

PERFORMANCE-MINDED

Business Solutions

JANUARY-JUNE 2024

Public Speaking: Speaking Under Pressure

Learn more P 8

Root Cause Analysis

Learn more P 11

All New! Supervision 201

Learn more P 15

MORAINÉ PARK

ECONOMIC AND WORKFORCE
DEVELOPMENT

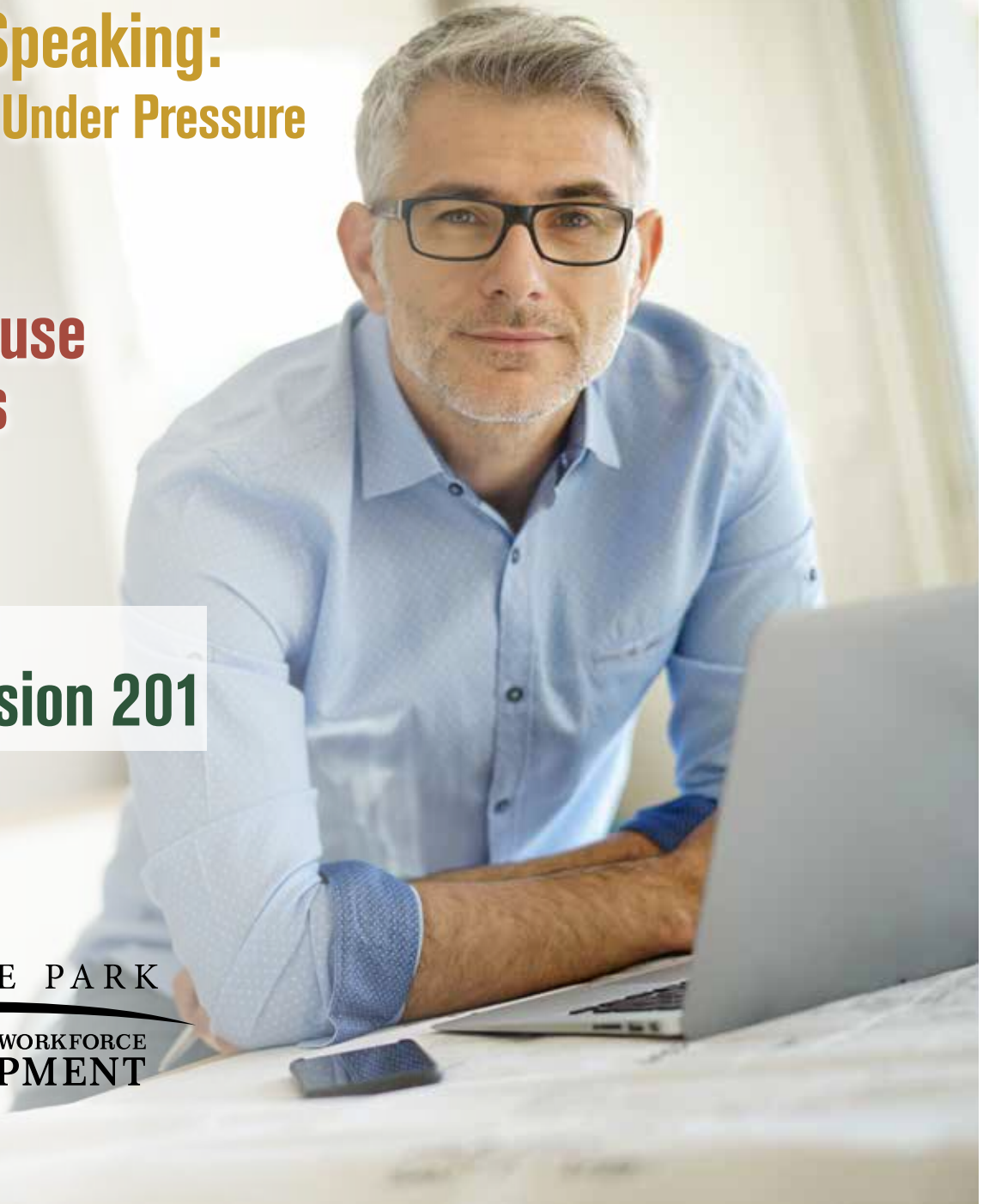




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Learning Applied to Your Business

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.

LOOK FOR THIS SYMBOL FOR ONLINE COURSES.



nline
education

BUSINESS NETWORKING FORUM

Thursday, May 9, 2024 8:00 – 10:30 a.m. Fond du Lac Campus, Conference Center A

Network and engage in a peer-to-peer Conversation Café best practice sharing on a timely business topic.

Specific information will be available closer to the event date at morainepark.edu under Business and Industry Upcoming Events.



Moraine Park Talent Talk Podcast

Are you looking for ways to expose your staff to new ideas that will positively impact their performance? Moraine Park's Economic and Workforce Development team is focused on your evolving workforce and discussing performance-minded business solutions to help you and your organization succeed and grow.

Subscribe to Moraine Park's "Talent Talk" for the latest podcast discussions on trending topics and the latest in best practices in workforce development and training.

blog.morainepark.edu/feed/podcast.



Workforce Advancement Training Grants

Fifty-six local businesses benefited in 2023 from Workforce Advancement Training Grants secured by Moraine Park on their behalf. Grant awards totaled over \$1 million 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 email training@morainepark.edu.



MPTC EXPANDING FACILITIES: A HISTORIC WIN FOR THE COLLEGE AND ITS COMMUNITIES

Moraine Park Technical College is part of the Wisconsin Technical College System, which serves more than 12,000 students across ten counties at all stages of life and careers and plays a crucial role in training students for industry-critical jobs.

In November 2022, residents of the Moraine Park's district voted in favor of a referendum authorizing the College to expand facilities — a historic win for the College and its communities. The updates and improvements will target programs in high demand that impact citizens across the region in the career areas of robotics/automation, public safety, manufacturing, technology and health care.

ADVANCED MANUFACTURING AND TRADES, FOND DU LAC

The enhancement of Moraine Park's manufacturing and trades wing on the Fond du Lac Campus will create classrooms and specialized labs to address local workforce shortages and provide enhanced spaces for instruction in software training, programming, product design, manufacturing and robotics. Additionally, this enhancement will support the infrastructure of Fond du Lac's Automation, Innovation and Robotics (AIR) Center project, funded by the generosity of donors. This project broke ground in May 2023, and it's scheduled for completion in the summer of 2024.

HORICON REGIONAL CENTER

The new Horicon Regional Center will help meet the current demand for firefighters and paramedics at the 50-plus fire departments in our region. In June, the Moraine Park District Board approved the purchase of land on Highway 33 east of Horicon. The groundbreaking occurred in September — the project is expected to be completed in the summer of 2024 with instruction beginning in the fall.



MANUFACTURING, AUTOMATION AND ROBOTICS LAB, WEST BEND

Plans for the Manufacturing, Automation and Robotics Lab in West Bend began in early 2023. The project will be completed in two phases; phase one, the advanced manufacturing addition, will begin in the spring of 2024 and is scheduled for completion in the spring of 2025. Instruction will begin in the new space in fall 2025. The second phase, which includes the conference center and new addition, will begin in spring 2025 and completion is expected by the end of 2025.

HEALTH AND HUMAN SERVICES FACILITY, FOND DU LAC

The enhancement of Moraine Park's Health and Human Services wing on the Fond du Lac Campus will add simulation spaces that model real-world clinics and labs and update labs and classrooms for nursing, radiography, medical laboratory technician, surgical technology, emergency medical services (EMS) and respiratory therapy programs, as well as general science education courses. The Health and Human Services Facility project phase one, the simulation space remodel and addition, will be constructed in January 2026 with completion in summer 2026, allowing classes to begin in fall 2026. The second phase, a remodel of the remaining health and science space, will begin in spring of 2026, with final completion expected in January 2027.



COMMUNITY IMPACT

- More than 14,000 manufacturing jobs are expected to open over the next 10 years.
- 26 percent of jobs in the district are in manufacturing.
- A new centrally located center will provide the required training to ensure firefighters at our 50+ district stations are ready to serve their communities.
- Student firefighters will have access to train high-risk/low-frequency skills in the safety of a training environment.
- New programs will help to fill the job growth gap over the next ten years and will offer hands-on training facilities for use by our district high schools.
- More than 8,000 health care jobs are expected to open over the next 10 years.
- Expansion of the health and human services program facilities will position MPTC to better meet the current and future district workforce needs.
- 64 percent of students work within MPTC's district after graduation.

Thank you for your support! To stay up-to-date on the referendum projects, visit morainepark.edu/future.

Source: Quarterly Census of Employment and Wages
WTCS Data Systems

BUSINESS DEVELOPMENT

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.





STRAT 3.0

STRAT 1: LEADERSHIP REFLECTION

Now forming for
Aug.-Nov. 2025

STRAT 2: OPERATIONAL EFFECTIVENESS

Now forming for
Jan.-Mar. 2026

STRAT 3: ACHIEVING RESULTS

Now forming for
Apr.-June 2026

ASSESSMENTS

The STRAT 3.0 program begins with a 360° assessment that is designed to give leaders tangible ways to develop and strengthen themselves, their teams and their organization. An individual action plan is created to guide the development of the participants and is reviewed with the program sponsor.

SPONSORSHIP

Company sponsors are essential for the participant to achieve success. They help the participant set and meet goals by aligning critical stakeholders through cross-functional areas of the business, providing visible leadership and holding the participant accountable. They are a bridge between the program learning and practical application within your business.

WORKSHOPS

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

PROFESSIONAL COACHING

One-on-one coaching sessions will be provided from experienced business leaders. The coach acts as a guide, connector and advocate for the participants by setting success measures and timelines to help participants achieve their project plans and support overall development.

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 3.0 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.

Classes now forming for 2025.

ACCELERATE YOUR ORGANIZATION'S PERFORMANCE.

To learn more about how STRAT 3.0 can improve your business leadership performance, call 920-924-3219 or email training@morainepark.edu.

BUSINESS TECHNOLOGY



MICROSOFT 365

Microsoft 365 integrates a suite of apps, device management and security services to help businesses of all sizes boost productivity, safeguard their data and streamline operations. Review what's new in Office 365 apps like Word, Excel and PowerPoint. Use templates to create professional documents. Next move on to sharing capabilities of each program. Learn to store, share and collaborate in OneDrive.

Outcomes:

- Ability to understand differences between Office 365 and Traditional Office Suite.
- Understand traditional office suite upgrades and features.
- Evaluate Office 2010 to Office 365 including OneDrive, Outlook, Word, Excel, PowerPoint, OneNote.
- Ability to understand all Office 365 Apps.
- Ability to understand Microsoft Teams and the Team components including activity, chat, teams, calls, files.

Monday, Apr. 8, 2024

5:30 – 8:30 p.m.

Fond du Lac Campus, O-215

\$149 per person. Price includes materials.

QUICKBOOKS DESKTOP BASICS

This is a brief introductory course that covers the basic concepts of QuickBooks. It also reviews fundamental accounting concepts. The key features you will learn are managing QuickBook files, working with customer and vendor transactions, banking with QuickBooks, planning and creating a new company, and opening of balances and balance sheet reports.

Saturdays, Jan. 20, 27, Feb. 3 and 10, 2024

8:30 – 11:30 am

West Bend Campus, L-114

\$139 per person. Price includes materials.

QUICKBOOKS DESKTOP ADVANCED

This course is a continuation of QuickBooks Desktop Basics. Students are guided with step by step instructions covering advanced topics of QuickBooks: working with physical inventory, payroll and job costing, creating estimates and formatting options, working with balance sheets and customizing your QuickBooks file using reports and graphs.

Saturdays, Feb. 24, Mar. 2, 9, and 16, 2024

8:30 – 11:30 am

West Bend Campus, L-114

\$139 per person. Price includes materials.

Microsoft Excel Professional Series

The Excel Series is designed to help learners in corporate training sessions quickly grasp the features and functionality of Microsoft Excel applications.

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.

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 2013: Level 2.

Mondays, Jan. 15 and 22, 2024

5:30 - 9:30 p.m.

West Bend Campus, L-114

\$159 per person. Price includes materials.

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.

Mondays, Jan. 29 and Feb. 5, 2024

5:30 - 9 p.m.

West Bend Campus, L-114

\$159 per person. Price includes materials.

SPECIAL RATE!

Register for all three Microsoft Excel classes for \$450 per person.

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.

Mondays, Feb. 12 and 19, 2024

5:30 - 9 p.m.

West Bend Campus, L-114

\$159 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 ed2go.com/mptc-pro.

Use the "Search for Courses" to find the Microsoft Office product and version that you need training for.

COMMUNICATIONS



NEW! PUBLIC SPEAKING: SPEAKING UNDER PRESSURE

This workshop has been designed for those in positions where they must speak in front of audiences that are hostile or demanding. This material is also suitable for those who are relatively new speakers who want some encouragement to speak up in meetings or who want some training before they begin making presentations on behalf of the organization. Speaking under pressure or thinking on your feet, means being able to quickly organize your thoughts and ideas, and then being able to convey them meaningfully to your audience to modify their attitudes or behavior. It applies to formal speeches as well as everyday business situations. This two-day course is aimed at improving your skills and learning some new techniques which will give you the persuasive edge when you are making a presentation, fielding difficult questions or presenting complex information.

Outcomes:

- Apply quick and easy preparation methods that will work whether you have one minute or one week to prepare.
- Prepare for questions, even before you know what those questions will be.
- Overcome nervousness that you may have when speaking in front of a group, particularly if the group is not sympathetic to what you have to say.
- Use presentation techniques that establish your credibility and get people on your side.

Wednesdays, May 15 & 22, 2024

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

Fond du Lac Campus, O-209

\$525 per person. Price includes materials, lunch and refreshments.

NEW! SOLID BUSINESS WRITING

In the business world, writing errors are far too common. Often, people don't plan out or review their writing, but taking the time to prepare an outline and carefully read over documents is an important step. It allows the writer to make corrections or clarify vague information that can otherwise cause an appearance of unprofessionalism or misunderstandings. Few employees really love to write, but it is a necessary part of most jobs. It's normally seen as a chore or a daunting task. But by learning some tricks, people can actually spend less time writing and create a better document. Solid Business Writing is a program that provides the foundation for improving the eloquence and effectiveness of your writing in any business situation, from formal letters and reports to emails.

Outcomes:

- Implement techniques to effectively write all types of business documents.
- Utilize outlining to plan documents.
- Follow acceptable e-mail protocol.
- Edit and proofread for complete and professional documents.

Thursday, May 16, 2024

8 a.m.- 12:00 Noon

Beaver Dam Campus, H-104

\$199 per person. Price includes materials.

SPANISH FOR THE WORKPLACE - FUNDAMENTALS OF SPANISH

This is a 16-hour course for true beginners (new to the language) and also works as a refresher for students with basic Spanish knowledge. The class covers basic subjects that are useful and relevant to the participants, with a main focus on learning vocabulary and key grammar concepts, supported by written and oral practice. The course will also help students to gain a better understanding of the Latin American culture.

By the end of this course, the students will be able to read Spanish with correct pronunciation and to build basic sentences. The students will develop a strong foundation of the Spanish language and will be ready to continue learning and start communicating in simple situations.

Tuesdays, Apr. 16, 23, 30 and May 7, 2024
8 a.m.- 12:00 Noon
West Bend Campus, T-120

\$525 per person. Price includes materials and refreshments.



CONTINUOUS IMPROVEMENT



8 DISCIPLINES OF PROBLEM SOLVING

This training will provide the skills and knowledge necessary to lead a team-oriented effort using this structured problem-solving strategy. Learn how to find the true root causes, then take action to permanently remove the problem. In this course you will: Define what problem solving is Compare Six Sigma DMAIC to 8D and PDCA Examine the 8D model for problem solving Examine the Problem-Solving Tool Matrix to select the proper tools for the job.

Outcomes:

- Compare Six Sigma DMAIC to 8D and PDCA.
- Examine the 8D model for problem solving.
- Examine the Problem-Solving Tool Matrix to select the proper tools for the job.

Mondays, June 3 and 10, 2024

8 am – 4:30 pm

Fond du Lac Campus, O-209

\$599 per person. Price includes material, refreshments and lunch.

NEW! ROOT CAUSE ANALYSIS

Participants develop the skills to critically analyze a problem situation and determine the best solution to resolve the situation.

Outcomes:

- Understand the importance of performing root cause analysis.
- Identify the root cause of a problem using the problem-solving process.
- Understand the application of basic quality tools in the problem-solving process.

Wednesdays, Mar. 13 and 20, 2024

8:30 a.m. – 3 p.m.

Fond du Lac Campus, O-209

\$499 per person. Price includes materials, refreshments and lunch.

INTRODUCTION TO SIX SIGMA GREEN BELT

Six Sigma methods have been successfully deployed in many industries and organizations. This challenging Introduction to Six Sigma Green Belt course teaches critical skills required for Six Sigma practitioners. This first course in the certification program explains the basic terms and proven Six Sigma problem-solving methods, team building tools and descriptive statistics that are the basis for the statistical tools that contribute to the success of improvement projects and to the overall success of your organization. Topics covered include Lean Principles, Failure Mode Effects Analysis, Team Tools, Project Charters and Basic Statistical Tools. The instructor uses the “flipped” classroom technique and expects participants to go beyond the classroom and use the internet and other resources to learn the material.

16 hour – Online

\$195 per person.

To register, visit bit.ly/UGCMPTC



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 five 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 2024 Dates:

Jan. 22 and 23

Feb. 19 and 20

Mar. 11 and 12

Apr. 15 and 16

May 13 and 14

May 21 – Final Project Presentations

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

\$3,900 per person. Price includes materials, refreshments and lunch.

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 2024 DATES:

Jan. 29

Feb. 5, 12, 26

Mar. 4 and 25

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

\$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 with Minitab software for the duration of the training.

CUSTOMER SERVICE



NEW! CRITICAL ELEMENTS OF CUSTOMER SERVICE

While many companies promise to deliver an incredible customer experience, some are better at supplying this than others. This two-day course is designed around six critical elements of customer service that, when a company truly embraces them, bring customers back to experience service that outdoes the competition.

Outcomes:

- To understand what a customer service approach is.
- To understand how your own behavior affects the behavior of others.
- To demonstrate confidence and skill as a problem solver.
- To apply techniques to deal with difficult customers.
- Know how to provide excellent customer service.

Thursdays, May 2 and 9, 2024

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-205

\$599 per person. Price includes materials, refreshments and lunch.

Certificate in Customer Service

KEYS TO CUSTOMER SERVICE

Learning to build your customer service skills will have a powerful impact on your career success as well as success in other areas of your life. Through this course you will discover the direct relationship between service skills and career achievement. You will become skilled at being an exceptional service provider. You can help your organization and your career by translating your good service intentions into a workable plan and gain knowledge of ways to consistently deliver great service. The payoff is enormous.

Online offering available from Feb. 5 - Mar. 1, 2024

\$145 per person



EXTRAORDINARY CUSTOMER SERVICE

Transform your customer service into something extraordinary. As a result, more repeat business will improve your bottom line. Customer service separates you from your competition. Extraordinary customer service comes from focusing on the few essential elements that yield big results. Discover how easy it is to tweak your customer service from the ordinary to the extraordinary. You'll take away a customer service plan that will help you focus on the key elements that will get you started on your pathway to success.

Online offering available from Mar. 4-29, 2024

\$145 per person.



To register, visit www.yougotclass.org/catalog-complete.cfm/Morainepark

\$245 per person for entire certificate.

HEALTH AND WELLNESS

NEW! WORKPLACE HEALTH AND SAFETY: THE SUPERVISOR'S ROLE AND RESPONSIBILITIES

This course aims to provide an understanding of the supervisor's role in organizational health and safety. It will explore the requirements of due diligence, the rights of workers, supervisor and worker health and safety requirements, employee competency and the role of Health and Safety Committees. The course will also look at supervisor's roles in hazard identification and control, accident reporting and investigation and the importance of communicating health and safety information.

Outcomes:

- Understand the employer's responsibility to display due diligence for organizational health and safety.
- Know and understand the three rights of workers.
- Identify the responsibilities and roles of supervisors and workers in organizational health and safety.
- Realize the role of the Health and Safety Committee in organizational health and safety.
- Identify the responsibilities of supervisors and workers in hazard identification, assessment and control, safety and health inspections and accident reporting and investigation.
- Create an employee orientation checklist.
- List the necessary health and safety training for employees.
- Understand the importance of communicating health and safety information.

Wednesday, June 5, 2024

8 a.m. – 3:30 p.m.

Fond du Lac Campus, O-209

\$299 per person. Price includes materials, lunch and refreshments.

TRAUMA INFORMED WORKPLACE

Trauma, along with toxic stress, is prevalent and affects employees daily. Understanding trauma and incorporating trauma informed workforce solutions is necessary for all organizations. In this series, participants will explore the variety of sources of trauma, the effects on the individual and the workplace and identify key principles and guiding practices to create a workplace culture that is supportive and trauma informed.

Outcomes:

- Understand trauma and toxic stress.
- Learn what it means to be trauma informed.
- Identify phases of implementing trauma informed practices.
- Recognize key principles to follow to become a trauma informed organization.
- Identify next steps to create a trauma informed workplace.

Mondays, Apr. 15 and 22, 2024

8 a.m. – 12 p.m.

Fond du Lac Campus, O-205

\$275 per person. Price includes materials and refreshments.



HUMAN RESOURCES



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
- Job Description Development
- Employee Handbooks

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

NEW! DISCOVER AND UNLOCK YOUR STRENGTHS

What are your top five strengths? In this course you will explore how your strengths show up in your daily work activities, which work activities align well with your strengths and which ones may be more challenging. You will learn how to develop and maximize your talents both at work and in your personal life. After the registration deadline you will be sent a StrengthsFinder™ book, which will include a code used to access a comprehensive online Gallup “Strengthsfinder Assessment” to take prior to the workshop. Materials included.

Wednesday, Feb. 21, 2024
8:30 – 11:30 am
Fond du Lac Campus, O-209

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

HOW TO CREATE AN INCLUSIVE WORKPLACE

As an emerging leader in your company, it's imperative to take authentic and actionable steps to build a more diverse and inclusive workplace. This workshop is about being intentional and willing to put in the work to reshape who you are and what you stand for so that everyone has a chance to thrive.

Outcomes:

- How to identify a leader for DEI (Diversity, Equity, Inclusion).
- Discover the, “Why” for your organization and benefits diversity and inclusion bring.
- Develop, tools and tips around ERG (Employee Resource Group) or Affinity groups (understand the difference) and how/who should create them and why.

Wednesday, Apr. 17, 2024
1:30 – 3:30 pm
Fond du Lac Campus, O-209

\$99 per person. Price includes materials.

ONBOARDING: HOW TO SUCCESSFULLY INTEGRATE NEW EMPLOYEES

Onboarding is the training course you need to help your new hires build a foundation for success from the get-go. At its core is the Onboarding Model with four overlapping elements—Resources, Rules, Relationships and Roles. Using these elements as a cornerstone in the onboarding process, management learn how to become an active participant in helping new hires not only accelerate their involvement but establish a groundwork for continual progression.

Outcomes:

- Explain the purpose of onboarding and the benefits it provides to new employees.
- Describe four key onboarding elements and how they support the onboarding process.
- Describe actions you can take and information you can use to successfully integrate new employees within the context of the four key elements.
- Prepare information relating to the four onboarding elements to use and share with new employees during the onboarding process.

Tuesday, May 14, 2024

8 a.m. – 12:00 Noon

Fond du Lac Campus, O-205

\$159 per person. Price includes materials and refreshments.

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.

Outcomes:

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

Wednesdays, Jan. 24, 31 and Feb. 7, 2024

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

\$899 per person. Price includes materials, lunch and refreshments.

NEW! SUPERVISION 201

Supervision 201 builds on the skills and potential of those who have completed Supervision 101. In this training, participants hone skills in personal effectiveness, team communication and leadership by focusing on conflict resolution, assertiveness, change management, risk taking and emotional intelligence. This training helps supervisors avoid the common pitfalls they may face and equips them with the skills to make significant contributions to the organization.

Outcomes:

- Develop strategies and techniques for mitigating and resolving conflict.
- Become skilled at managing your own and others emotions.
- Identify personal behaviors that are detrimental to personal and supervisory effectiveness.
- Identify ways to influence people into action.
- Build resilience in order to tolerate risk and overcome fears.

Mondays, Mar. 18, 25 and Apr. 1, 2024

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-205

\$899 per person. Price includes materials, lunch and refreshments.

TRAIN THE TRAINER

Employees from all walks of life are often asked to share their expertise by providing on-the-job training, often without any formal preparation or understanding of adult learning principles. Moraine Park's Train the Trainer program is designed to help individuals in in-house training roles increase the effectiveness of their training and improve the transfer of knowledge to optimize in-house training efforts. This program teaches foundational training concepts in workshop format. Participants are expected to identify a work project to complete as part of the training to promote skill application to their job. Individual delivery styles will be assessed and one-on-one coaching will be provided to help participants design, develop and/or enhance their training approach.

Outcomes:

- Understand the role of trainer in accomplishing business objectives.
- Design effective learning strategies that address multiple learning styles.
- Strengthen facilitation and training delivery skills.
- Learn to assess training to ensure effectiveness.
- Receive feedback on training skills and identify personal development needs.
- Complete a workplace project that allows for skill practice and application on the job.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

\$599 per person. Price includes materials.

LEADERSHIP AND PERSONAL EFFECTIVENESS



NEW! ORGANIZATIONAL TRUST

Organizations that promote a positive, supportive working environment and emphasize a culture of trust are also those with the highest recruitment and retention rates. This is because these organizations lay the groundwork for respect, faith and integrity at all levels, creating more credible, productive, flexible and innovative employees. Organizational Trust is a tool that helps Management, supervisors and leaders build, improve or restore an environment of trust. Participants examine the quality of trust on an organizational and personal level and then review the characteristics and behaviors which shape trust. They'll also learn to identify the warning signs of a low-trust organization, providing the opportunity to implement techniques for handling and combating distrustful behaviors before they escalate.

Outcomes:

- Assess the level of trust in your organization and your own trustworthiness.
- Be mindful of the results of distrust between employees and for an organization.
- Identify the characteristics that create trusting employees and organizations.
- Explore the ways organizations and teams can build a culture of trust.
- Identify the warning signs of a low-trust organization and how to restore trust when it's been lost.

Tuesday, June 4, 2024

8 a.m. – 12:00 p.m.

Fond du Lac Campus, O-209

\$159 per person. Price includes materials.

MEETING MANAGEMENT: THE ART OF MAKING MEETINGS WORK

Meetings come in all shapes and sizes, from the convention to a quick huddle in an office hallway. This one-day workshop will be concerned with small working meetings; with groups that have a job to do requiring the energy, commitment and talents of those who participate. Members of such a group want to get some kind of result out of their time together: solving problems, brainstorming or simply sharing information. At its best, such a group knows what it is about and knows and utilizes the strengths of individual members.

Outcomes:

- Understand the value of meetings as a management tool.
- Recognize the critical planning step that makes meeting time more effective.
- Identify process tools that can help create an open and safe forum for discussion.
- Develop and practice techniques for handling counterproductive behaviors.

Tuesday, Mar. 19, 2024

8 a.m. – 4:00 p.m.

Fond du Lac Campus, O-217

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

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. This training includes a DiSC assessment and group coaching.

Target Audience: Individual contributors as well as 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 employees' 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 concepts.
- 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.

Fridays, Apr. 5, 12, 19, 26, and May 3 and 10, 2024

8 a.m. – 12:00 noon

West Bend Campus, T-118

Series Price: \$1,300 per person. Price includes materials and refreshments.





LEADING OTHERS: EXPANDING ORGANIZATIONAL CAPABILITY

Leading within a team environment requires the ability to influence, to have constructive conversations focused on business goals and 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. This training includes the Working Genius assessment and individual coaching.

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 opens and builds 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.

Fridays, Apr. 5, 12, 19, 26, and May 3 and 10, 2024

1 – 5:00 p.m.

West Bend Campus, T-118

Series Price: \$1,300 per person. Price includes materials and refreshments.

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. Includes 360 Assessment, one-hour debrief and one-on-one coaching.

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 employees' 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.

Wednesdays, Feb. 7, 14, 21 and 28, 2024

1 – 5:00 p.m.

Fond du Lac Campus, O-205

Series Price: \$1,300 per person. Price includes materials and refreshments.

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

See **PRACTICAL PROJECT MANAGEMENT** on page 25 to help leaders build knowledge, skill and ability in project management.

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 how individual and group assessments and coaching services can help you increase the effectiveness of individual contributors.

360-ASSESSMENT

Assessment enables leaders to accurately and quickly learn how their direct reports, bosses, peers and other associates assess their leadership behaviors. Once the 360° assessment has been completed, participants receive a comprehensive, personalized report of results. A certified Moraine Park coach will review the results and help create an action plan, translating the feedback into clear and measurable steps for improvement.

Ideal for:

- Leaders transitioning into new opportunities.
- Companies desiring to create a culture of development and progress.
- Organizations seeking to identify high potential employees.
- Groups who are restructuring and need to create a common leadership culture.
- Professionals seeking clear and tailored personal leadership growth.

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.

MYERS-BRIGGS TYPE INDICATOR (MBTI)

The purpose of the MBTI assessment is to understand and appreciate yourself and others, enhance team communication and decision making. Upon completion of the assessment, individual participants will understand and identify the different personality types, recognize the communication preferences of those personality types and identify their own personality type. In addition, managerial staff will be able to apply strategies to best utilize the differences in their team make up to the benefit of the organization.

Outcomes:

- Identification and description of the dichotomies and personality types.
- Evaluate individual and team strengths and weaknesses based on personality profile.
- Learn strategies for adapting your style to communicate effectively with others.

CLIFTONSTRENGTHS

CliftonStrengths is a tool that provides you with the opportunity to develop strengths by building on what you do best—the way you most naturally think, feel and behave as a unique individual. There are 34 Strengths as identified by The Gallup Organization.

Outcomes:

- Discover and develop your greatest natural talents to progress to levels of personal excellence.
- Learn to lead from your strengths and build your team.
- Learn how to reduce conflict and perform at your best.

DISC

The ability to know how and when to adapt our behaviors for more effective communication and relationship building is an essential skill. Most of us want to know why people act the way they do and how we can quickly recognize some underlying reasons for these actions. Recognizing personalities helps us to achieve this; it is a trainable skill based on understanding observable behaviors. If you want to understand more about how you think and behave plus how that directly relates to how other people think and behave, DISC training is for you. DISC gives us the ability to identify combinations of dominance, influence, steadiness and compliance, which drive our observable behavior. Our DISC training can provide individual plus team assessments immediately useful for essential skills such as team communication, individual and leader development, training and coaching.



MANUFACTURING / INDUSTRIAL



INTRODUCTION TO ROBOTICS

Introduction to Robotics is designed for operators, technicians, engineers and programmers who need to set up and program a FANUC Robotics Handling Tool Software. In this eight-hour class, participants will learn general safety, major equipment and component overview, basic robot operation, program structure and more.

Tuesday, Mar. 19, 2024

8 a.m. – 4:30 p.m.

Fond du Lac Campus, B-106

\$499 per person. Price includes materials, refreshments and lunch.

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, Jan. 24 – Apr. 17, 2024

8 a.m. – 4:30 p.m.

Fond du Lac Campus, E-154/155

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

PROGRAMMABLE LOGIC CONTROLLERS 1A

In this 18-hour course, participants will learn to install programmable controllers, develop basic control programs and modify instructions to design programs. Troubleshoot machines controlled by programmable logic controllers. Wire input and output field devices. Monitor and troubleshoot machine processes.

Outcomes:

- Interconnect a programmable controller.
- Implement a state diagram using ladder logic.
- Identify programmable controller models and addressing formats.
- Design a control system using a programmable controller.
- Implement a basic ladder scheme using programmable controller specific software.
- Use the timer functions included in programmable controller specific software.
- Employ the counter instruction included in programmable controller specific software.
- Implement a basic machine control using a programmable controller.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

PROGRAMMABLE LOGIC CONTROLLERS 1B

In this 18-hour course, participants will wire digital and analog industrial devices to the PLC system. Students will also learn to program and troubleshoot ladder logic programs using math functions, compare instructions, jump functions, MCR instructions and subroutine applications.

Outcomes:

- Utilize logic and math functions included in programmable controller specific software.
- Employ the compare instruction included in programmable controller specific software.
- Use subroutines in the development of program for a programmable controller.
- Implement a basic machine control using a programmable controller.
- Automate a machine control process using a programmable controller.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

PROGRAMMABLE LOGIC CONTROLLERS 2

Introduces PLC project organization along with the relationship between tasks, programs and routines. Students will also learn to create and apply base tags, alias tags, arrays and user defined tags along with additional PLC instructions. Safety relays, light curtains, pneumatic solenoid valves, pressure transducers, ultrasonic transducers and proximity switches will be integrated into the PLC system.

Outcomes:

- Understand the Rockwell 5000x Compact Logix hardware and software.
- Ability to expand the knowledge of various inputs/outputs within the Rockwell Software environment.
- Ability to develop a PLC program using ladder logic and logic gates.
- Ability to develop basic troubleshooting techniques for PLC controlled systems.

May 23, 24, 30 and 31, 2024

8 a.m. – 3:30 p.m.

Fond du Lac Campus, E-154/155

\$1,229 per person. Price includes materials, refreshments and lunch.

GEOMETRIC DIMENSIONING & TOLERANCE (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. Students will understand the symbols and concepts of geometric dimensioning and tolerancing (GD&T) on engineering drawings. The participants will have knowledge on datum reference frames, form, orientation, profile, position tolerances, modifiers and common inspection procedures. 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. For more information, email training@morainepark.edu or call 920-924-3219.



WELDING PROCESS GMAW WORKSHOP I

This workshop is designed to provide students with basic knowledge of welding. It is ideal for skilled tradespeople, career changers, continuing education related training or those that just want to know more about welding. We will introduce you to welding terminology, safety, machine setup and shut down, metal identification, plasma cutting and GMAW welding processes and positions. Learn how welding equipment functions and then practice your new skills to make quality gas metal arc welds on metals of different thicknesses. Other welding processes may be explored with the permission of the instructor.

Tuesdays, Mar. 12, 19, 26, Apr. 2 and 9, 2024
6 – 8:45 p.m.
Hartford Union High School

\$259 per person.

WELDING PROCESS GMAW WORKSHOP II

Take your welding skills to the next level in this workshop. Advance your skills and incorporate new metals and thicknesses. Students develop advanced welding techniques and receive instruction to give your welds a more professional appearance. We will also cover plasma cutting. Other welding processes may be explored with the permission of the instructor. **PREREQUISITE:** Gas Metal Arc Welding Workshop I.

Tuesdays, Apr. 23, 30, May 6, 13, 20 and 27, 2024
6 – 8:45 p.m.
Hartford Union High School

\$259 per person.



NEW! WELDING PROCESSES GTAW WORKSHOP I

Introduction to the necessary safety and set up of welding equipment and welding equipment maintenance. Introduces Gas Tungsten Arc Welding (GTAW) skills on mild steel and stainless steel in the flat, horizontal and vertical down positions. Students learn safety, welding terminology, setup and operation of welding equipment. Welding operations are performed in a lab setting, applying a variety of industrial applications welding on sheet steel and stainless steel.

Tuesdays/Wednesdays, Jan. 23, 24, 30 and 31, 2024
5:30 – 9:15 p.m.
Fond du Lac Campus

\$259 per person.

NEW! SHIELDED METAL ARC WELDING (SMAW)

Focuses on developing welding skills using Shielded Metal Arc Welding (SMAW) process. Students will use SMAW welding skills in a variety of industrial applications on carbon sheet steel and plate. Students perform welding operations in a lab setting.

Tuesdays/Wednesdays, Feb. 6, 7, 13 and 14, 2024
5:30 – 9:15 p.m.
Fond du Lac Campus

\$259 per person.

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 an additional fee.

Saturday, May 4, 2024
8 a.m. – 4:00 p.m.
Jackson Regional Center

\$450 per person for two sets of test plates. (Additional plates can be purchased for \$100 each. If needed, please call 920-924-3219.)

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 Feb. 2024.

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.

For more information, email training@morainepark.edu or call 920-924-3449.



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 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 to talk to someone about additional services.

BASIC BLUEPRINT READING - OFFERED IN SPANISH AND ENGLISH

Blueprint Reading is a critical skill 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 two to four-hour modules specific to the workplace or occupation. Pre and post training tests are included.

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

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



PROJECT MANAGEMENT



NEW! TIME MANAGEMENT FOR PROJECT LEADERS

Time is money, the saying goes, and lots of it gets lost in disorganization and disruption. We also deal with a constant barrage of technology, people and tasks that can contribute to that disorganization. Many people find that they flit from one task to another, trying to get everything done but often falling short. In this one-day workshop, you will learn how to make the most of your time by getting a grip on your workflow and office space, using your planner effectively and delegating some of your work to other people.

Outcomes:

- How to better organize yourself and your workspace for peak efficiency.
- The importance of, and the most useful techniques for, setting and achieving goals.
- How to plan and schedule your time efficiently.
- Setting priorities and making decisions.
- What to delegate and how to delegate well.
- How to take control of things that can derail your workplace productivity.
- How to create order and get organized.
- How to manage your workload.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

PRACTICAL PROJECT MANAGEMENT

Successfully completing projects on time and within budget is critical to business success at all levels. Yet many project managers need help understanding the key principles to be successful. This course provides project managers an understanding of the steps to successfully lead projects to completion, including definition, planning and implementation. Participants will be able to:

Outcomes:

- Define the work to be completed (the objective).
- Identify products and services (scope of the project work and milestones).
- Define the work to be done.
- Create a project schedule.
- Identify needed roles and staff to do the work.
- Estimate cost and create a budget.
- Balance cost, time and quality constraints.
- Identify risks.
- Handle and mitigate risks.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

SAFETY / INDUSTRIAL CERTIFICATION



FORKLIFT SAFETY

Obtain compliance with OSHA standard 1910.178 for powered trucks as a new driver, attend for refresher training or update your certification every three years by exploring the fundamentals of forklift operation. Students receive classroom and hands-on application by practicing with a forklift.

Thursday, Mar. 28, 2024

8 a.m. – 4:00 p.m.

Fond du Lac Campus, B-128

or

Thursday, May 23, 2024

8 a.m. – 4:00 p.m.

Fond du Lac Campus, B-128

\$150 per person. Price includes materials. Lunch on your own.



HEARTSAVER® CPR FOR THE WORKPLACE

This class teaches the requirements needed to address first aid, breathing and cardiac emergencies in the workplace. This is an instructor led, hands-on course. Upon completion of this course, students receive a HeartSaver® First Aid CPR/AED certification card that is valid for two years.

Friday, Jan. 26, 2024

11:30 a.m. – 4:30 p.m.

Fond du Lac Campus, E-153

\$110 per person. Price includes materials.

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)
- Material handling
- Bloodborne pathogens
- Machine guarding

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

Thursday, Feb. 1 and Friday, Feb. 2, 2024

8 a.m. – 2 p.m.

Fond du Lac Campus, O-206

\$349 per person. Price includes materials and OSHA 10 card.

OSHA 30 GENERAL INDUSTRY

The OSHA 30-hour General Industry class is for supervisors and those employees that desire a more extensive safety and health background. Participants will receive additional training on hazards that are specific to their job in general industry. They will cover 30 hours of mandatory and optional topics. Upon successful completion of the class, the participants will receive an OSHA 30 - card from the National Safety Education Center. Materials included.

Classes now forming. For more information, email training@morainepark.edu or call 920-924-3219.

\$1,049 per person.

NEW! ARC FLASH TRAINING NFPA 70E

Emphasizes best practices to avoid ARC flash of electrical systems using NFPA 70E, OSHA 29-1910, Subpart S and the NEC. Participants are shown what to look out for and proper personal protective equipment and appropriate record keeping.

Thursday, May 9, 2024

8:30 a.m. – 12:30 p.m.

Fond du Lac Campus, O-209

\$149 per person. Price includes materials.

MSHA 8-HOUR MINE SAFETY REFRESHER TRAINING

Learn the latest changes at the mine that could adversely affect your health and safety. Review of recent fatalities (Fatalgrams) and first aid refresher are included. Other topics include lock out tag out, hazard communication, ladder safety, safe lifting, tire safety and more. Each training topic will involve discussion and a question and answer session. This course satisfies the requirements for MSHA 30 CFR Part 46.

Friday, Apr. 12, 2024

7:30 a.m. – 4:30 p.m.

Beaver Dam Campus, J-105

\$129 per person. Price includes materials.



SALES



NEW! PRESENTATION SKILLS

This workshop allows learners to discover the process of planning, designing, and writing effective presentations. It also enables participants to deliver various types of presentations building their confidence in presenting. Learners receive feedback from their peers and create action plans for continued development.

Outcomes:

- Design presentations that inform, instruct, persuade, or inspire.
- Adapt presentations to accommodate the needs of different audiences.
- Become familiar with presentation methods to keep audiences engaged.

Monday, Feb. 12, 2024
8 a.m. – 4:30 p.m.
Beaver Dam Campus, H-107

\$299 per person. Price includes materials, lunch and refreshments.

Certificate in Digital Marketing

IMPROVING EMAIL PROMOTIONS

Discover new ways to improve your email promotions, including when to email what to email and testing email copy. Then find out how to analyze your email response rates, including getting the benchmarks for open rates and click through rates. Learn how to improve your email promotion and responses with tracking and testing.

Online offering available from Feb. 5-Mar. 1, 2024

\$195 per person.



BOOSTING YOUR WEBSITE TRAFFIC

Acquire the basic skills to boost your website traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches and how to redesign your website copy to increase your visitors and results.

Online offering available from Mar. 4-29, 2024

\$195 per person



ONLINE ADVERTISING

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google Ads works. Find out how to test low budget Ads campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach.

Online offering available from Apr. 1-26, 2024

To register, visit yougotclass.org/catalog-complete.cfm/morainepark.

\$495 per person for entire certificate.



TRADES



CAD DRAWING SKETCH UP I

Introduces the student to the basics of computer-aided drawing (CAD) techniques and its uses in the construction industry. Students explore basic construction drawings. Familiarity with basic computer knowledge and blueprint reading helpful.

Monday, Jan. 29 and Thursday, Feb. 1, 2024

5:30 – 8:30 p.m.

West Bend Campus, N-110

\$69 per person. Price includes materials.

CAD DRAWING SKETCH UP II

Takes your computer-aided drawing (CAD) skills to the next level. Students explore additional CAD topics related to the construction industry.

Mondays/Thursdays, Feb. 12, 15, 19 and 22, 2024

5:30 – 8:30 p.m.

West Bend Campus, N-110

\$139 per person. Price includes materials.

CERTIFIED SOIL TESTER CONTINUING EDUCATION

Soil and Site Evaluation training courses are designed as refreshers for credentialed POWTS and Plumber professionals or as preparation for taking the Certified Soil Tester exam. The State of Wisconsin Department of Safety and Professional Services has approved this training for continuing education credit. The curriculum includes all relevant topics applicable to conducting a complete soil and site evaluation.

To learn more about the Certified Soil Tester Continuing Education classes offered at Moraine Park Technical College, visit morainepark.edu/academics/continuing-education/licensure-and-certificates

CONSTRUCTION CONTINUING EDUCATION

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

To learn more about the Construction Continuing Education classes offered at Moraine Park Technical College, visit morainepark.edu/academics/continuing-education/licensure-and-certificates





Handshake

Moraine Park Technical College provides specific hands on learning for the high skill occupations that you are trying to fill. Moraine Park programs are carefully designed to meet your needs. We encourage all employers looking to recruit students and alumni to use the Handshake website for any of their job, internship or volunteer opportunities.

Handshake is your virtual solution for finding, engaging and hiring your future leaders.

- Recruit diverse talent.
- Meet and screen students and alumni.
- Deliver personal employer brand.
- Optimize virtual events.

To learn more about Handshake and to create an account, go to: joinhandshake.com/employers



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:

morainepark.edu/experience-mptc/facilities-rent-a-space

Online Learning with Ed2go and UGotClass

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.

CERTIFICATES AND COURSES

- Instructors are experts in their field.
- Courses are designed by instructors that teach them.
- Monthly start dates– Feb. through Nov..
- Courses take an average of 16 hours to complete.
- Register for individual courses or for the entire certificate.

To learn more about the 3,800 training options offered by Ed2Go, visit: ed2go.com/mptc-pro.

Additional information for UGotClass certificates and courses is available at youtgotclass.org/catalog-complete.cfm/morainepark.

Ed2Go and UGotClass classes do not transfer to credit or non-credit programs and are not eligible for financial aid at Moraine Park. Ed2Go and UGotClass certificates are not Moraine Park certificates.



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

LOOK FOR THIS SYMBOL FOR ONLINE COURSES.



nline
education



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 920-924-6633 or mail to: Moraine Park Technical College, Attn: Leanne Doyle, 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	
WORK PHONE		FAX		EMAIL			
BIRTH DATE / /	<input type="radio"/> MALE <input type="radio"/> FEMALE <input type="radio"/> OTHER	U.S. CITIZEN? <input type="radio"/> YES <input type="radio"/> NO		JOB TITLE	DEPARTMENT		
WORK STATUS	<input type="radio"/> Full-time <input type="radio"/> Dislocated worker	<input type="radio"/> Part-time <input type="radio"/> Unemployed/seeking employment	<input type="radio"/> Underemployed	<input type="radio"/> Not in labor market <input type="radio"/> Prefer not to provide			
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"/> Native Hawaiian or Other Pacific Islander	<input type="radio"/> Asian	<input type="radio"/> Black	<input type="radio"/> White	<input type="radio"/> Prefer not to provide		
DEMOGRAPHIC STATUS (Check all that apply)	<input type="radio"/> Disabled <input type="radio"/> Economically Disadvantaged	<input type="radio"/> Displaced Homemaker	<input type="radio"/> Single Parent	<input type="radio"/> Limited English Proficiency	<input type="radio"/> Prefer not to provide		
COMPANY		SUPERVISOR & TITLE			EMAIL		
BILLING ADDRESS		CITY		STATE	ZIP		
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.

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