

PERFORMANCE-MINDED

# Business Solutions

JANUARY-JUNE 2022

## CLOSING THE GENERATION GAP

in the Workplace

Learn more P 19

## COACHING AND MENTORING

Learn more P 21

## PRESS BRAKE BOOT CAMP

STARTING SOON!

Learn more P 25

MORaine PARK

ECONOMIC AND WORKFORCE  
DEVELOPMENT





## TABLE OF CONTENTS

Live2Lead .....	1
Success Stories .....	2 - 3
Automotive Technologies .....	4 - 5
Business Development .....	6 - 7
Business Technology .....	8 - 9
Communications .....	10 - 11
Continuous Improvement & Quality .....	12 - 13
Customer Service .....	14
Financial Management .....	15
Health and Wellness .....	16 - 17
Human Resources .....	18 - 19
Leadership & Personal Effectiveness .....	20 - 23
Manufacturing/Industrial .....	24 - 28
Project Management .....	29
Safety / Industrial Certification .....	30 - 31
Sales .....	32
Trades .....	33 - 34
Handshake .....	35
Online Learning .....	36

**LOOK FOR THIS SYMBOL  
FOR ONLINE COURSES.**



**Online  
Education**



# 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

## Virtual Events: Business Connections, Podcasts and Webinars

Are you looking for ways to expose your staff to new ideas that will positively impact their performance? Moraine Park has a variety of no-cost ways to connect and hear the latest in best practices and trends related to workforce development and training!

- Subscribe to Moraine Park's "Talent Talk" for the latest podcast discussions on trending topics in workforce development and training.
- Virtual Business Connections provide a live 30 minute discussion of trending topics, designed to leave you with ideas you can implement right away! View archived Business Connections by visiting [morainepark.edu/webinars](http://morainepark.edu/webinars).
- To stay up to date on all upcoming virtual business connections and podcasts, subscribe to the Moraine Park Economic & Workforce Development LinkedIn group, or sign up today to receive our newsletter at [morainepark.edu/newsletter](http://morainepark.edu/newsletter).
- View archived webinar sessions by visiting [morainepark.edu/webinars](http://morainepark.edu/webinars).

# LIVE2LEAD

## 2021-2022 We Change the World

In partnership with The John Maxwell Company, this annual leadership event brings together world-renowned leaders from a variety of industries and allows you to gain new perspectives and practical advice to equip you personally and professionally.

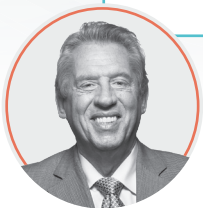
If you missed the live event on October 8th, you can now enjoy the entire Live2Lead 2021 experience, at your own pace. Watch every minute of the 2021 Live2Lead Leadership event virtually! This virtual rebroadcast option gives you 3-days of on-demand access starting the moment you activate your pass.

### LIMITED TIME VIRTUAL REBROADCAST OFFER!

#### Exclusive World Class Live2Lead Virtual Rebroadcast Event

Register for the virtual rebroadcast until  
**Monday, Feb. 28, 2022.**

## LIVE2LEAD



**JOHN MAXWELL**  
#1 Leadership Expert  
and Bestselling Author



**JAMIE KERN LIMA**  
New York Times  
Bestselling Author and  
Founder of IT Cosmetics



**VALORIE BURTON**  
Certified Personal and  
Executive Coach and  
Bestselling Author



**JEFF HENDERSON**  
Author, Entrepreneur,  
Communicator, and  
Business Leader



**ED MYLETT**  
Bestselling Author and  
Host of the top-rated  
Max Out Your Life Podcast

### INTERESTED IN BRINGING THE LIVE2LEAD REBROADCAST TO YOUR COMPANY?

Contact [training@morainepark.edu](mailto:training@morainepark.edu) to learn how to schedule a private replay of the 2021 Live2Lead event.



# Celebrating our 2020-21 Business and Industry Awardees

Moraine Park Technical College's Economic and Workforce Development (EWD) department presents five Business and Industry partnership awards each fiscal year: Excellence in Partnership, Employer of the Year, Innovation, New Partner of the Year, and Workforce Development Champion. These awards recognize valued community partners and highlight great results from the year.

The Employer of the Year award recognizes an employer who has made a significant investment in their staff through a partnership with Moraine Park. For the second year in a row, the College presented this award to Mercury Marine. This past year, they have created a variety of customized training programs through the College, including CNC Machining Fundamentals; CNC Machining Level 2; Geometric Dimensioning and Tolerancing; Inspire Supervisor Series; Intro to Engine Fundamentals; Nims Review; and Dealer Training.



The Workforce Development Champion award recognizes an individual focused on improving the skills and retention of personnel in the region and has positively influenced workforce issues around recruitment, training, and career development. This year's recipient, Nathan Glander of Wabash

National, has been a consistent advocate for the College and the boot camp programs throughout the last year, even when that proved difficult with the pandemic. In the fall of 2020, Glander demonstrated his commitment to the College and the program by providing services as the sole business partnership for the boot camp welding students.

The Excellence in Partnership award recognizes an organization involved in several areas of the College including, advisory committees, support of the Foundation, TechConnect, EWD contracts, and boot camp internships. The 2020



recipient, Apache Stainless Equipment of Beaver Dam, has supported its employees serving on Moraine Park advisory committees, donated to the Promise Program, and partnered with EWD both in contracted services and as a boot camp internship site for several years.

The Innovation Award recognizes an organization that has implemented an innovative solution to a workforce challenge. The 2020 recipient was Taycheedah Correctional Institution (TCI). With the leadership of Jason Lederhaus, education director at TCI, they worked to promote educational opportunities for incarcerated women at their facility. These innovative solutions help create real opportunities to enter the workforce in high-demand fields upon release from TCI.

The New Partner of the Year award recognizes an organization that supports Moraine Park through contributions, sponsorships, or involvement for the first time. The Wisconsin Department of Natural Resources (DNR) Bureau for Drinking & Groundwater worked with Moraine Park to develop and conduct



three online training courses comprised of four modules to aid the DNR's Water Utility Management program. This 3-year partnership between Moraine Park and the DNR is a first of its kind in Wisconsin and paves the way for future training opportunities.

"We are thrilled to share our Business and Industry partnership awardees," JoAnn Hall, dean of economic and workforce development at Moraine Park, said. "Our community partnerships open doors to exciting, collaborative opportunities, and we are eager to see what we accomplish together in the future."

**For more information, visit**  
**[morainepark.edu/training](http://morainepark.edu/training)**





# AUTOMOTIVE TECHNOLOGIES





**The following automotive courses  
will prepare students for completion  
of A6 ASE electrical exam.**

### **AUTOMOTIVE CIRCUITS AND TESTING**

Build circuits and utilize basic electrical test equipment to understand electrical fundamentals. Apply Ohm's law to series, parallel, and series-parallel circuits. Classroom education is combined with hands-on application.

**Friday, Jan. 21, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**

### **AUTOMOTIVE VOLTAGE AND OHMMETERS**

Use digital volt ohmmeters (DVOM), conduct voltage drop and relay circuit testing, and learn how to read automotive wiring diagrams. Classroom education is combined with hands-on application. Students are encouraged to complete Automotive Circuits and Testing prior to this course.

**Friday, Feb. 18, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**

### **AUTOMOTIVE INTRO TO SCAN TOOLS**

Navigate and operate a Snap-on Verus Pro scan tool by exploring 95% of the features and functionality. Verus Pro scan tools are used in class but students can bring in their own scan tools if they prefer. Snap-on certification testing after passing certification exam (optional).

**Friday, March 18, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**

### **AUTOMOTIVE COMPUTERS AND SCAN TOOLS**

Explore computer control systems and troubleshoot using Snap-on Verus scan tools in class. Expand on electrical testing techniques covered in Automotive Circuits & Testing and Automotive Voltage & Ohmmeters. Students are encouraged to bring other brand lab scopes for classroom discussion. It is recommended that students take auto scan tool class prior to this course or have significant scan tool experience. Classroom education is combined with hands-on application.

**Friday, April 22, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**

### **AUTOMOTIVE INTRO TO LAB SCOPE**

Introduction to automotive lab scope using Snap-on Verus Pro scan tool and lab scope. Students are encouraged to bring your own lab scope and vehicles with concerns. Students are encouraged to take Automotive Scan Tool course prior to this class. Snap-on certification available after passing certification exam (optional).

**Friday, May 20, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**

### **AUTOMOTIVE LABSCOPE APPLICATION**

Hands-on application of labscope testing in a shop setting. Briefly reviews introductory concepts but utilizes application on vehicles with concerns on a more advanced level. Students are encouraged to bring vehicles with concerns.

**Friday, May 27, 2022**

**9 a.m. – 3:30 p.m.**

**Fond du Lac Campus, B-128**

**\$169 per person. Price includes materials and lunch.**





# 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

Aug.-Nov. 2022

### STRAT 2: OPERATIONAL EFFECTIVENESS

Jan.-March 2023

### STRAT 3: ACHIEVING RESULTS

April-June 2023

#### 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 participant 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.

**The new STRAT 3.0 session is starting Aug. 2022.**

*Registration deadline is July 29, 2022.*

#### ACCELERATE YOUR ORGANIZATION'S PERFORMANCE.

To learn more about how STRAT 3.0 can improve your business leadership performance, call 920-924-3449 or email [training@morainepark.edu](mailto:training@morainepark.edu).



# BUSINESS TECHNOLOGY





# 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 Level 2.

**Mondays, Jan. 17-24, 2022**

5:30 p.m. - 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. 31 - Feb. 7, 2022**

5:30 p.m. - 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. 14-21, 2022**

5:30 p.m. - 9:00 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**

**[www.ed2go.com/mptc-pro](http://www.ed2go.com/mptc-pro).**

**Use the “Search for Courses”**

**to find the Microsoft Office product  
and version that you need training for.**

# COMMUNICATIONS



## ACTIVE LISTENING

Communication skills are at the heart of everything we do each day, whether at home, at work or at play. Active listening encompasses the best of communication, including listening to what others are saying, processing the information, and responding to it in order to clarify and elicit more information. This workshop will help participants develop and practice their active listening skills.

### Outcomes:

- Identify ways to become a better listener.
- Use body language to reflect a positive listening attitude.
- Understand the difference between sympathy and empathy, and when each is appropriate.
- Create a listening mindset using framing, positive intent and focus.
- Ask questions, probe for information, and use paraphrasing techniques.
- Build relationships to create an authentic communication experience.
- Identify common listening problems and solutions.

**Monday, Feb. 28 and Tuesday, March 1, 2022**

8 a.m. – 11:30 a.m.

Live Virtual Session



\$235 per person. Price includes materials.



**ADVANCED  
REGISTRATION  
REQUESTED**

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

## NEW! COMMUNICATION STRATEGIES

Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? Can you recall an occasion where you met someone for the first time and immediately liked that person? Something about the individual made you feel comfortable.

A major goal of this workshop is to help participants understand the impact that their communication skills have on other people. They will also explore how improving these skills can make it easier for them to get along in the workplace, and in life.

### Outcomes:

- Identify common communication problems that may be holding you back.
- Develop skills to ask questions that give you information you need.
- Learn what your non-verbal messages are telling other.
- Develop skills to listen actively and empathetically to others.
- Enhance your ability to handle difficult situations.
- Deal with situations assertively.

**Mondays, May 2 and 9, 2022**

8:30 a.m. – 4:30 p.m.

West Bend Campus, T-117

\$499 per person.

Price includes materials, lunch and refreshments.



## Workforce Advancement Training Grants

56 local businesses benefited in 2021 from Workforce Advancement Training Grants secured by Moraine Park on their behalf. Grant awards totaled nearly \$879,000 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



## 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 offering available**



**\$195 per person.**

**To register, visit [bit.ly/UGCMPTC](https://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.

**Thursdays, Feb. 3, 10, 17, 24 and March 3, 10, 17, 2022**

**Fridays, March 25 and April 1, 8, 15 and 22, 2022**

**8 a.m. – 4:30 p.m.**

**Fond du Lac Campus, C-005**

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





# CUSTOMER SERVICE



## 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. 7 - March 4, 2022**

\$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 March 7 - April 1, 2022**

\$145 per person.



**Register for the complete certificate at:  
[bit.ly/UGCMPTC](https://bit.ly/UGCMPTC).**

**\$245 per person for the both classes  
in the Customer Service Certificate.**



# FINANCIAL MANAGEMENT



## ZODIAK: THE GAME OF BUSINESS STRATEGY AND FINANCE

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

### Participant will explore concepts and learn how to:

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

**Thursday, March 10, 2022**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-205

\$425 per person. Price includes materials, lunch and refreshments.

## GRANT WRITING 101

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

**Thursday, March 10, 2022**

4 – 7:00 p.m.

Live Virtual Session

\$90 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 QuickBooks 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, Feb. 26, March 5, 12, and 19, 2022**

8:30 – 11:30 a.m.

West Bend Campus, L-114

\$139 per person. Textbook required.

## 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, April 2, 9, 23 and 30, 2022**

8:30 – 11:30 a.m.

West Bend Campus, L-114

\$139 per person. Textbook required.

## NEW! QUICKBOOKS PAYROLL

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

**Saturdays, May 7 and 14, 2022**

8:30 – 11:30 a.m.

West Bend Campus, L-114

\$79 per person. Price includes materials.

# HEALTH AND WELLNESS



# Employee Health & Wellness Series

Rejuvenate once a week during these 1-hour employee health and wellness courses that will elevate your nutrition, focus, productivity, exercise and provide tools for managing stress. Great resource for your employees to improve their Wellness Professional Development! These mid-day classes are offered by a National Board-Certified Health and Wellness Coach via Zoom, and students will be actively engaged and encouraged to participate in their work or work at home environment if they so desire.

## MID-DAY WELLNESS – NUTRITION

Learn quick and easy ways to eat healthier followed by a session of stretching that can be done anywhere, including your desk, with a focus on head, neck and shoulders. This training will review that what you eat (and when) affects your energy levels and ability to focus during the workday.

**Thursday, Jan. 20, 2022**

12 – 1 p.m.

Live Virtual Session

\$25 per person.



## MID-DAY WELLNESS – FOCUS & PRODUCTIVITY

Learn quick and easy ways to improve your sleep naturally followed by a session of stretching that can be done anywhere, including your desk, with a focus on hands, wrists, arms and shoulders. This training will teach you ways to overcome sleep challenges that can leave you tired, grumpy and unproductive at work.

**Thursday, Feb. 17, 2022**

12 – 1 p.m.

Live Virtual Session

\$25 per person.



## MID-DAY WELLNESS – OFFICE BREAK EXERCISE

Learn quick and easy ways to increase your activity at or near your desk followed by a session of stretching that can be done anywhere, with a focus on lower back and core. This training will teach you how exercise helps your mood and energy levels.

**Thursday, March 17, 2022**

12 – 1 p.m.

Live Virtual Session

\$25 per person.



## MID-DAY WELLNESS – STRESS RELIEF

Learn quick and easy ways to identify triggers and how to manage stress for better sleep, immunity, and mood followed by a session of stretching that can be done anywhere, including your desk, with a focus on hips and legs. This training will review how stress can be the primary cause of many diseases and how it affects all your body systems.

**Thursday, April 21, 2022**

12 – 1 p.m.

Live Virtual Session

\$25 per person.



---

## REIKI FOR HEALTHCARE PROFESSIONALS

Hands-on healing that is effective for emotional, mental and physical health issues is currently being practiced at 800 hospitals and clinics throughout the United States. While focusing on the use of Reiki in the Healthcare profession, this Japanese form of stress reduction and deep relaxation helps strengthen the immune system and promote healing for just about anyone. Join us to learn Level I Reiki so you are able to give a Reiki session to a patient and perform self-healing. A book is provided. Students will earn a certificate of completion.

**Saturday, Jan. 29, 2022**

8 a.m. – 4 p.m.

West Bend Campus, T-117

\$165 per person. Price includes materials.

## EXPAND YOUR REIKI SKILLS . . . BECOME A MASTER OR MASTER TEACHER

- Reiki 2 - Offered Saturday, March 5, 2022
- Reiki 3 (Master Level) - Offered Saturday, April 9, 2022
- Reiki 4 (Master Teacher) – Offered Saturday, April 30, 2022

**For more information, please email  
[training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**



# 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!**

## EMPLOYEE ENGAGEMENT: THE SUPERVISOR'S GUIDE TO REBUILDING AND RECONNECTING TEAMS

This course introduces leaders and managers alike to the tools and techniques for ensuring employees feel valued and supported in their day-to-day responsibilities. Organized into four distinct categories or strategies for employee engagement, the program offers self-assessments, interactive activities, and practical knowledge for becoming an effective and influential leader.

### Outcomes:

- Recognize the importance of knowing every employee as a unique individual.
- Identify each employee's strengths and how to leverage them in the workplace.
- Show your support by minimizing obstacles that frustrate employees—including yourself!
- Create a career path and meaningful work for each employee.
- Foster an environment where employees feel free to ask or say anything.
- Show appreciation and recognition in a way that is meaningful to each employee.

**Monday, Feb. 7, 2022**

8 a.m. – 12 p.m.

Live Virtual Session



\$169 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.

**Friday, March 11, 2022**

8 a.m. – 12 p.m.

Live Virtual Session



\$145 per person. Price includes materials.

## 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, April 25, May 2 and 9, 2022**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

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

## NEW! GENERATION GAP: CLOSING THE GENERATION GAP IN THE WORKPLACE

There are currently five generations in the workforce. Only a few short years ago employers who were expecting to be faced with mass retirements are now looking at accommodating workers who cannot afford to retire, or are simply healthy and happy enough they'd like to stay at work. However, the labor force continues to put in hard work and lots of strategy to find the right people to fill vacancies and to be able to serve their customers.

### Outcomes:

- Identify where the generation gap issue surfaces, and the impact it has on the modern workforce.
- Describe and apply language that is specific to each generation currently in the workplace.
- Explore organization strategies that overcome gap issues.
- Evaluate the need and effectiveness of recruiting, retention, and succession plans in context of the generation gap.

**Friday, April 29, 2022**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, O-209

\$299 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.

**Thursdays, June 9, 16, 23 and 30, 2022**

8 a.m. – 12 p.m.

Fond du Lac Campus, O-209

\$599 per person.



# LEADERSHIP & PERSONAL EFFECTIVENESS



## NEW! COACHING AND MENTORING

Coach, Mentor, Role Model, Supporter, Guide... do these words ring a bell? Being a coach involves being able to draw from several disciplines. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Mentorship is a related skill that is often a part of coaching. It's about being a guide, offering wisdom and advice when it is needed. Knowing how and when to coach (and when to use other tools, like mentoring) is an essential skill that can benefit both you and your organization.

### Outcomes:

- Understand how coaching can be used to develop your team.
- Develop the coaching and mentoring skills that help improve individual performance.
- Demonstrate the behaviors and practices of an effective coach.
- Recognize employees' strengths and give them the feedback they need to succeed.
- Identify employee problems and ways you help to correct them.

**Friday, Jan. 21, 2022**

8 a.m. – 12 p.m.

Live Virtual Session



**\$199 per person. Price includes materials.**

## EMOTIONAL INTELLIGENCE

No doubt technical and task-oriented skills are important to bring to any working environment, but research has proven that real success comes from those who have honed the soft skill of emotional intelligence. No organization is without its ups, downs, and of course, turnarounds, which is why emotional intelligence is an essential aspect for anyone in the working field. In a world of deadlines, organizational changes, limited resources, and conflicting orders (to name a few stressors), having the ability to control your emotions is essential to navigating the unavoidably high-stress environment that often shapes the working world.

**Friday, May 20, 2022**

8 a.m. – 12 p.m.

Fond du Lac Campus, O-209

**\$145 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:

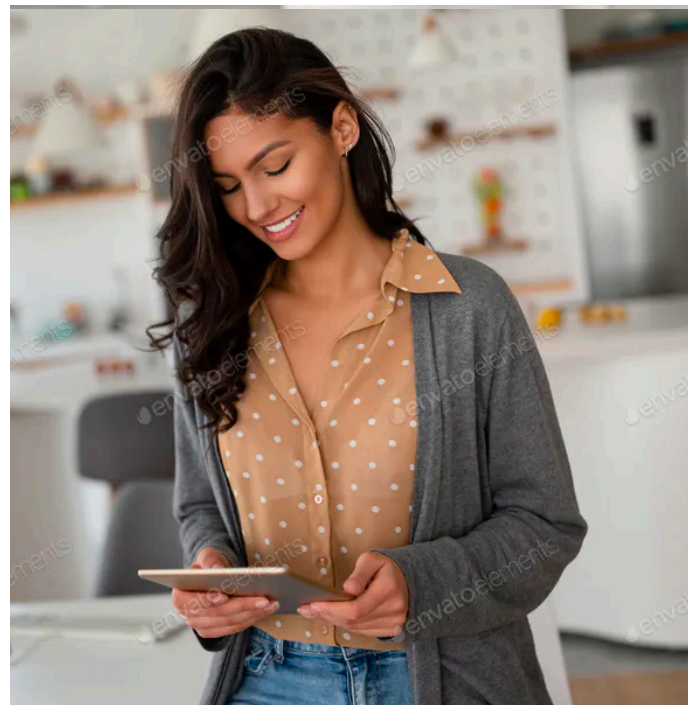
- Prepare for a focused performance management conversation to address expectation setting, poor performance and performance appraisals.
- Clarify expectations in a way that increases employees' ability to manage more of their job responsibilities on their own.
- Conduct focused conversations about poor 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.

**Mondays, Feb. 7, 14, 21, 28 and March 7, 2022**

8 a.m. – 12 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.

**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.

**Mondays, Feb. 7, 14, 21, 28 and March 7, 2022**

1 – 5 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.

**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.

**Mondays, March 21, 28, April 4 and 11, 2022**

8 a.m. – 12 p.m.

Fond du Lac Campus, O-209

Series Price: \$950 per person. Price includes materials.

## RESILIENCE: HOW TO KEEP GOING WHEN THE GOING GETS TOUGH

Conflict, change, and stress are a regular part of everyday organizational life. The key to employee survival is resilience, the ability to bounce back after adversity. Being resilient doesn't prevent tough challenges from happening, but it does provide individuals with the strength and wherewithal to recover and move on time and time again. This training offers individuals a blueprint for increasing their resilience. Aimed at developing confidence, support networks, achievable goals, and stress management skills.

**Friday, April 8, 2022**

8 a.m. – 12 p.m.

Live Virtual Session

\$169 per person. Price includes materials.



## 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.

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

**See PRACTICAL PROJECT MANAGEMENT on page 29 to help leaders build knowledge, skill and ability in project management.**

## 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.

## STRENGTHSQUEST

StrengthsQuest 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 AC CIRCUITS

This 12 hour course will introduce the basic theory of AC electrical circuits. Emphasis is placed on testing basic electrical circuits and troubleshooting practices. Scientific foundations used throughout electronic technology will be presented.

## INTRODUCTION TO DC CIRCUITS

This 16 hour course will introduce the basic theory of DC electrical circuits. Emphasis is placed on testing basic electrical circuits and troubleshooting practices. Scientific foundations used throughout electronic technology will be presented.

## NEW! 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 8 hour class, participants will learn general safety, major equipment and component overview, basic robot operation, program structure and more.

**All of our trainings can be offered at your location, customized to fit your needs. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**

## 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. 26 - April 20, 2022**

**8 a.m. – 4:30 p.m.**

**Fond du Lac Campus**

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

## PRESS BRAKE BOOT CAMP

This Press Brake Operator Boot Camp will allow participants to develop a basic understanding of press brake operations with focus on safe and efficient work practices. Participants will be able to apply print reading fundamentals, math and measurement conversion, understand press brake operations and related terminology, understand and practice safe operating procedures, understand types of bends, and consistently produce simple one bend parts to quality specifications using safe operating procedures.

- Understand press brake operation and related terminology.
- Understand and practice safe operating procedures.
- Understand types of bends.
- Produce simple one bend parts to quality specifications.

**Thursdays, March 24 - May 19, 2022**

**7:30 a.m. – 4:00 p.m.**

**Jackson Regional Center**

**\$2,600 per person. Price includes materials**

## RELAY LOGIC FUNDAMENTALS

Introduces industrial standard components found in simple control circuits. In this 24 hour course, students will learn about industrial selector switches, momentary pushbuttons, relays, contactors, timers and indicators. Electrical control panel drawings and symbols will also be introduced. Students will then use their knowledge of these devices along with relay logic diagrams to wire various circuits.

### Outcomes:

- Describe PLC input and output devices.
- Create a relay logic diagram.

## PROGRAMMABLE LOGIC CONTROLLERS 1

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.

**All of our trainings can be offered at your location, customized to fit your needs. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**



# 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. 2022.



# Quality Improvement

## METROLOGY

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

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

**Monday, March 21, 2022**

8 a.m. – 4:30 p.m.

Fond du Lac Campus, B-128

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



## BLUEPRINT READING BASICS

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 4 hour modules specific to the workplace or occupation. Pre and post training tests are included.

**Tuesdays, April 5, 12, 19 and 26, 2022**

5 – 9 p.m.

Fond du Lac Campus, O-217

\$499 per person.

## 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](mailto:training@morainepark.edu) or call 920-924-3449.**

## WELDING PROCESS GMAW WORKSHOP I

This five week 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 15, 22, 29 and April 5 and 12, 2022**

5:30 – 8:30 p.m.

Beaver Dam Campus, K-401

\$207 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, April 26 and May 3, 10 and 17, 2022**

5:30 p.m. – 9:15 p.m.

Beaver Dam Campus, K-401

\$207 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, Jan. 29, 2022**

8 a.m. – 4 p.m.

Fond du Lac Campus, E-156

Or

**Saturday, May 7, 2022**

8 a.m. – 4 p.m.

Jackson Center, JX-118

\$400 per person for two sets of test plates.  
(Additional plates can be purchased for \$100 each. If needed, please call 262-335-5825.)





## Additional Services

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

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

Contact us at 920-924-3449 to talk to someone about additional services.

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

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

### BASIC BLUEPRINT READING

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

### GEOMETRIC DIMENSIONING & TOLERANCING (GD&T)

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

Classes now forming, contact us at [training@morainepark.edu](mailto:training@morainepark.edu) or 920-924-3449.

## Critical Core Series

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

- Work Cooperatively in Teams
- 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.



# PROJECT MANAGEMENT



## 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.

### 16-hour online course

This course will be available online from April 4 - 15, 2022.

\$599 per person.



## ADVANCED PROJECT MANAGEMENT

Your management skills are an important part of your success as a project manager, so it is crucial that you grow both of those skill sets. This workshop presumes that participants have a thorough understanding of project management, including topics such as preparing a statement of work, setting project goals, scheduling, budgeting, managing project risks and executing a project.

### Outcomes:

- Think critically when choosing a project team.
- Make the best of an assigned project team.
- Help teams move through various stages to become a high-functioning unit.
- Maximize productivity at team meetings.
- Reward and motivate your team.
- Develop and execute a communication plan.
- Communicate with sponsors and executives more effectively.
- Identify strategies for working with problem team members.

### Wednesday, April 27, 2022

8 a.m. – 4 p.m.

Fond du Lac Campus, O-209

\$225 per person. Price includes materials, refreshments and lunch.



# 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.

**Saturday, Jan. 29, 2022**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-109

or

**Saturday, March 5, 2022**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-109

or

**Thursday, May 26, 2022**

8 a.m. – 4 p.m.

Fond du Lac Campus, B-109

\$125 per person. Price includes materials.

## **MSHA 8-HOUR 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, Feb. 18, 2022**

7:30 a.m. – 4:30 p.m.

Live virtual sessions

or

**Friday, March 11, 2022**

7:30 a.m. – 4:30 p.m.

Beaver Dam Campus, K-201/202

\$119 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.

**Wednesday, April 27 and Thursday, April 28, 2022**

8 a.m. – 2 p.m.

Fond du Lac Campus, O-205

\$349 per person. Price includes materials, lunch 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 and OSHA 30 Hour General Industry card from the National Safety Education Center. Materials included.

**All of our trainings can be offered at your location, customized to fit your needs. For more information, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**





# SALES



## 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. 7 - March 4, 2022.**

**\$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 April 4-29, 2022.**

**\$195 per person**



## NEW! SELLING SMARTER

It's no secret that the sales industry continues to change and evolve rapidly. This is an exciting and dynamic profession, although it is often underrated and misunderstood. The back-slapping, high pressure, joke-telling sales person has disappeared. In his place is a new generation of sales professionals: highly trained and well groomed, with the characteristics of honesty, trustworthiness, and competence. This one-day workshop will help you learn how to be one of those smart sales professionals!

### Outcomes:

- How to explain and apply concepts of customer focused selling.
- How to use goal-setting techniques as a way to focus on what they want to accomplish and develop strategies for getting there.
- How to apply success techniques to get the most out of work.
- Productivity techniques to maximize their use of time.
- Ways to find new clients and network effectively.

**Tuesday, Jan. 25, 2022**

**8 a.m. – 4:00 p.m.**

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

**\$299 per person.**

**Price includes materials, lunch and refreshments.**

# TRADES



## 2014-2017 NATIONAL ELECTRICAL CODE UPDATES

Provides the students with 24 hours of instruction related to change, additions, deletions in the current National Electrical Code Chapters 1-9 of the NEC and SPS 316. Class is approved for 24 hours of continuing education credit by the Wisconsin Department of Safety and Professional Services (DSPS) for electricians and inspectors. Emphasizes code application as it relates to electrical residential, commercial, and industrial installations to determine compliance with the state and national electrical code. Each topic is presented in a PowerPoint format followed by discussion and questions related to code. Students should bring a copy of the National Electrical Code book. Students will receive an updated copy of SPS 316.

Take all of the classes and you will complete the requirement of 24 hours of Continuing Education Units required by the Wisconsin DSPS for:

- Master Electrician.
- Registered Electrician.
- Residential Master Electrician.
- Commercial Electrical Inspector.
- Journeyman Electrician.
- Industrial Journeyman Electrician.
- Residential Journeyman Electrician.
- UDC Electrical Inspector.

**Saturdays, Jan. 29, Feb. 5, 12, 19, 26  
and March 5, 2022**

**7:30 – 11:30 a.m.**

**Fond du Lac Campus, B-129**

**\$459 per person. Price includes materials.**

## 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. 31 and Thursday, Feb. 3, 2022**

**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.

**Monday, Feb. 21 and Thursday, Feb. 24, 2022**

**5:30 – 8:30 p.m.**

**West Bend Campus, N-110**

**\$69 per person. Price includes materials.**





## Construction Continuing Education Courses

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](http://morainepark.edu/academics/continuing-education/licensure-and-certificates).**

**For questions or to register, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**

## 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](http://morainepark.edu/academics/continuing-education/licensure-and-certificates).**

**For questions or to register, email [training@morainepark.edu](mailto:training@morainepark.edu) or call 920-924-3449.**

## Facilities Rental

Moraine Park Technical College is pleased to make its facilities and equipment available to the community.

Classrooms, state-of-the-art conference centers and computer labs are just a few of the many options the College offers to help meet your facility needs.

**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](https://joinhandshake.com/employers)





# 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.

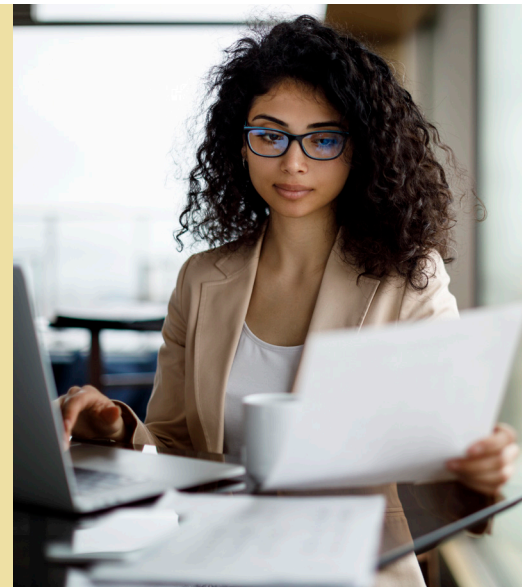
## CERTIFICATES AND COURSES

- 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: [www.ed2go.com/mptc-pro](http://www.ed2go.com/mptc-pro).

Additional information for UGotClass certificates and courses is available at [yougotclass.org/catalog-complete.cfm/morainepark](http://yougotclass.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](mailto:training@morainepark.edu) or call 920-924-3449

LOOK FOR THIS SYMBOL FOR ONLINE COURSES.



Online  
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 920-924-3511 or mail to:**

Moraine Park Technical College,  
Attn: Angie Gerlach,  
P.O. Box 1940,  
Fond du Lac, WI  
54936-1940

SEMINAR / TRAINING TITLE				COURSE NUMBER (FOR INTERNAL USE ONLY)			
SEMINAR / TRAINING DATE				SOCIAL SECURITY NUMBER AND / OR STUDENT ID (OPTIONAL)			
LAST NAME		FIRST NAME			MIDDLE INITIAL		
HOME ADDRESS		CITY	STATE	ZIP	HOME PHONE		
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		
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.

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. EWD\_Magazine\_Business Solutions\_Spring 2022\_0124\_OC21



MORAINÉ PARK

ECONOMIC AND WORKFORCE  
**DEVELOPMENT**

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

MORAINÉ PARK

ECONOMIC AND WORKFORCE  
**DEVELOPMENT**



# VISION

Share it, and the power grows.

[training@morainepark.edu](mailto:training@morainepark.edu) 920-924-3449 [morainepark.edu/training](http://morainepark.edu/training)

SIX SIGMA | LEADERSHIP & SUPERVISION | TECHNICAL SKILLS | CUSTOMIZED TRAINING SOLUTIONS | STRATEGIC DEVELOPMENT