro to Power Transmission Systems
- Basic Hydraulics and Pneumatics
- Intro to Industrial Controls
- Programmable Controllers

**Wednesdays, September 20 thru December 13
(off November 22 for Thanksgiving)**

8:00 a.m. – 4:30 p.m.
Fond du Lac Campus, E-154/155

\$4,300 per person. Price includes materials.

B. PLC BOOT CAMP

PLC boot camp is a creative, hands-on, interactive environment for participants to learn how to maintain, modify and troubleshoot PLCs. The short-term training program is designed for people looking to transition into careers that support PLCs. Participants will earn a Programmable Logic Controller Fundamentals Certificate. Participants will learn the following skills while earning college-level credits:

- Learn to plan, program, identify, and troubleshoot PLC motor control systems through a systematic approach.
- Discuss more advanced programming terminology, languages and concepts.
- Identify communication techniques and protocols.

**Thursdays, September 21 thru February 1
(off November 23 for Thanksgiving)**

8:00 a.m. – 4:30 p.m.
Fond du Lac Campus, E-155

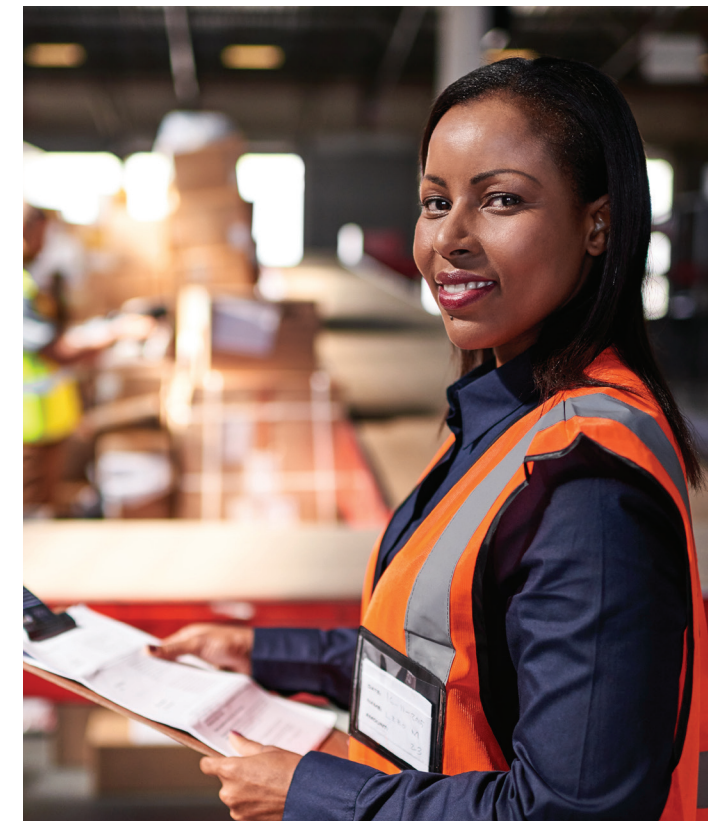
\$3,700 per person plus books.

Additional Services

Moraine Park's skilled training staff can provide technical assistance to help your company to be more profitable. Some of the areas where we can provide assistance are:

- **Part Processing** - We can provide ideas for faster material removal, programming improvements and program optimization.
- **Tool Selection** - Increase production using the correct tool and inserts.
- **CNC Control Training** - Our skilled staff has worked with many different controls and can help your staff to learn how to navigate your controls to be more efficient and make your machine work to your advantage. We have extensive experience with Fanuc, Siemens and Haas controls.
- **CMM Programming and Operation** - We can help get your staff up to speed with basic programming and operation of CMM equipment. Let us teach your operators the fundamentals to get them up and running.
- **Metrology** - We can work with your staff to build their metrology skills. We can help with teaching staff to read micrometers and calipers through the proper use of comparison equipment.

Contact us at 920-924-3449 discuss additional services.



WELDING AND CNC BOOT CAMPS

- Do you need skilled workers?
- Do you have the right people, but they need more training?
- Are you looking for manufacturing training with proven results?

Partner with Moraine Park Technical College Boot Camps for short-term training opportunities in Welding and CNC.

Low cost. Impressive results.

Call us today to find out how your business can partner with Moraine Park to find your next job candidates. Call Abby at 920-924-3338 and ask about our SPRING BOOT CAMPS starting in February.

Quality Improvement

A. NEW! ISO 9001:2015 REVISED STANDARD OVERVIEW

Participants will learn the latest ISO 9001:2015 revisions and how they affect your business. Learn what the new requirements are for a quality manual and how to meet them. Upon completion, participants will be able to answer the following questions:

- How do you establish systems and records for increased Management Involvement and Accountability?
- How do you meet the new requirements for managing risks and opportunities?
- How is PDCA part of the new ISO standard requirements?
- How do you manage the requirements to consider “interested parties”?

Thursday, August 3, 2017
7:30 a.m. – 9:30 a.m.
West Bend Campus, T-117
Instructor: Allen Rothman

\$99 per person. Includes materials and refreshments.

B. NEW! ISO 9001:INTERNAL AUDITOR

Mandated by ISO 9001, quality auditing is a catalyst for corrective action, continuous improvement, and adherence to the ISO standard. Participants will learn how to accurately conduct an audit of Company/Business processes, the required ISO procedures, and the QMS to ensure compliance. Upon completion, participants will be able to answer the following questions:

- Understand ISO 9001 standard and auditing requirements.
- Explain how to effectively conduct an interview audit, and requirements of internal auditors.
- Evaluate conformance to the QMS and Company/Business processes.
- Assess system conformity and effectiveness, along with adherence to current ISO standards.
- Demonstrate use of a Process Turtle tool to understand processes, realize the process flow, and develop internal audit questions.

**Wednesdays, August 16, 23, 30 and
September 6, 13 and 20, 2017**
8:00 a.m. – 12:00 Noon
West Bend Campus, S-111
Instructor: Allen Rothman

\$955 per person. Price includes materials and refreshments.

BASIC BLUEPRINT READING and GEOMETRIC DIMENSIONING & TOLERANCING (GD&T)

Blueprint reading and GD&T are critical skills that your manufacturing employees need. Please contact us so we can show you how training improves the skills needed to keep your business productive and profitable.

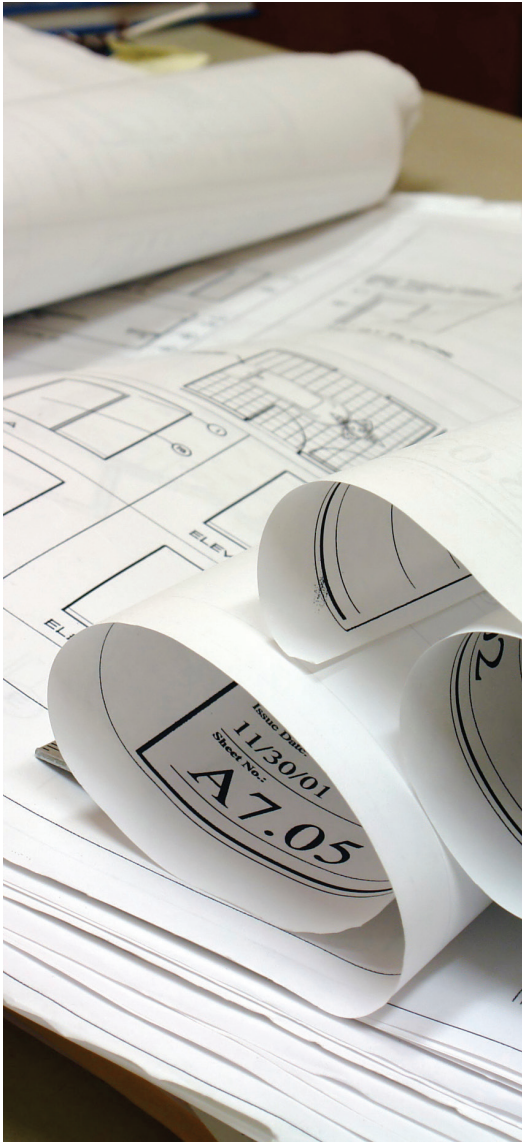
BASIC BLUEPRINT READING

This 12-hour course will provide attendees with basic principles, concepts and terminology for interpreting and understanding manufacturing drawings, process notes and other related technical information contained on mechanical or CAD drawings. It is meant to be a foundational course to be built upon with additional 2-4 hour modules specific to the workplace or occupation. Pre and post training tests are included.

GEOMETRIC DIMENSIONING & TOLERANCING (GD&T)

This course is intended for those individuals who have had limited exposure to GD&T and have a general knowledge of interpreting GD&T in an application setting. The course is arranged in such a manner that allows all individuals with a limited knowledge, the ability to interpret GD&T drawings to industry standards.

Classes now forming, contact us at training@morainepark.edu or 920-924-3449.



Critical Core Series

Demands in today’s workplace are ever changing, and companies need workers who have the critical skills to help meet production and customer demands. The Critical Core Skills series gives employees the tools needed to help their company succeed. The training modules focus on:

- | | |
|--------------------------------|------------------------------------|
| • Work Cooperatively in Teams | • Communicate Clearly |
| • Problem Solving | • Think Critically |
| • Work Productively | • Follow Directions |
| • Apply Mathematical Reasoning | • Maintain a Safe Work Environment |
| • Demonstrate Integrity | • Adapt to Change |
| • Listen Effectively | • Demonstrate a Positive Attitude |

Contact us at training@morainepark.edu or 920-924-3449 for more information.

MANUFACTURING / INDUSTRIAL (CONTINUED)

C. METROLOGY

Consistent, reliable, and accurate measurements are a requirement for any manufacturing business. This course introduces participants to dimensional metrology with exposure to various measurement techniques. Participants develop skills and knowledge of vernier calipers, dial calipers, depth micrometers, outside micrometers with both inch and metric scales, indicators, telescoping gages, sine bars, gage blocks, and instruments for surface analysis. Upon completion, participants will be able to:

- Identify units of measurement.
- Identify gage blocks and their use for calibration purposes.
- Use micrometers and calipers to measure part features.
- Use indicators and gage blocks to measure part features.

Thursday, August 10, 2017
8:00 a.m. – 4:30 p.m.
Fond du Lac Campus, B-127
Instructor: Josh Geschke

\$299 per person. Includes materials, continental breakfast, lunch and refreshments.

D. WORK PRODUCTIVELY

Participants learn the importance of completing projects within specified resources, parameters and time frames. Learning activities focus on prioritizing tasks, apply industry standards and practices to ensure quality work, and seeking out opportunities to increase individual productivity.

Wednesday, August 30, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, T-120
Instructor: Chris Schatz

\$99 per person. Price includes materials.



E. STRUCTURAL WELDING CERTIFICATION EXAMS

Wisconsin Statute #Ind.53.63 requires that all structural welding done in the state of Wisconsin be performed by state-certified welders. Single-family or two-family dwellings and buildings used solely for agricultural purposes are exempt from this requirement.

All tests are in accordance with *AWS D1.1 Structural Steel Welding Code*. All joint configurations and welding processes must meet the criteria given under section 3 of AWS D1.1 titled *Prequalification of WPSs*.

Exam Information:

- All tests are given by State of Wisconsin Weld Test Conductors. Welders successfully passing this test can be registered with the state of Wisconsin as certified welders. This is commonly known as being “state certified.”
- Exams are given on 1” or 3/8” steel plate.
- Joints are V-grooves with or without backing strips in the positions needed.
- SMAW, FCAW or GMAW processes may be used.

For more information, call Larry Clark at 920-887-4490.

Saturday, August 26, 2017
8:00 a.m. – 4:00 p.m.
Jackson Regional Center, JX-118 or

Saturday, September 30, 2017
8:00 a.m. – 4:00 p.m.
Fond du Lac Campus, E-156/157, or

Saturday, December 2, 2017
8:00 a.m. – 4:00 p.m.
Beaver Dam Campus, K-401

\$200 per person for two sets of test plates.
(Additional plates can be purchased for \$100 each. *If needed, please call 262-335-5828.*)

Other times may be arranged for corporate consideration.

F. CUSTOMIZED WELDING TRAINING

Reduce defects and improve productivity by leveraging customized welding training. Our experienced instructors will work with you to understand your processes, assess your workforce’s current skill level, build a curriculum to support your specific needs, and train your team, providing practical applications to your operation to build their expertise.

Call 920-924-3449 or e-mail training@morainepark.edu for more information.



PROJECT MANAGEMENT

A. LEADING SUCCESSFUL PROJECTS

Team projects require collaboration and the ability to adhere to a comprehensive process. In this session, participants are exposed to an introduction of a common project management process and language based on the PMI Project Management Body of Knowledge (PMBOK.) The program helps individuals develop the skills and strategies needed to work with diverse project team members to successfully lead projects.

Outcomes:

- Determine the impact of a project on the organization and its stakeholders.
- Build and retain stakeholder commitment to the project deliverables.
- Understand and use the project life-cycle concept.
- Determine project documentation needs.
- Develop a work breakdown structure (WBS) and create work packages.
- Estimate the resources required to complete the project.
- Assign project roles and responsibility for each task.
- Schedule the tasks to determine when each task will start and stop.
- Identify and assess project risk and take the appropriate actions to avoid and/or mitigate risk.
- Lock in project resources to ensure they are available when required.
- Monitor and control the project (scope, time and cost).
- Evaluate project performance and determine what has been learned.

Wednesday, September 27, and Thursday, September 28, 2017
8:00 a.m. – 4:30 p.m.
West Bend Campus, T-117
Instructor: Doug Woolridge

\$725 per person. Price includes materials, lunch and refreshments.

B. WORK COOPERATIVELY IN TEAMS

Participants learn to work with others on a team to solve problems by identifying their responsibilities as team members, participating in group decision making, and applying strengths and opinions of others to complete projects

Thursday, November 30, 2017
8:00 a.m. – 12:00 Noon
Fond du Lac Campus, O-104
Instructor: Chris Schatz

\$99 per person. Price includes materials.

C. INTRODUCTION TO PROJECT MANAGEMENT USING PROJECT 2010

Online Offering – Tutorial. The role of Project Manager is an important position in virtually any organization. The move from traditional project management to using project management software can help any project manager become more efficient and successful. This course provides an overview of project management fundamentals, including the stages of a project lifecycle, the basic project management processes, and how Microsoft Project 2010 project management software benefits both the manager and the project itself.

To register, visit <http://www.ed2go.com/mptc-pro> (Search: Intro to Project Management)

\$75 per person.



SAFETY / INDUSTRIAL CERTIFICATION

REGISTER
TODAY

A. FORKLIFT SAFETY

Explores the fundamentals of forklift operation in the workplace. Participants receive hands-on application by practicing with a forklift. Participants examine factors affecting safe operation for the operator, the load, the forklift and the physical environment. Certification is available upon completion for propane, electric and pallet jack forklifts (types I, IV, V). Class is compliant with OSHA standard 1910.178 for powered trucks.

Wednesday, July 19, 2017

or

Saturday, September 9, 2017

7:45 a.m. – 4:00 p.m.

Fond du Lac Campus, B-109

Instructor: Larry Testroete

\$95 per person. Price includes materials. Lunch on your own.

B. ADULT FIRST AID FOR THE WORKPLACE

Prompt action in an emergency medical situation can really make a difference. Are you prepared? In this class, you will learn basic first aid and CPR in a relaxed environment. It fulfills OSHA requirements for bloodborne pathogens and first aid for business and industry. This is an instructor-led, hands-on course. Topics covered include:

- First aid basics
- Medical emergencies
- Injury emergencies
- Environmental emergencies

Upon completion of this course, students receive an American Heart Association Heartsaver First Aid/CPR/AED Course Completion Card that is valid for two years. Choose one of the following sessions:

Monday, August 14, 2017

8:30 a.m. – 1:30 p.m.

Beaver Dam Campus, K-212

Instructor: Tina Fugate

or

Friday, December 1, 2017

12:30 p.m. - 5:30 p.m.

West Bend Campus, S-112

Instructor: Mikko Hilvo

\$80 per person. Price includes materials and AHA Heartsaver First Aid card.

C. OSHA 10 – 1910 GENERAL INDUSTRY

Fulfills the requirements for the OSHA 10-hour Outreach Training for General Industry. Topics covered include:

- Introduction to OSHA
- Walking and working surfaces
- Exit routes
- Emergency action plans/fire protection
- Electrical
- Personal protective equipment (PPE)
- Hazard Communications (Haz Com)
- Bloodborne pathogens
- Material handling
- Machine guarding

Students will receive an OSHA 10 card to document successful completion.

Wednesday, September 6, and

Thursday, September 7, 2017

8:00 a.m. – 1:00 p.m.

West Bend Campus, T-117

Instructor: Larry TeStroete

\$275 per person. Price includes materials and OSHA 10 card

ONLINE SAFETY OFFERINGS

D. OSHA TRAINING AND CERTIFICATION SERIES

Online Offering – Tutorial. The mandatory subject area in the OSHA series will cover electrical safety, environmental awareness, fall protection, fire safety and prevention, industrial facility safety, industrial signage, lockout/tagout, PPE, and walking/working surfaces.

The modules in the Safety subject area begin by providing an overview of common industrial facility hazards and protective systems, including the areas of a facility where these hazards may be encountered. These modules also introduce fire and electrical safety practices, as well as discuss topics such as hazardous communications, lockout/tagout, industrial signage and personal protective equipment. This series consists of 25 modules. Each module is 30 minutes self-paced and uses graphics, animations, videos and written content to hit on all modalities of learning.

To register, visit <http://www.coursecatalog.com/mptc> (Search: course #7255.)
\$149 per person.



**ADVANCED
REGISTRATION
REQUESTED**

Please register at least 2 weeks prior to the start of the program.

SAFETY / INDUSTRIAL CERTIFICATION

NEW! STATE-APPROVED

CONTRACTOR CONTINUING

EDUCATION SERIES

Aimed at making your business more prosperous, safe and unified, contractor continuing education is 12 hours of comprehensive training for all those involved in the construction industry.

Essential for all persons in the building trades from sales to rough carpenters to painters, each person attending will take away new, applicable knowledge about their role in the construction process. Rooted in organizational development and industrial psychology, this combination of three unique courses aims to help you increase professional aptitude by focusing thought on your customers and those you work with.

Take all three courses and meet the 12 credit hour requirements for Dwelling Contractor Qualifier Credential continuing education. Take the whole series for \$169.00.

E. PERSONALITY MATTERS: BETTER COMMUNICATION WITH SUBCONTRACTORS, EMPLOYEES, AND CUSTOMERS

Essential for all persons involved in the building trades, this State-approved DCQ course (#18298) aims to help all attendees improve communication, reduce mistakes, avoid conflict, and increase jobsite safety. During the four credit hours of training you will be introduced to concepts relating to personality. You will then be shown how these ideas impact relations during the construction process.

Expert communication between construction professionals and with your customer is essential to successful project completion. Contractors especially play many roles throughout the workday. They may act as an on-site supervisor and project manager as well as a salesperson, expeditor, book keeper, and designer to name a few. Successfully managing these roles requires clear and efficient communication tailored to the needs of all those involved

Whether you are a construction business owner, an independent contractor, a salesperson, an expeditor, designer, or all of the above, you can begin learning about how personality impacts the construction processes

Friday, September 15, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Corey Didier

\$59 per person. Price includes materials.

SPECIAL RATE!
Register for all 3 classes
for \$169 per person.

F. HIRING THE RIGHT SUBCONTRACTOR OR EMPLOYEE

During this course, you will be asked to consider how your own actions impact the hiring of employees or subcontractors. We will discuss ways you can minimize frustration and risk from poorly performing employees. Using education, discussion, and examples, this course will prompt you to investigate how job duties are defined and show you ways to review the qualifications of someone you want to hire. Led by an instructor with a lifetime of experience in construction and a graduate degree in psychology, topics discussed will be incorporated into everyday practice to improve personnel and management, customer service and communication. State-approved DCQ course (#18299).

Friday, October 20, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Corey Didier

\$59 per person. Price includes materials.

G. A “THINK SAFE” JOBSITE

4,821 workers died on the job in 2014. Construction accidents and fatalities are real, they happen, and they can be very serious. This course is designed for all members of the workforce from office staff to field workers. It is intended to make each attendee an active part of a safety culture on all sites from large to small. Additionally, Dwelling Contractor Qualifier licensed attendees will receive Four Continuing Education hours at successful completion. You will leave this course able to think about and able to enact safe practices on each jobsite. Cut costs, reduce injury and eliminate worry. State-approved DCQ course (#18300).

Friday, November 17, 2017
8:00 a.m. – 12:00 Noon
West Bend Campus, T-117
Instructor: Corey Didier

\$59 per person. Price includes materials.



SALES

A. INCREASE YOUR SALES AND PRODUCTIVITY WITH INTEGRITY SELLING®

Collaborate with your prospects and customers to increase sales and productivity with Integrity Selling®! This program provides a comprehensive sales solution that supports the consistent application of customer-focused selling skills. Grounded in strong values and ethics, the Integrity Selling® curriculum embodies the following elements:

- A needs-focused selling system - AID, Inc.
- A simple Behavior Styles language.
- An eight-week follow-up course with accountability for application.
- Learning dynamics that affect attitudes, beliefs and skills.

Participants build the skills necessary in customer, needs-focused selling activities, including:

- Communication - identifying and adapting to other people's styles.
- Developing and asking the right questions to identify wants and needs.
- Demonstrating the solution that will fit the needs of the customer.
- Proving that the solution will work for them.
- Working through any obstacles or objections that are raised.
- Asking for a decision.

Wednesday, September 6, 2017, 8:00 a.m. – 5:00 p.m. and Thursday, September 7, 2017, 8:00 a.m. - 12:00 Noon
West Bend Campus, T-120
Follow-up Teleconference Sessions: Wednesdays, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/01, 11/08 9:00 a.m. – 10:30 a.m.

\$1,595 per person includes book, materials, lunch and refreshments. Out-of-state rates may apply. *Note: Participants are required to attend both training and teleconference sessions to achieve a certificate of completion.*

B. DIY MARKET RESEARCH DATA FOR SMALL BUSINESS

Starting your own business or interested in growing your existing small business? Your journey begins with defining the right business or research questions and then gathering the right data prior to launch or growth. Market research can help uncover trends or opportunities, get a pulse on what potential customers value, and reduce some of the uncertainty by making data driven decisions. Learn how and where to find free and low-cost research sources to help you determine a potential market and what they want, evaluate your industry, size up the competition, and more. Doing research for your business is easier and less scary than you might think when you know where and how to collect the data.

Monday, December 4, 2017
6:00 p.m. – 9:00 p.m.
FDL County Economic Development Corporation (FCEDC)
Instructor: Joann Giese-Kent

\$35 per person.

Online Learning

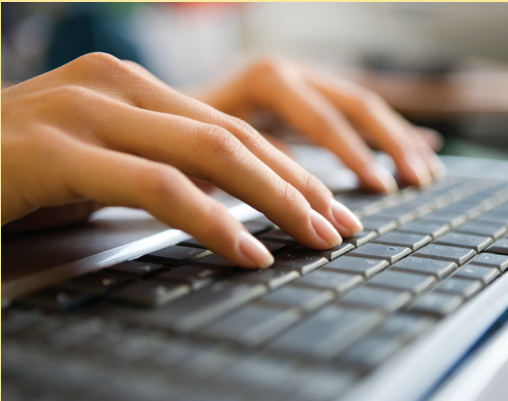
Online learning can be the answer to your company's difficult training needs. Do you need to train employees at multiple locations or on different shifts? Do you need to offer professional development or personal enrichment training for your employees? Or are you looking for short duration skill building? Online training can meet these needs through two options: instructor-led courses or self-paced tutorials. Here is how they compare:

SELF-PACED TUTORIALS

- Build skills or earn continuing education credits
- Start anytime
- Most tutorials can be completed in a few hours
- Quick self study on demand
- Supported independent study
- Certificate of completion awarded with passing score
- Courses are available from several weeks to several months after completion for review

INSTRUCTOR-LED COURSES

- Use for professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Certificate of completion awarded with passing score



For more information on how you can include online learning as one of your training options, please contact us at training@morainepark.edu or call 920-924-3449 to be put in contact with one of our sales specialists.



WORKFORCE SOLUTIONS REGISTRATION FORM

Please complete one form for each person attending a seminar. Make a copy for your files. Payment must accompany registration form.

Please print and fax form to 920-924-3511 or mail to: Moraine Park Technical College, Attn: Angie Gerlach, P.O. Box 1940, Fond du Lac, WI 54936-1940

SEMINAR / TRAINING TITLE		COURSE NUMBER (FOR INTERNAL USE ONLY)			
SEMINAR / TRAINING DATE		SOCIAL SECURITY NUMBER AND / OR STUDENT ID (OPTIONAL)			
LAST NAME		FIRST NAME		MIDDLE INITIAL	
HOME ADDRESS		CITY	STATE	ZIP	HOME PHONE
JOB TITLE	DEPARTMENT	WORK PHONE		FAX	E-MAIL
BIRTH DATE / /	<input type="radio"/> MALE <input type="radio"/> FEMALE	U.S. CITIZEN? <input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> Single <input type="radio"/> Married <input type="radio"/> Widowed	<input type="radio"/> Separated <input type="radio"/> Legally Separated <input type="radio"/> Divorced <input type="radio"/> Prefer not to answer
WORK STATUS	<input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Underemployed				
HIGH SCHOOL ATTENDED		HIGHEST GRADE COMPLETED		GED / HSED YEAR COMPLETED	
ETHNICITY: Are you Hispanic? <input type="radio"/> YES <input type="radio"/> NO					
RACE (Check all that apply)		<input type="radio"/> American Indian or Alaskan Native <input type="radio"/> Asian <input type="radio"/> Black <input type="radio"/> White <input type="radio"/> Native Hawaiian or Other Pacific Islander <input type="radio"/> Prefer not to answer			
DEMOGRAPHIC STATUS (Check all that apply)		<input type="radio"/> Disabled <input type="radio"/> Displaced Homemaker <input type="radio"/> Single Parent <input type="radio"/> Economically Disadvantaged <input type="radio"/> Limited English Proficiency			
COMPANY		SUPERVISOR & TITLE		E-MAIL	
BILLING ADDRESS		CITY		STATE	ZIP
COMPANY CHECK (ONLY) ENCLOSED \$			COMPANY CREDIT CARD OPTION (Check one) <input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Receipt Requested		
CARD NUMBER		AMOUNT \$	EXPIRATION DATE / /		CVV #
NAME ON CARD	AUTHORIZED COMPANY SIGNATURE (for training approval)				DATE / /

SIGNATURE
REQUIRED



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