

Needs Assessment Consulting Executive Overviews Customized Training Business Process Improvement



WORKFORCE SOLUTIONS EVENTS SCHEDULE

Performance-Minded Business Solutions | JAN - JUN 2012

Planning Seminars & Workshops World-Class Facilities Leading-Edge Technology Technical Assistance

MORAINÉ PARK

ECONOMIC AND WORKFORCE
DEVELOPMENT

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MORAINE PARK @ WORK



Training for your workplace that is responsive, flexible, easily customized and focused on helping your business succeed through improved performance.

Whether you're focused on advancing technical skills, driving process improvement or developing leadership competencies within your organization, Moraine Park is **focused on your success**. With Moraine Park as your partner, you can expect:

- Innovative solutions tailored to your business needs.
- Practical exercises that reinforce application to your workplace.
- Expert trainers and consultants.
- Convenient and flexible formats.
- World-class facilities and leading-edge technology.
- An educational partner with credit and noncredit options.

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 online training options.

What's New

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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.

MORAINE PARK

ECONOMIC AND WORKFORCE
DEVELOPMENT

ACHIEVING RESULTS THROUGH PEOPLE



Dear Business Partners,

While the economy may still have uncertainty, we are happy to report that many area employers are seeing growth. Now, more than ever, strategic actions regarding employee retention, recruitment and workforce development will determine who is able to accelerate through this slow growth period and who gets left behind.

While the unemployment rate remains relatively unchanged, employers continue to tell us how difficult it is to fill critical positions. In addition, recent local

retirement indications show that the aging labor pool plans to retire earlier rather than later. All of this places workforce readiness and workforce development at all levels of the organization as a priority to support business growth. A strategic approach to workforce planning is key. The questions for each of us to consider are simple. How are you addressing the issue? Who are your strategic partners to ensure success?

This issue of Workforce Solutions brings you several new strategic and tactical topics to address the issues we are all facing. Look for STRAT to provide your leaders with an understanding of alignment in strategy, performance goals and talent management. Innovation courses support the need for more creativity in your organization. A new supervisor's training will give your new leaders the tools they need to understand their role in the organization and move their team forward. In addition, boot camps for technical skill development continue to form to meet area needs in welding and machining.

Let our team be your strategic partner in workforce development needs, assisting in the development and delivery of solutions that focus on the performance and growth of your business.

Sincerely,

JoAnn Hall, Executive Dean
Workforce and Economic Development

Business Networking Forum

Changing Recruitment Strategies . . . Where the Brand Is People!

Presenters: Kristine Hackbarth-Horn, SPHR, CCP, CBP
Chief Operating Officer of People
Goodwill Industries of NCW

Helen Englebert, SPHR, CPP
Moraine Park Technical College
Economic and Workforce Development

Thursday, March 29

7:30 a.m. - 9:30 a.m.

Fond du Lac Campus, A-112

Visit Services/Business and Industry at www.morainepark.edu
for registration details.

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.

Beaver Dam Campus
700 Gould Street
Beaver Dam, WI 53916-1994

Fond du Lac Campus
235 North National Avenue
Fond du Lac, WI 54935-2884

West Bend Campus
2151 North Main Street
West Bend, WI 53090-1598

Hartford Regional Center
805 Cedar Street
Hartford, WI 53027-2303

Ripon Regional Center
850 Tiger Drive
Ripon, WI 54971-0313

Featured Program

Link Strategy and Execution to Achieve Breakthrough Results



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 program was created to provide the necessary training locally to help develop the skills, within your leadership team, needed to navigate this new economy.

A Performance-Minded Business Solution

The **STRAT** program was developed in conjunction with Dr. Alan M. Patterson, president of Mentoré. Individuals are sponsored by their employers and organizations to participate in cross-functional development that helps them link strategy and execution to achieve measureable results within their organizations.



MENTORÉ

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.

What Are Others Saying About STRAT?

At Mid-States Aluminum, Sue Roettger, director of human resources, likes STRAT's project-based model:

“It's one thing to sit in a **classroom** and learn about **leadership**, but it's another to **practice it**.”

For Fond du Lac Lutheran Homes and Health Services, preparing for the future is critical to survival. Chief Executive Officer Mari Beth Boreck said her industry is heavily regulated by government action, and legislation is constantly proposed and changed. Businesses and workers need to be ready to adapt at any given time and that is a primary reason she sponsored one of her staff in STRAT.

Holly Lifke, vice president of commercial underwriting at Society Insurance, appreciated that Moraine Park Technical College listened to businesses. Society Insurance was one of several companies asked to provide ideas for STRAT. Holly said STRAT shows how to deal with today's issues and to prepare for tomorrow's challenges.

Dave Lenz, senior vice president and chief human resources officer at Regal Ware, said he likes that STRAT is not just a training program. “It doesn't expect participants to solve problems on their own. Rather, it partners them with mentors and coaches and gives them the chance to learn from an instructor (Patterson) who has experience working with leaders from Fortune 500 companies.”

Source: New MPTC Program Helps Business Leaders Look to the Future, Fond du Lac Reporter, September 16, 2011

Orientation: Wednesday, February 22 7:30 a.m. - 9:30 a.m.

Sessions Begin: Wednesday, March 7 8:00 a.m. - 4:30 p.m.

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

BUSINESS DEVELOPMENT

The keystones of STRAT

Assessment

The STRAT program begins with a 180° 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.

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.



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.

Professional Coaching

One-on-one coaching from experienced business leaders is a significant part of the STRAT program. The coach acts as a guide, ally and advocate for the participants, assisting in identifying projects, providing 180° review and feedback, and fostering ongoing networking relationships.

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.

Networking

The STRAT 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 Networking, Social Networking, Community Resource Networking, Presentation Skills and Analysis of Project Metrics.

“You need to **look** at how to put out **today’s fires** while **preventing them** in the future.”

- Holly Lifke, Vice President of Commercial Underwriting
Society Insurance

BUSINESS TECHNOLOGY

Introduction to Microsoft Windows 7

Get up to speed with Windows 7. This course is designed for business professionals who need knowledge in operating systems and file management skills. You will learn to log on to Windows 7, explore its interface, identify the different components in the interface, customize the Windows 7 desktop, manage files and folders, use the common tools and programs available in Windows 7, and browse the Internet in a lecture lab environment. By the time you're done, you'll know the Windows 7 operating system and be able to use it in your workplace.

Friday, February 24
West Bend Campus, L-108

1:00 p.m. - 4:00 p.m.
Monica Fallon Larue

\$99 per person. Price includes materials.

Wednesday, April 4
Ripon High School

9:00 a.m. - 12 noon
Lisa Schwerfeger

\$99 per person. Price includes materials.

Microsoft Word 2010

Microsoft Word 2010 - Level 1

This class will provide participants with introductory skills in Microsoft Word 2010. Examine the features to create, format and edit professional documents, lists and tables. Learn how to save and retrieve files, use numbered/bulleted lists, use tabs, create tables and print documents. This is a great course for those new to Microsoft Word 2010 or those migrating from a previous version.

Wednesday, January 25
Fond du Lac Campus, O-107.1

8:30 a.m. - 3:30 p.m.

\$199 per person. Price includes materials and lunch.

Microsoft Word 2010 - Level 2

Ready to create more complex documents? Participants will learn to create customized lists, tables, charts and graphics to make the document pop and capture the attention of the reader. Other topics include formatting with styles/themes, modify pictures, customize graphics, use quick parts and templates.

Thursday, February 23
Fond du Lac Campus, O-107.1

8:30 a.m. - 3:30 p.m.

\$199 per person. Price includes materials and lunch.

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.



Microsoft Excel 2010

Microsoft Excel 2010 – Level 1

This course provides a basic introduction to electronic spreadsheet software using Microsoft Excel 2010! Spreadsheets enable you to enter data into rows and columns and then perform calculations on that data. Activities are focused on planning, creating and modifying a spreadsheet with emphasis on using calculations, formatting and printing.

Thursday, February 9 8:30 a.m. - 3:30 p.m.
Fond du Lac Campus, O-107.1

\$199 per person. Price includes materials and lunch.

Microsoft Excel 2010 – Level 2

Beyond the basics, you will use Microsoft Excel 2010 to streamline repetitive tasks; make your data more visually appealing; and enhance your spreadsheets with templates, charts, graphics and more complex formulas.

Thursday, March 8 8:30 a.m. - 3:30 p.m.
Fond du Lac Campus, O-107.1

\$199 per person. Price includes materials and lunch.

Excel PivotTable

The “PivotTable” might be the most powerful and efficient feature of Microsoft Excel 2010. With it you can summarize a table’s data by its different fields and easily make all the desired intersections between them. We make PivotTables easy for you. Do you want to “wow” your colleagues and boss with your next presentation? Learn how to build a PivotTable and make data easy to read by grouping and categorizing your data. Explore the customization, formatting and restructuring features.

This course is meant for people with a sound working knowledge of Microsoft Excel and general computer proficiency.

Upon successful completion of this course, participants will be able to:

- Build a PivotTable.
- Analyze data using PivotTables.
- Present PivotTable data visually.

Prerequisite: *Introductory knowledge of Excel. Students enrolling in this course should understand how to open, create, save and navigate in a workbook.*

Thursday, April 19 8:30 a.m. - 3:30 p.m.
Fond du Lac Campus, O-107.1

\$199 per person. Price includes materials and lunch.



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BUSINESS TECHNOLOGY

Introduction to Crystal Reports

In this course, you'll master the techniques the pros use to produce attractive, reader-friendly reports for any audience. Designed for Crystal Reports XI, Crystal Reports 2008 and Crystal Reports 2011, this course will teach you how to transform the information that lies buried in your database or accounting program into clear, easy-to-understand documents.

You'll hone your Crystal Reporting skills as you get hands-on practice in extracting, sorting and grouping your data. In addition, you'll find out how to include totals for groups of figures or for the entire report. Next, you'll master the art of building your reports and formatting your material to create a polished, professional look.

To register, visit <http://www.ed2go.com/mptc> (Search: Crystal Reports)

\$99 per person.

ONLINE
NEW
OFFERING

QuickBooks Payroll

As an employer, learn how to process employee payroll by properly setting up all employees' state and federal withholding including properly dealing with special situations such as wage garnishments. This class is designed to help familiarize you with the basic concepts of creating and distributing end of year W-2s, 1099 forms and quarterly reports.

Prerequisite: *Beginning QuickBooks or permission of the instructor.*

Wednesday, January 18
West Bend Campus, L-108

9:00 a.m. - 3:30 p.m.
Monica Fallon Larue

\$199 per person. Price includes materials and lunch.

On Site and Customized Training

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Business and Marketing Writing

This fun, introductory course will teach you to write or identify copy that achieves business and marketing goals. Improve your work; your knowledge; your company's image; and your chances of getting hired, promoted or applauded!



Using clear explanations, real-life examples and an animated style, the course solidifies the relationship between business and marketing principles and written communications. You'll learn how business and marketing objectives affect writing choices. You'll get practical writing instruction in grammar, clarity, structure and more. You'll understand issues unique to this discipline, such as buzzwords, working with a team and marketing ethics.

Whether you seek to improve your own writing or learn to identify effective copy, this course will help you understand the power of writing and use it to present a solid, cohesive message to your target audience.

To register, visit <http://www.ed2go.com/mptc> (Search: Business Writing).
\$99 per person.

Effective Business Writing

Do you suspect that a small improvement in your writing skills might also improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential! If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.



To register, visit <http://www.ed2go.com/mptc> (Search: Business Writing).
\$99 per person.

Speed Spanish

This course is designed for anyone who wants to learn Spanish pronto. You'll learn six easy recipes for gluing Spanish words together to form sentences. In no time at all, you'll be able to go into any Spanish-speaking situation and converse in Spanish.



To register, visit <http://www.ed2go.com/mptc> (Search: Spanish).
\$99 per person.

Business and Marketing Writing, Effective Business Writing and Speed Spanish are offered in partnership with



On Site and Customized Training

Bring any of these trainings on site to your employees. 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.

CONTINUOUS IMPROVEMENT AND 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.

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.

Blended Six Sigma Offerings

Watch for updates as our Six Sigma training will be offered in a blended format beginning in August of 2012. Call **920-924-3449** to get details as they become available.

Black Belt Certification

This program is designed as a continuation of the Six Sigma Green Belt Certification. Participants who have successfully completed the Green Belt Certification and project are eligible to enroll in this program. This offering will prepare participants for the ASQ Six Sigma Black Belt Certification test. The program includes 48 hours of classroom instruction.

Spring 2012 Dates:

February 2, 3, 16, 17

8:00 a.m. - 4:00 p.m.

March 1, 2

West Bend Campus, T-105

Glen Thielke,

Six Sigma Master Black Belt

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

Note: Each participant must have completed the Green Belt Certification and is required to have a laptop.

CONTINUOUS IMPROVEMENT AND QUALITY

Green Belt Certification

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.

Spring 2012 Dates:

January 24, 25 and 26

February 22 and 23

March 21 and 22

April 18 and 19

May 23 and 24

8:00 a.m. - 4:00 p.m.

West Bend Campus, T-105

Glen Thielke,

Six Sigma Master Black Belt

\$3,500 per person. Price includes MiniTab software, book, materials, lunch and refreshments.

Note: Each participant is required to have a laptop.

Lean Skill Track

Lean Mastery

This nationally recognized Lean Enterprise Mastery **online** course and training program contains clear, concise information on transforming a business enterprise to Lean. This Lean Mastery online program is packed with examples, photographs, graphics, quizzes, progress tests, case studies and many interactive features that provide tips, “try this” exercises and in-depth information.

ONLINE
OFFERING

The program covers all Lean Enterprise concepts, including:

- Lean Enterprise Defined
- The Need for Change
- Lean Theory
- Kaizen
- Value Stream Mapping
- Transforming the Enterprise
- SMED (Single Minute Exchange of Dies/Quick Change)
- TPM (Total Productive Maintenance)
- 5S
- DFMA (Design for Manufacture and Assembly)
- Kanban
- Other Lean Tools
- Lean and Six Sigma Overview
- Lean Accounting Overview
- Implementing Lean

To register, visit www.gatlineducation.com/mptc (Select Business and Professional).

\$1,695 per person.

These courses are offered in partnership with



CONTINUOUS IMPROVEMENT AND QUALITY

Minitab Refresher and Tool Usage Review

Moving from Minitab 15 to 16? Has it been some time since you have used Minitab? This course will provide an update for people moving to version 16 and serve as a refresher for people who have not recently used the tools that Minitab has to offer. You will work through examples using the appropriate tools for the various DMAIC process steps. Update your knowledge of the power of the Minitab tools.

Tuesday, March 20

West Bend Campus, T-205

8:00 a.m. - 12 noon

Glen Thielke,

Six Sigma Master Black Belt

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

NEW
OFFERING

Innovation

Making Innovation Come Alive

Fostering innovation and personal creativity in today's business environment is critical to success. Yet most of us are too bogged down with day-to-day struggles to find the time that brainstorming and idea generation can take. How do you make it fun and easy to foster a culture of innovation and creativity within your organization? This one-day session will teach you how to apply simple, yet powerful tools to enhance creative thinking within your team. Learn the DNA of innovation, evaluate your own personal creativity and apply tools to promote innovation and creativity in your organization. This interactive workshop will show you that everyone is creative in their own way and important to the process of innovation!

Participants will:

- Explore the DNA of innovation.
- Utilize the creativity of everyone to strengthen the organization.
- Maximize different thinking styles in the creative process.
- Foster an environment of creativity.
- Identify individual competencies that are important to innovation.
- Assess your personal innovation competencies.
- Develop an action plan for personal growth.

Tuesday, March 6

Fond du Lac Campus, A-112

8:00 a.m. - 4:30 p.m.

\$250 per person. Price includes materials, lunch and refreshments.

NEW
OFFERING

“Brenner Tank has formed the partnership with Moraine Park in an effort to maintain our competitive edge. Moraine Park's custom training program is providing the skilled welders we need to support our continued growth.”

- Dawn Marie Peterson, Human Resources Manager, Brenner Tank

Delivering Fantastic Service

Customer service can be the key to setting your business apart from your competition. This one-day seminar will help to ensure that your staff provides customers with fantastic service during every interaction with your business. The seminar is designed to enhance the service experience for both internal and external customers, with a focus on those in the "front lines" with your customers. This interactive session will provide participants the opportunity to practice these skills and be ready to deliver fantastic service the next day.

**NEW
OFFERING**

Participants will:

- Identify behaviors that lead to the delivery of fantastic customer service.
- Practice listening skills.
- Use positive language.
- Practice problem solving skills.
- Demonstrate the "Fantastic Service Equation."

Wednesday, May 9

8:00 a.m. - 4:30 p.m.

Fond du Lac Campus, A-112

\$250 per person. Price includes materials, lunch and refreshments.

“As a training partner, Moraine Park offers a very diverse, flexible and cost-effective solution for training.”

- Barry Hoopes, Vice President Human Resources
Mayville Engineering

On Site and Customized Training

Bring any of these trainings on site to your employees. 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



GOVERNMENT CONTRACTING

Moraine Park Technical College has partnered with the Madison Area Technical College – Business Procurement Assistance Center (BPAC) to provide technical and marketing assistance to Wisconsin businesses interested in selling their products and services to the State of Wisconsin and the federal government. Our mission is to provide the necessary tools to be competitive in the contracting arena.

For more information on any of the following training opportunities, please register at <http://matcmadison.edu/bpac-wi>.

Create an Offer to a Federal Government Solicitation

You discovered a Federal solicitation that would be perfect for your firm. What do you do? This is a six-hour class. The first half of the training will provide a step-by-step guide to respond to a Federal solicitation. The second half of the class, you will choose from a product, service or construction solicitations issued from the Federal government and try to win that contract. Work on a team or as an individual.

Prerequisite: *Getting Started in Federal Contracting or BPAC eLearning on Getting Started in Federal Contracting. Recommended is "Finding Federal Opportunities - Computer Lab."*

Thursday, March 15
West Bend Campus, T-104

9:00 a.m. - 3:30 p.m.

\$65 per person.

Government Contracting Assistance on the Web – Computer Lab

Do you need assistance with completing your CCR or ORCA registration? Or perhaps you would like to have your CCR registration reviewed for accuracy and completeness? Do you need help in registering your company in the State of WI VendorNet system? Or maybe you need guidance in searching for contract opportunities at www.fbo.gov. BPAC now offers a free computer lab class (registration required) where businesses can meet one on one with a Government Contract Specialist to work through a predetermined topic.

Thursday, March 29
West Bend Campus, T-205

9:00 a.m. - 12 noon

No cost.

Understanding Federal Construction Requirements

There are unique requirements and regulations that apply to federal construction contracts. Learn how to comply. This course is the next step after "Introduction to Federal Construction Projects." It is geared to prime contractors and subcontractors that have completed the introductory course or that have some previous experience with government contracting.

Prerequisite: *Introduction to Federal Construction Projects or previous experience with government contracting.*

Thursday, April 5
Fond du Lac Campus, O-104

1:00 p.m. - 4:00 p.m.

\$35 per person.

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GOVERNMENT CONTRACTING

Introduction to Custom Manufacturing for the Military

This training is geared for the manufacturer that focuses on fabricated metal products, castings, non-metal components and other related industries, who are interested in selling to the Department of Defense.

Prerequisite: *Getting Started in Federal Contracting or BPAC eLearning course on Getting Started in Federal Contracting*

Tuesday, May 1
Fond du Lac Campus, A-112
1:00 p.m. - 4:30 p.m.
\$35 per person.

Selling to the State of Wisconsin

The State of Wisconsin spent \$1.8 billion on contracts in FY 2009. This comprehensive seminar provides a foundation for contracting with the State of Wisconsin.

Thursday, May 17
West Bend Campus, T-117
9:00 a.m. - 11:30 a.m.
\$35 per person.

Architect-Engineer (A&E) Acquisition Process

More details to come. Check back soon, or call the BPAC main office at 608-243-4490.

Thursday, June 14
West Bend Campus, T-104
9:00 a.m. - 3:00 p.m.
\$35 per person.

BPAC - West Bend Office

Moraine Park Technical College – AMTC
2151 North Main Street
West Bend, WI 53090-1598

Phone: 262-335-5893

Fax: 262-335-5897

E-Mail: bpac@matcmadison.edu

Office Hours: Mondays and Thursdays, 8:30 a.m. - 4:30 p.m.

Please call for an appointment.

On Site and Customized Training

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GREEN BUSINESS SUSTAINABILITY

Sustainable Business: How to Adopt Green Practices in Business and Gain a Competitive Advantage



Wise companies realize that the protection of the environment is a very real concern to the general population. In fact, going green to protect the environment is viewed as the right thing to do. It is also the smart thing to do. If a business wants to attract the increasingly environmentally conscious market and gain a competitive edge, it must become known as an eco-friendly company. This course may be completed as quickly as you care to work through the subject matter. Whether you are a business owner, office manager, HR manager, business professional or "green-team" project leader who wants to know how to get started with a sustainability program, this comprehensive e-learning course will give you the results you want.

To register, visit <http://greened.coursecatalog.com/mptc> (Search: 5525).
\$129 per person.

Certified Green Supply Chain Professional



The supply chain is at the heart of operations for most businesses. Prepare yourself for a challenging and rewarding career in the green supply-chain management field or gain the edge to move forward in your career with this convenient online training program. This professional certification program will help you learn the essentials of green product standards and labeling as well as how to develop sustainability supplier programs, implement sustainable business practices, apply lean and green manufacturing strategies, and integrate these practices across the extended supply chain.

To register, visit www.gatlineducation.com/mptc (Select Sustainable Energy and Going Green).
\$1,595 per person.

These courses are offered in partnership with **JER Online** and **ed2go**

“We struggled for years to put a training program in place, and it was not until we started working with Moraine Park that it all came together as was successful.”

- Mike Vander Zanden, President, Amerequip Corporation

New Supervisor Training

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 five days, you will learn the basic elements necessary to all new supervisors and have the opportunity to ask your most important questions. This interactive session will leave you with the “tools in your toolbox” to get started.

**NEW
OFFERING**

Participants will explore concepts and how to's regarding:

- Leadership and communication
- Performance goals
- Giving feedback
- Delegation and coaching
- Legal issues important to supervisors
- Effective discipline
- Conflict management
- Implementing change

Tuesday and Wednesday, April 17 and 18

Tuesday, May 15

Tuesday June 19

Tuesday, July 17

Fond du Lac Campus, A-112

8:30 a.m. - 4:00 p.m.

\$1,199 per person. Price includes materials, lunch and refreshments.

Workforce Advancement Training Grants

Thirty local businesses benefited in 2010-2011 from Workforce Advancement Training Grants secured by Moraine Park on their behalf. Grant awards totaled nearly \$374,000, and will help to train more than 1,600 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.

“ We love the flexibility of Moraine Park's on-site training. This is not only a benefit to our company but to our associates as well. ”

- Joanne Schneider, Associate Involvement Team Leader
Mid-States Aluminum Corporation

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.

LEADERSHIP AND PERSONAL EFFECTIVENESS

LEADERSHIP ACADEMY

Engaging employees throughout their career is critical to organizational success. The Leadership Academy addresses skill development in three phases at every level of an individual's career. Employees completing portions of the Leadership Academy can earn college credit to support continuing education requirements or to apply toward a college degree. Ask a Moraine Park representative for more information.

I. Interpersonal Leadership Skills

LEADERSHIP EXCELLENCE FOUNDATIONAL SERIES

Values, ethics, listening, adaptability, managing emotions and influencing are all critical skills needed to increase an individual's personal effectiveness. From AchieveGlobal, this series delivers high-performance strategies to increase the personal effectiveness of employees and establish leadership skills at all levels of your organization.

Basic Principles of a Collaborative Workplace	Wednesday, March 14
The Leader in Each of Us	Wednesday, March 28
Proactive Listening	Wednesday, April 11
Giving and Receiving Constructive Feedback	Wednesday, April 25
Personal Strategies for Navigating Change	Wednesday, May 9
Giving Recognition	Wednesday, May 23

West Bend Campus, T-117 8:00 a.m. - 12 noon

Series Price: \$889 per person. Price includes materials and refreshments.

“The training that Moraine Park provided was instrumental in helping us address our goal of improving skills, abilities and knowledge of our supervisors in an effort to remain competitive in this global economy. Their trainer's ability to adapt to our needs made this project successful.”

- Fritz Marston, Human Resources Manager, Signicast Corporation

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.



LEADERSHIP AND PERSONAL EFFECTIVENESS

LEADERSHIP EXCELLENCE INTERMEDIATE SERIES

Giving and receiving feedback, collaboration, coaching, recognition, managing priorities and expressing yourself enhances an individual's ability to function in teams and prepares them to manage others within your organization.

Prerequisite: *Leadership Excellence Foundational Series*

Handling Emotions Under Pressure	Wednesday, March 14
Moving From Conflict to Collaboration	Wednesday, March 28
Influencing Win-Win Outcomes	Wednesday, April 11
Managing Your Priorities	Wednesday, April 25
Coaching: Bringing Out the Best in Others	Wednesday, May 9
Express Yourself: Present Thoughts and Ideas	Wednesday, May 23

West Bend Campus, T-117 1:00 p.m. - 5:00 p.m.

Series Price: \$889 per person. Price includes materials and refreshments.

II. Performance Leadership Skills

PERFORMANCE LEADERSHIP SERIES

When it comes to achieving results, leaders who are able to effectively develop a high-performance team are essential. This series equips leaders with the tools they need to successfully develop others within your organization.

Prerequisite: *Intermediate Leadership Series*

Defining Your Team's Contributions
Identifying Work Priorities/Setting Verifiable Goals
Gaining Commitment to Preset Goals
Correcting Performance Problems
Conducting a Collaborative Performance Review

Classes are forming, call **920-924-3449**.

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.

NEW – Telepresence Virtual Meeting Resources

To thrive in today's economy, you have to collaborate with colleagues, partners and customers around the globe. At the same time, you want to conduct your business in a way that enhances the quality of your relationships while minimizing travel costs. Moraine Park's new interactive video conference technology features Telepresence, the latest technology available to give users a face-to-face meeting experience, enabling them to feel like they're in the same room even though they may be continents apart.

For information regarding rentals, visit our website at:
www.morainepark.edu/facilities

These courses are offered in partnership with



MANUFACTURING / INDUSTRIAL

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.
- More plates can be purchased for \$100 per set. If needed, please call 262-335-5725.
- For more information, please call Larry Clark at 920-924-3433 or Jeremiah Johnson at 920-887-4490.

Saturday, February 11 8:00 a.m. - 4:00 p.m.

Saturday, March 10 8:00 a.m. - 4:00 p.m.

Saturday, April 21 8:00 a.m. - 4:00 p.m.

Saturday, May 19 8:00 a.m. - 4:00 p.m.

Beaver Dam Campus, K-401 Larry Clark/Jeremiah Johnson

\$200 per person for two sets of test plates. (Additional plates can be purchased for \$100 per set. If needed, please call 262-335-5725.)

Other times may be arranged for corporate consideration.

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.

“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



NEW
OFFERING
FORMING NOW

Manufacturing Boot Camps

Manufacturing is a mainstay of Wisconsin's economy, but it's becoming increasingly difficult to attract and retain workers who have the skills needed to help their companies succeed. Elevate the skills of entry-level workers and gain much-needed skills with one of the following boot camps. **Grant funding may apply; please ask your Moraine Park representative if you qualify.**

Welding Boot Camp

The **Welding Boot Camp** was developed as an innovative, fast-paced, hands-on program to learn the essentials of welding, so students can quickly get in the employment pool or continue into a Welding technical diploma or degree program. Participants will apply welding skills to a variety of industrial applications on stainless steel and aluminum. Satisfactory completion of Boot Camp courses earns college credit in Welding, Blueprint Reading, Applied Mathematics and other college-level courses. Participants will also take a post assessment of welding skills.

Basic Machining Boot Camp

The **Basic Machining Boot Camp** was developed to train entry-level workers in CNC Machining and Turning Center Operation. During the boot camp, your employees will be trained in Occupational Math 1, Blueprint Reading, Basics of Metrology, Basic Machining Applications, Machining Center Operation and Turning Center Operation.

Industrial Maintenance PLC Boot Camp

The **Industrial Maintenance PLC Boot Camp** was developed to train your employees in the latest automation practices. Participants will receive hands-on training to diagnose, repair, program and integrate industrial machinery and automate manufacturing equipment into your organization using programmable logic controllers.

Brake Press Boot Camp

The **Brake Press Boot Camp** will expose your employees to techniques for precision sheet metal work. The training includes hands-on experience with the operation of press brakes, the controls and programming. Related terminology and safety are emphasized. Instruction also includes applied print interpretation, applied math, forming methods related to bend types and measuring techniques.

Industrial Skills Boot Camp

Prepare entry-level workers with the skills they'll need to succeed in your manufacturing environment. As a part of The Advanced Manufacturing Solutions initiative of the Wisconsin Technical College System, the Critical Core Manufacturing Skills Program combines powerful new training content with a flexible delivery approach. The program includes an overview module called High Performance Manufacturing, plus 12 hard-hitting core modules grouped into 4 skills sets:

- Core Productivity Skills
- Core Problem Solving Skills
- Core Team Skills
- Core Adaptability Skills

Manufacturing Skill Standards Certification (MSSC) Boot Camp (Blended)

MSSC Production Worker Certification is designed to assess and validate that individuals have the technical, as well as employability and academic skills need to work in an advanced manufacturing setting. Using a blended learning approach, participants will train and prepare for the full-production worker certification, which covers Safety, Quality and Continuous Improvement; Manufacturing and Production Processes; and Maintenance Awareness.

PROJECT MANAGEMENT

Project Management Skills for Higher, Safer ROI

BLENDED
NEW OFFERING

This training provides a practical, hands-on approach to project management success. The online modules cover the important core concepts and tools that integrate the details of best practices defined and outlined by PMI® in the Project Management Body of Knowledge®. The course provides participants with the tools and practical methods to successfully complete projects in alignment with PMI® guidelines and standards. The following modules provide a quick access “job aid” capability when needed and incorporate interactive exercises and tests.

- Introduction
- Initiating
- Planning: Work Breakdown Structure (WBS)
- Planning: Scheduling Part 1
- Planning: Scheduling Part 2
- Planning: Assigning Human Resources
- Executing
- Monitoring and Controlling
- Closing
- Risk Analysis, Planning, and Management
- Procurement

The online portion requires 12 hours to complete and is followed up by two days of hands-on exercises to cement the learning.

Tuesday, February 7 8:00 a.m. - 4:30 p.m.

Wednesday, February 8

Fond du Lac Campus, A-112

\$999 per person. Price includes materials and lunch.

This course is offered in partnership with



Why Use Moraine Park's 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.

For more information on Technology Services, please call **920-924-3491**.

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.

SAFETY SEMINAR AND INDUSTRIAL CERTIFICATION

Online Safety Offerings



How to Control Workers' Compensation Costs

With our safety-training course **How to Control Workers' Compensation Costs**, you will begin to control many of those workers' compensation bills. Perfectly execute a script that will bring together management, injured employees, insurance claims adjustors, state rating bureaus and even lawyers to reach your goal of the lowest possible workers' compensation costs possible, sometimes as much as 50 percent of your current costs. Learn how to work with employees and preferred medical providers to implement an effective return to work program. You will work with workers' compensation insurance companies and state rating bureaus to receive the lowest experience modification rating possible. Learn to perform thorough insurance claims' investigations. Finally, you will learn to manage claims until each worker has returned to their regular duties or settled or fraudulent workers' compensation claims are fully prosecuted. Are you ready for lower insurance rates—get set for this training—designed to contain workers' compensation costs. This course can be taken in a self-directed pace. You will have one-year access to this course.

To register, visit <http://www.coursecatalog.com/mptc> (Search course #1872).
\$99 per person.

Job Safety Analysis

Our course will relieve supervisors and experienced employees frustration about the role a **Job Safety Analysis** (JSA) plays in your OSHA safety planning. It will help them determine when a JSA is needed, what type of jobs require one, who should conduct one, how it's conducted and ways to eliminate and reduce hazards. This course can be taken in a self-directed pace. You will have one-year access to this course.

To register, visit <http://www.coursecatalog.com/mptc> (Search course #1874).
\$99 per person.

How to Have an Effective Safety Committee

Our new safety course, **How to Have an Effective Safety Committee**, will not only show you how to plan for a safety committee but will also show you how to pack your conference room with the right committee members. You will learn how to get them started, gear them up for success, sustain interest with reward and recognition, and reignite an existing committee. With our new safety committee course, you will be pitching your safety plans on solid ground. This course can be taken in a self-directed pace. You will have one-year access to this course.

To register, visit <http://www.coursecatalog.com/mptc> (Search course #1873).
\$99 per person.

Supervisor's Role in Preventing Accidents

In our OSHA safety-training program, the **Supervisor's Role in Preventing Accidents**, we ease supervisors into the critical part that they play in preventing accidents in the workplace. Supervisors will learn to identify and eliminate sources of hazards in the workplace. They'll learn to train, coach and be open to employee input. They'll learn to investigate and prevent accidents. They'll learn to consistently enforce safety rules, discipline employees and set an example of safe work practices. With our safety-training program, supervisors will learn how to prevent accidents in the workplace. You will have one-year access to this course.

To register, visit <http://www.coursecatalog.com/mptc> (Search course #1882).
\$99 per person.

These courses are offered in partnership with **JER Online**

Successful Sales

A foundation of strong customer service can lead to great business relationships and strong sales. Understanding how to foster the relationship and then close the sale is critical. Often one can take a backseat to the other, when in reality you need both to be successful in sales. This two-day seminar, designed for participants in a sales role, will develop skills in both customer service and sales. Day one focuses on the keys to successful relationship management and customer service. Day two focuses on the sales cycle, key communications, developing compelling offers, and asking for the sale. This interactive session will provide participants tools to utilize immediately.

**NEW
OFFERING**

Participants will learn to:

- Identify behaviors that lead to the delivery of fantastic customer service.
- Listen effectively.
- Demonstrate the “Fantastic Service Equation.”
- Understand the sales cycle within their organization.
- Identify key customer communications.
- Create a memorable impression during sales presentations.
- Create a compelling offer.
- Resolve objections.
- Ask for the sale.

Wednesday, May 9

8:00 a.m. - 4:30 p.m.

Thursday, May 10

Fond du Lac Campus, A-112

\$450 per person. Price includes materials and lunch.



Your Connection to a Technically Skilled Workforce

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.

Register now at www.wisconsintechconnect.com.

Call 920-924-3205 or e-mail employmentservices@morainepark.edu for more information.

Coming soon . . . employers will be able to view student and/or graduate résumés as they appear in a Résumé Bank.

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.

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 www.morainepark.edu/webinars.

All sessions run from 12 noon to 1 p.m. on the days listed, unless otherwise noted.

FREE

The Importance of a Business Plan – How to Get Started

Tuesday, January 10, 2012

Online Training Options for Your Employees

Tuesday, February 14, 2012

Telepresence, Freaky Real Technology – And It's Available for You to Use at Moraine Park!

Tuesday, March 13, 2012

Documenting Work Skills: How to Help Your Fabrication Business With Fabricators' and Manufacturers Association (FMA) Certifications

Tuesday, April 10, 2012

Improving Health Care Efficiencies Using Lean Principles

Tuesday, May 8, 2012

Building a High Performance Workforce—The Benefits of Pre-Employment Testing, Training and Assessments

Tuesday, June 12, 2012

Why Use Assessment Testing?

Assessment testing helps companies save time and money by finding the candidate that is the best match for the skills and qualifications needed to perform the job. It can also help companies effectively identify skill gaps in their workforce to pinpoint training needs.

An effective testing program is:

- Legal and fair.
- Cost effective.
- Accurate (valid).
- Practical and convenient.
- Current and specific.

Through the Skills and Assessment process, critical skills are identified for each position via:

- Review of the job description.
- Interviews with supervisors and content area experts.
- On-the-job observation.

Call Moraine Park for your assessment needs!

On Site and Customized Training

Bring any of these trainings on site to your employees. 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.

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: Eileen Rottscholl, PO 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 Number		Last Name		First Name		Middle Initial
Home Address		City	State	Zip	Home Phone	
Job Title		Department Name		Work Phone	Fax	E-Mail Address
Birth Date ____/____/____	<input type="checkbox"/> Male <input type="checkbox"/> Female	U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed <input type="checkbox"/> Client Refused to Provide		Work Status <input type="checkbox"/> Dislocated Worker <input type="checkbox"/> Full-time <input type="checkbox"/> Not in Labor Market <input type="checkbox"/> Part-time <input type="checkbox"/> Underemployed <input type="checkbox"/> Unemployed/Seeking Employment	

High School Attended _____ Highest Grade of School Completed _____ GED/HSED Year Completed _____

Ethnicity Are you Hispanic? Yes No

THIS INFORMATION IS REQUIRED FOR FEDERAL STATISTICS

Race (check all that apply) American Indian or Alaskan Native Asian Black White Native Hawaiian or Other Pacific Islander Client Refused to Provide

Demographic Status (check all that apply) Disabled Displaced Homemaker Economically Disadvantaged Limited English Proficiency Single Parent

Company: _____

Supervisor: _____ Title: _____ E-Mail: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

County Located: _____

Company Check (only) Enclosed: \$ _____ Company Credit Card Option (check one): MasterCard Visa Receipt Requested

Card Number: _____ Amount: \$ _____ Expiration Date: ____/____/____ CVV #: _____

Name on Card: _____ Authorized Company Signature for Training Approval: _____ Date: ____/____/____

Signature Required

Standard 38.14 Multiple Recipient Service Agreement Provisions: It is understood that Moraine Park Technical College retains the proprietary rights to any College curriculum materials used or developed as part of this contract. Moraine Park Technical College employees performing under this contract remain under the exclusive control of the College. Permission required prior to any media production. The Service Recipient certifies, as party to this contract, that it does not discriminate against employees, enrollees or applicants for employment or enrollment on the basis of age, race, color, sex, creed, handicap, political persuasion, ancestry or sexual orientation, except where there is a bona fide occupational qualification. The District Board has authorized selected Moraine Park Technical College District representatives to initiate contracts. This agreement is subject to retroactive approval by the Board of the Moraine Park Technical College District. Both parties to this contract agree that fiscal and/or programmatic modifications may be made as mutually agreed to by the parties involved.



235 North National Avenue
Fond du Lac, WI 54935

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PERMIT NO. 282

Route to:

For more information call 920-924-3449
or e-mail training@morainepark.edu.



Moraine Park Technical College provides continuing education opportunities

for employers and individuals throughout our service area.

With campuses in **Beaver Dam, Fond du Lac and West Bend** and extension offices in **Hartford and Ripon**,
your workforce development solutions are available **conveniently . . . locally.**