

PERFORMANCE-MINDED

# Business Solutions

JANUARY-JUNE 2025

## Meditation

Training for work stress

Learn more P 12

## Emotional Intelligence

Understanding and application

Learn more P 14

## Cultural Competency

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



## 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](http://blog.morainepark.edu/feed/podcast).



## BUSINESS NETWORKING FORUM

**Thursday, May 8, 2025 8 – 10:30 a.m. Fond du Lac Campus, Conference Center C**

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

# BUILDING BRIGHTER TOMORROWS

## THE PARTNERSHIP

For the past 50 years, Moraine Park has partnered with the Wisconsin Department of Corrections (DOC) to offer educational programs that empower individuals behind bars to build brighter tomorrows.

The long-standing partnership has continually evolved to meet the changing needs of the district. In 2022, its impact was expanded through a new initiative with the DOC Re-entry Unit—a computer numerically controlled (CNC) mobile lab at Kettle Moraine Correctional Institution that offers a 12-credit Introduction to CNC Operations Certificate.

The CNC certificate program uses the second mobile lab within the district. The welding mobile lab at Taycheedah Women's Correctional Institute has been in operation since 2019 and provides a 12-credit

Foundational Welding Certificate. As of this spring, 100 women have graduated from the program.

In addition to these mobile labs, Moraine Park offers the Foundational Welding Certificate to individuals at the John C. Burke Center in Waupun. These students attend classes at the College's Beaver Dam Campus.

Furthering the partnership with the DOC, Moraine Park works with the Division of Adult Institutions to offer programming across six correctional facilities. This fall, two new programs will be introduced: an Industrial Wiring Certificate at Fox Lake Correctional and a Culinary Assistant program at Taycheedah Women's Correctional Institute. The College also supports students enrolled in two online associate degree programs, Business Management and Small Business Entrepreneurship, across seven institutions. These programs equip individuals with employable skills and college credentials in high-demand fields, facilitating successful reintegration into the community.

"The College's partnership with the DOC's Re-entry Unit and Division of Adult Institutions demonstrates our commitment to providing educational opportunities that support rehabilitation and successful reintegration." Mary Davies, associate dean of Economic and Workforce Development at Moraine Park, said. "These programs not only offer valuable skills but also inspire hope and confidence among individuals as they prepare to rejoin their communities."

Moraine Park presented the DOC Re-entry Unit with the 2023 Employer of the Year Award at the College's annual Business and Industry Award luncheon this spring.



*“These programs equip individuals with employable skills and college credentials in high-demand fields, facilitating successful reintegration into the community.”*

## PAUL JENSEN

A pivotal part of the College’s partnership with the DOC is Paul Jensen, Economic and Workforce Development welding instructor at Moraine Park. Jensen’s transition from manufacturing to teaching reflects the very essence of the programs he leads, proving that anyone can reshape their future with the right tools and opportunities.

Jensen earned his technical welding diploma in Cleveland and spent 15 years working in manufacturing. He has been with Moraine Park for three years teaching primarily within the DOC programs—his main role involves teaching welding at Taycheedah Women’s Correctional Institute. He is currently pursuing a bachelor’s degree in career and technical education training at UW-Stout.

“Working in welding and manufacturing, I did everything by myself. So, the switch to being in front of a classroom and using different technology was a learning curve,” he said. Jensen had to adapt to new tools and methods, even learning basic skills like sending emails. “It sounds kind of silly, but I had to learn how to send emails. Now it seems so simple, but before I got into teaching, I didn’t own a computer.”

Jensen enjoys teaching in the prison system because the students are free from external distractions and eager to learn. One of his most memorable success stories involves a student who had enrolled in multiple programs before finding a place in the Welding program.

“She was really excited to be in the Welding program, and as we progressed, she shared how thrilled she was to finally complete something she started,” Jensen said. “She graduated from the welding boot camp and was released from prison. She had applied for a welding job and was extremely nervous, feeling that she had done terribly in the interview. Despite her nerves, she got the job, and the interviewer told her it was one of the best welding tests they had ever seen. Now, she’s employed as a welder—a career she never would have considered before our program.”

Moraine Park’s partnership with the DOC stands as a testament to the power of education in transforming lives and building stronger communities. Through innovative programs and dedicated instructors, the College continues to impact the lives of individuals seeking a fresh start.



**HEAR MORE ABOUT  
WHAT IT'S LIKE TO BE  
A FACULTY MEMBER AT  
MORAINE PARK ON OUR  
YOUTUBE CHANNEL.**



# 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  
April-May 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](mailto:training@morainepark.edu).

# BUSINESS TECHNOLOGY

## **NEW! MASTERING MICROSOFT 365 AND COPILOT FOR OFFICE PRODUCTIVITY**

This course is designed to empower participants with the skills to leverage Microsoft 365 and Copilot for enhanced productivity. In this hands-on, four-hour course, participants will gain a comprehensive understanding of the key features of Microsoft 365's Office apps, with a special focus on Word, Excel, Outlook, and PowerPoint. Learners will use Copilot as an AI-powered assistant. Bring your laptop to class.

### **Outcomes:**

- Understand the capabilities of Microsoft 365 and Copilot, and how to enhance productivity and efficiency.
- Use Copilot to assist with tasks such as drafting emails, writing reports and more.
- Use the latest productivity tools.
- Best practices for email management.
- Create meaningful presentations with PowerPoint.
- Increase Excel proficiency with Copilot.

**Tuesday, March 25, 2025**

8 am – 12 pm

Fond du Lac Campus, O-206

\$199 per person. Price includes materials.

## **NEW! POWERBI FOR PRODUCTIVITY**

This course introduces the powerful data visualization and business intelligence tool, PowerBI. Designed for all levels of employees, this hands-on, four-hour course, provides participants with a solid understanding of the fundamental concepts and features of PowerBI, enabling them to transform raw data into meaningful insights.

**Who Should Attend:** This course is ideal for office workers who are new to PowerBI and are looking to enhance their data analysis and visualization skills. No prior experience with PowerBI is required.

**Monday, April 28, 2025**

1 – 5 pm

Fond du Lac Campus, O-206

\$199 per person. Price includes materials.

## **NEW! MICROSOFT ONENOTE**

Microsoft OneNote is a powerful note-taking app that lets you capture, organize and share your ideas in various formats. Whether you want to type, draw, record or scan, OneNote has you covered. You will learn how to get started with OneNote, explore some of its key features and have a basic understanding of how to use OneNote for your personal or professional needs. You will also discover some tips and tricks to make the most of this versatile app.

### **Outcomes:**

- How to create and manage notebooks, sections, section groups and pages.
- How to add and format text, images, audio, video and other content to your notes.
- How to use dictation and drawing tools to express yourself more easily.
- How to password protect your sections, show/track authors and share notebooks.
- How to use tags to categorize and prioritize your notes.
- Ability to integrate OneNote and Outlook.

**Tuesday, May 13, 2025**

8 – 11 am

Fond du Lac Campus, O-206

\$149 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. 13 and 20, 2025**

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. 27 and Feb. 3, 2025**

5:30 - 9:30 p.m.

West Bend Campus, L-114

\$159 per person. Price includes materials.

## 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. 10 and 17, 2025**

5:30 - 9:30 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](http://ed2go.com/mptc-pro).

Use the "Search for Courses" to find the Microsoft

Office product and version that you need training for.

# COMMUNICATIONS



## UNDERSTANDING GENERATIONAL DIFFERENCES: HERE COMES GEN Z

People from up to five different generations are working in today's workforce. Individuals in each generation have fundamentally different life experiences and influences than those in generations before or after them. These distinctive life experiences lead to differences in how we express values, in our sources of motivation and in our preferences for communication. And these differences can lead to clashes and conflicts among coworkers of different generations. Understanding Generational Differences helps participants gain a better understanding of the generations that make up the current workforce and how their unique experiences and expectations impact their view of the workplace. You will be able to identify the challenges of working with multiple generations and learn techniques that foster respectful communication and positive interaction with all groups.

**Wednesday, May 7, 2025**  
8 a.m.- 12 pm  
Horicon Regional Center, F-115

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

## FUNDAMENTALS OF TECHNICAL WRITING

If you have a knack for explaining complex subjects in a way that makes them easy to understand, you should consider entering the well-paying field of technical writing. This course will teach you the fundamental techniques that all successful technical writers use.

To register, visit [ed2go.com/mptc-pro](https://ed2go.com/mptc-pro) and search "Fundamentals of Technical Writing"

\$149 per person.



## 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.

**Classes now forming for fall 2025. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3219.**

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



## Workforce Advancement Training Grants

Forty-two local businesses benefited in 2023 from Workforce Advancement Training Grants secured by Moraine Park on their behalf. Grant awards totaled over \$1,252,903 and will help to train more than 1,700 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](mailto:training@morainepark.edu).**

# CONTINUOUS IMPROVEMENT



## 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, March 5 and 12, 2025**

8 a.m. – 2:30 p.m.

Fond du Lac Campus, O-205

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

## NEW! INTRODUCTION TO LEAN

Lean processes strive to maximize customer value while eliminating waste, saving money and building continuous improvement into manufacturing processes. This training introduces Lean thinking and methodologies to participants so that they can begin considering how to promote improvements that optimize operations and increase quality.

### Outcomes:

- Define Lean and its benefits.
- Identify the eight wastes.
- Define the components of the DMAIC problem-solving methodology.
- Know how to implement a basic 5S.
- Conduct a Visual Process Control analysis.
- Know when to apply problem-solving tools, including fishbone, 5Ys, and SIPOC.
- Define value-added and non-value-added processes.
- Conduct a simple time study.

**Wednesdays, March 19 and 26, 2025**

8 a.m. – 2:30 p.m.

Fond du Lac Campus, O-209

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

## 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.

**Classes now forming for Fall 2025. For more information,  
email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3219.**

**\$3,999 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 2025 DATES:

**January 27**

**February 3, 10, 17, 24**

**March 3**

**March 24 - Final project presentations**

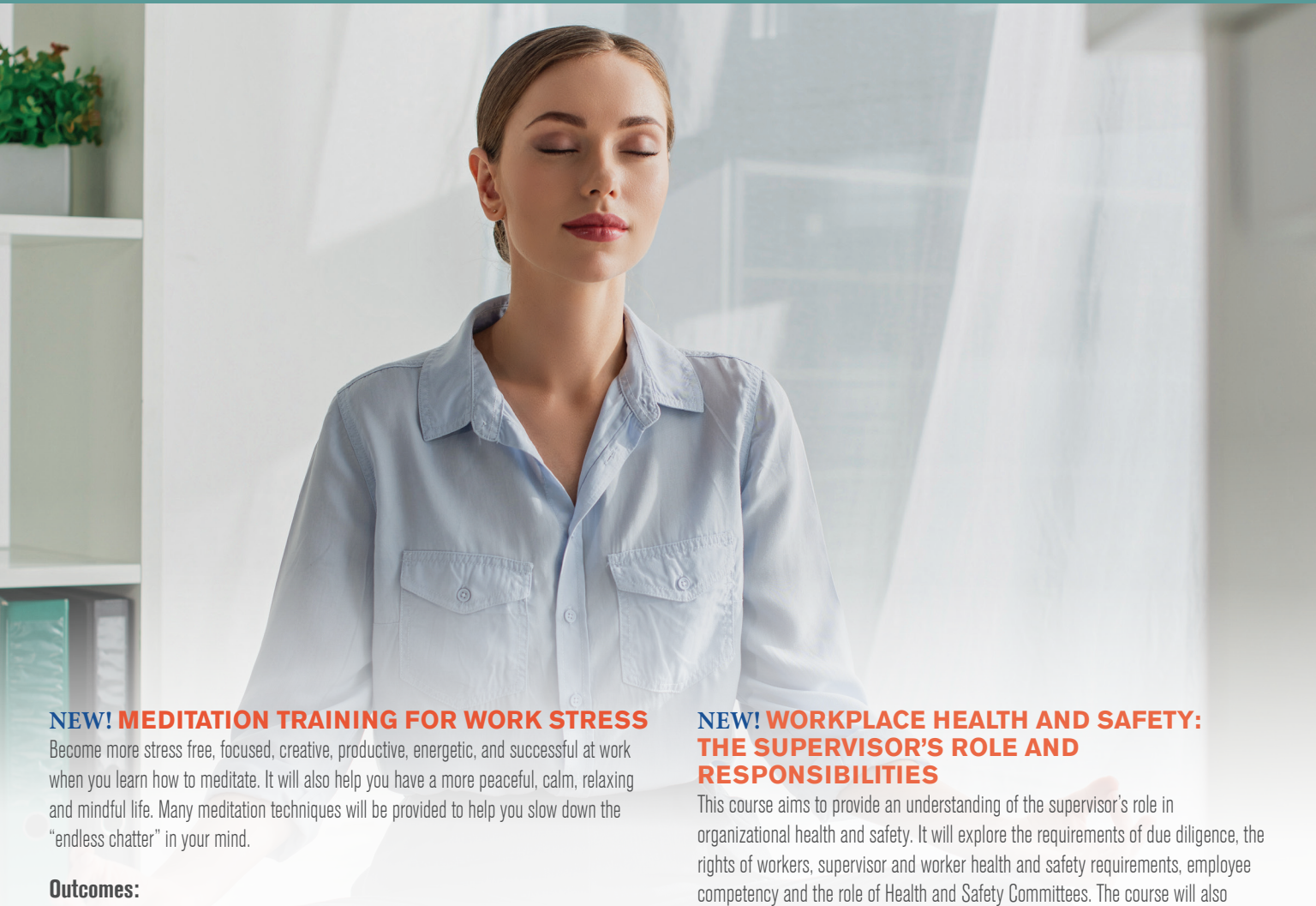
8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-205

**\$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.**

# HEALTH AND WELLNESS



## **NEW! MEDITATION TRAINING FOR WORK STRESS**

Become more stress free, focused, creative, productive, energetic, and successful at work when you learn how to meditate. It will also help you have a more peaceful, calm, relaxing and mindful life. Many meditation techniques will be provided to help you slow down the “endless chatter” in your mind.

### **Outcomes:**

- Became aware of multiple meditation techniques.
- Able to apply multiple meditation techniques.
- Learned the many benefits of using meditation.

**Thursday, Mar. 27, 2025**

**1 – 4 pm**

**West Bend Campus, T-120**

**\$139 per person. Price includes materials.**

## **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.

This one-day course will highlight the most important aspects of the supervisor's role so that they can participate effectively in health and safety responsibilities and work towards the continual improvement of health and safety performance in their organization.

**Wednesday, April 9, 2025**

**8 am - 3:30 pm**

**Fond du Lac Campus, O-209**

**\$269 per person. Price includes materials, refreshments and lunch.**

# 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](mailto:training@morainepark.edu) or 920-924-3449 for more information.



## 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/services/facilities-rental/](http://morainepark.edu/services/facilities-rental/)

## 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](http://joinhandshake.com/employers)

# HUMAN RESOURCES



## **NEW! UNDERSTANDING AND APPLYING EMOTIONAL INTELLIGENCE**

Emotional intelligence, also called EQ, is the ability to be aware of and to manage emotions and relationships. It's a pivotal factor in personal and professional success. IQ will get you in the door, but it is your EQ, your ability to connect with others and manage the emotions of yourself and others, that will determine how successful you are in life.

We have all worked with and listened to brilliant people. Some of them were great and . . . well, some were not so great. The mean and the meek and all those in between can teach us more than they realize. When we look at the truly extraordinary people who inspire and make a difference you will see that they do this by connecting with people at a personal and emotional level. What differentiated them was not their IQ but their EQ—their emotional intelligence. This one-day workshop will help you develop your emotional intelligence.

**Monday, April 7, 2025**  
8 a.m. – 3:30 p.m.  
Fond du Lac Campus, O-209

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

## **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! CULTURAL COMPETENCY

Diversity is growing in the workplace. As organizations turn to hiring employees from many parts of the world, there is an increased need for cultural understanding. Culture is the shared values, traditions, norms, customs, art, history, folklore and institutions of a specific group of people. Cultural Competency teaches the willingness and ability to interact respectfully and effectively with individuals and groups, acknowledging the common and different elements of our cultural identities. The result is words and actions that recognize, affirm and value the worth of individuals and communities and protect and preserve the dignity of each.

### Outcomes:

- Identify the elements of cultural competence in the workplace.
- Increase understanding of one's own culture and how it affects misperceptions of other cultures.
- Recognize the three dimensions of cultural awareness when interacting with other cultures.
- Develop the skills needed to practice respectful and caring behavior toward culturally diverse individuals and groups.
- Adapt behaviors that support cultural competency and minimize behaviors that undermine it.

**Wednesday, May 14, 2025**

8 a.m. – 1 p.m.

West Bend Campus, T-118

\$189 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.



**Mondays, January 27, February 3 and 10, 2025**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

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

## 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.

**Tuesdays, April 8, 15 and 22, 2025**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

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

# LEADERSHIP AND PERSONAL EFFECTIVENESS



## NEW! CHANGE MANAGEMENT

This course is designed to bring a practical approach and application to managing change within your department and across the organization. Successful change management requires thoughtful planning and sensitive implementation. This course will give you the insight, tools and techniques to help you influence the transition of change and overcome resistance.

**Wednesday, April 2, 2025**

8 a.m. – 12:00 p.m.

Beaver Dam Campus, H-104

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

## INFLUENTIAL LEADERSHIP

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

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

### Outcomes:

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

**Thursdays, February 20, 27, March 6, 13, 20 and 27, 2025**

8 a.m. – 12:00 p.m.

Fond du Lac Campus, O-209

**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. Includes Working Genius assessment and small 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:

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

**Thursdays, February 20, 27, March 6, 13, 20 and 27, 2025**

1 – 5:00 p.m.

Fond du Lac Campus, O-209

**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, April 16, 23, 30, and May 7, 2025**

1 – 5:00 p.m.

Fond du Lac Campus, O-209



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



## 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.



## Workforce Skills Hub

The Workforce Skills Hub was created by Moraine Park faculty who understand the dynamics of our district and are inspired by online and in-person training solutions we've made available over the years.

The Workforce Skills Hub is designed with your company in mind to reinforce current training programs to fit your needs. It offers three levels of digital badges that can be earned with micro-learning opportunities.

For information, go to: [morainepark.edu/workforce-skills-hub](http://morainepark.edu/workforce-skills-hub)

### 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



## 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, February 5-April 30, 2025**  
8 a.m. – 4:30 p.m.  
Fond du Lac Campus

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

## INDUSTRIAL MAINTENANCE BOOT CAMP 2 – CONTROLS AND TROUBLESHOOTING

Industrial Maintenance Boot Camp- Controls and Troubleshooting is designed for individuals who have been through the Industrial Maintenance Boot Camp or work in the Industrial Maintenance profession looking to expand on the basic skills that they have acquired. Classes will be focused on mechanical applications and electrical theory and troubleshooting. 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.

**This program will provide students with knowledge and six college-level credits in the following areas.**

- Intermedial Hydraulics and Pneumatics
- DC Circuits Fundamentals
- AC Circuits Fundamentals
- Intro to Motor Controls and Troubleshooting
- Programmable Controls 2
- Intermedial Power Transmission Systems

**Thursday, January 30-May 15, 2025**  
8 a.m. – 4:30 p.m.  
Fond du Lac Campus

\$5,500 per person. Price includes materials.

## NEW! CNC MACHINING FUNDAMENTALS BOOT CAMP

In a manufacturing environment where machines do much of the labor, the human touch is needed to ensure consistent productivity and high quality of goods. Computer numerical controlled (CNC) equipment operators handle the initial startup of a program, maintain quality control of the parts being machined and troubleshoot CNC machine tools when necessary. At the end of the boot camp, participants will complete two NIMS certification tests in machining and lathe.

### Outcomes:

- Understand the theory and application of entry-level CNC programming.
- Perform accurate CNC Mill and Lathe setup and operation.
- Demonstrated ability to read basic blueprints supporting machining operations.
- Monitor and adjust processes, machines and tool conditions.
- Accurate use of precision measuring equipment.

**Tuesdays, March 11 – May 13, 2025**

8 a.m. – 4:30 p.m

Fond du Lac Campus, B-140

\$2,500 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 fall 2025. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3219.**

\$829 per person. Price includes materials.

## 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 fall 2025. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3219.**

\$829 per person. Price includes materials.

# WELDING 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. 2025.

## 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/output 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.

**Mondays/Thursdays, April 7, 10, 14 and 17, 2025**

8 a.m. – 3:30 p.m.

Fond du Lac Campus, B-158

\$1,269 per person. Price includes materials, refreshments and lunch.

## 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, March 11, 18, 25, April 1 and 8, 2025**

6 - 8:45 p.m.

Hartford Union High School

\$259 per person.

## STRUCTURAL WELDING CERTIFICATION EXAMS

Allows welders to test and register in Wisconsin under the guidance of a State of Wisconsin Weld Test Conductor. Actual testing time varies by individual requirements. 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.

**Tuesday, March 18, 2025**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-132

**Saturday, May 3, 2025**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-132

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

## 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.



# 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, March 20, 2025**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-108

or

**Thursday, May 22, 2025**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-108



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

## **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, April 11, 2025**

7:30 a.m. – 4:30 p.m.

Beaver Dam Campus, H-105

\$129 per person. Price includes materials.

# Online Learning with Ed2go

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- February through November.
- 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](https://ed2go.com/mptc-pro).

Ed2Go classes do not transfer to credit or non-credit programs and are not eligible for financial aid at Moraine Park. Ed2Go 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](mailto:training@morainepark.edu) or call 920-924-3449

LOOK FOR THIS SYMBOL FOR ONLINE COURSES.



nline  
education

# WORKFORCE SOLUTIONS REGISTRATION FORM



Complete one form for each person attending—payment must accompany registration form.

\*Make a copy for your records.

**Print and return form by fax 920-924-6633 or mail to:**

Moraine Park Technical College  
Attn: Leanne Doyle,  
P.O. Box  
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"/> Part-time	<input type="radio"/> Underemployed	<input type="radio"/> Not in labor market		
		<input type="radio"/> Dislocated worker	<input type="radio"/> Unemployed/seeking employment	<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"/> Asian	<input type="radio"/> Black	<input type="radio"/> White	
		<input type="radio"/> Native Hawaiian or Other Pacific Islander		<input type="radio"/> Prefer not to provide			
DEMOGRAPHIC STATUS (Check all that apply)		<input type="radio"/> Disabled	<input type="radio"/> Displaced Homemaker	<input type="radio"/> Single Parent			
		<input type="radio"/> Economically Disadvantaged	<input type="radio"/> Limited English Proficiency	<input type="radio"/> Prefer not to provide			
COMPANY		SUPERVISOR & TITLE			EMAIL		
BILLING ADDRESS		CITY	STATE	ZIP			
<div style="background-color: #e91e63; color: white; padding: 5px; display: inline-block;"><b>SIGNATURE REQUIRED</b></div>				AUTHORIZED COMPANY SIGNATURE (for training approval)		DATE / /	

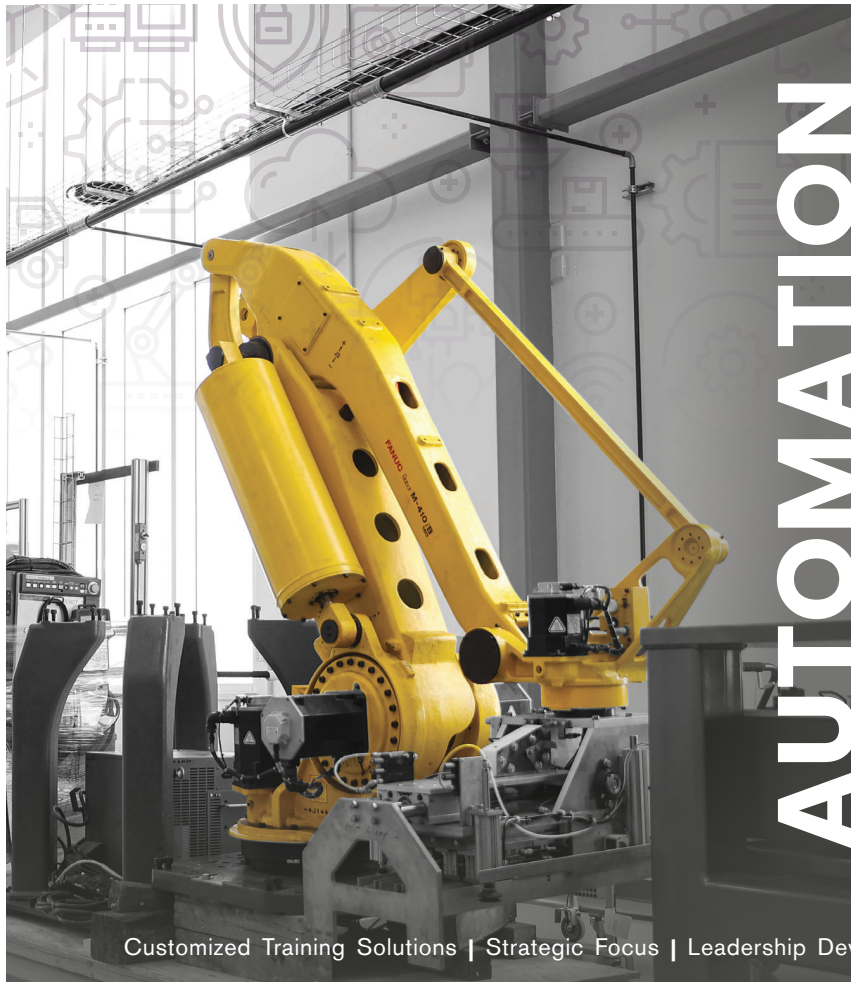
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Moraine Park Technical College is an equal opportunity and affirmative action College. Women, minorities, those with different abilities and veterans are encouraged to apply. For more information, visit [morainepark.edu/nondiscrimination](http://morainepark.edu/nondiscrimination). TTY/VP: Use Relay/VRS.

# MORAINE PARK

## ECONOMIC AND WORKFORCE DEVELOPMENT

235 N. National Ave., PO Box 1940  
Fond du Lac, WI 54936-1940



# MORAINE PARK

## ECONOMIC AND WORKFORCE DEVELOPMENT

### **Increase Operational:**

*Capability  
Productivity  
Efficiency*

***Gain a competitive  
advantage by optimizing  
your operations.***

### **For more information:**

- Ⓜ [morainepark.edu/training](http://morainepark.edu/training)
- ✉ [training@morainepark.edu](mailto:training@morainepark.edu)
- ☎ 920-924-3219

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