

LAKESHORE TECHNICAL COLLEGE SEMINARS & CONTINUING EDUCATION

Develop, improve, and advance the skills of your workforce.

January – March 2022

**Registration
Now Open**



 **LAKESHORE**
TECHNICAL COLLEGE

**WORKFORCE
SOLUTIONS**



WORKFORCE SOLUTIONS

SEMINARS & CONTINUING EDUCATION

LTC offers a wide variety of seminars that will get you or your employees up to speed in a hurry. From advanced manufacturing to business and computers to safety and compliance, we've got a seminar that meets your educational needs. LTC can also bring training to your site and tailor a program to your business.

HOW TO REGISTER



ONLINE

gotoltc.edu/seminars



CALL

1.888.GO TO LTC
Ext. 1366



EMAIL

Workforce.Solutions@gotoltc.edu



TOPICS

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LOCATIONS

LTC Cleveland
1290 North Avenue, Cleveland

LTC Manitowoc
600 York Street, Manitowoc

LTC Plymouth
125 South Highland Drive, Plymouth

LTC Sheboygan
1320 Niagara Avenue, Sheboygan

Lakeshore Technical College Business & Community Solutions

Workforce Solutions (WFS) is the connection between your business and industry and Lakeshore Technical College's (LTC's) resources.

BUSINESS SERVICES WE OFFER

ASSESSMENTS: Abilities and aptitude testing that help to identify skills and skills gaps used for hiring, promoting, and training candidates and incumbent workers.

Bill Persinger, Business & Manufacturing Assessment Services Manager
bill.persinger@gotoltc.edu

PROFESSIONAL DEVELOPMENT SEMINARS: Open enrollment educational opportunities that span many areas including, but not limited to, manufacturing safety and skills, healthcare, leadership, technology, and industry specific credentials.

Wendi Holschbach, Seminar & Professional Development Specialist
wendi.holschbach@gotoltc.edu

CONTRACT TRAINING: Providing customized, dedicated training for local partners at their location or at LTC's fully equipped facilities. View a sample of our offerings in our training catalog.

Jill Hennessey, Training Director (Safety & Compliance)
jill.hennessey@gotoltc.edu

Tammy Beringer, Training Director (Leadership & Technical Training)
tammy.beringer@gotoltc.edu

TECHNICAL ASSISTANCE: Ability to offer hands-on technical support when it comes to helping you improve your processes. Examples include welder testing and certification (LTC is an American Welding Society Accredited Test Facility), respirator safety and FIT testing for local healthcare facilities, and developing digital curricula for a factory's machine operators.

Jill Hennessey, Training Director | jill.hennessey@gotoltc.edu

FACILITIES RENTAL: LTC provides the opportunity to hold your meeting or social event on our beautiful, accommodating campus by renting a classroom, conference room, auditorium, or other popular space.

Jenny Beltran, Administrative Specialist | jenny.beltran@gotoltc.edu

For more information or specific questions regarding WFS, please contact: Tonia Gibeault, Business Solutions Manager | tonia.gibeault@gotoltc.edu

Machine Guarding

Machinery can be full of moving parts which create workplace hazards and potential injuries. Understanding the various types, purposes, and legal requirements for machine safeguarding can help you protect workers from injuries. Thorough explanations of and discussions surrounding industry compliance practices will address:

- Woodworking machinery
- Mills & calendars in the rubber/plastics industries
- Mechanical power presses
- Forging machines
- Mechanical power-transmission apparatus

Jan 18	Tues	8 AM – Noon
25966	John Hanson	\$155

Blueprint Reading for Industry

Whether working out in the field or in the office, or anywhere in between, everyone working in industry can benefit from having at least a basic understanding of how to read blueprints. Build your industry skills as you:

- Develop an understanding of basic print reading principles
- Learn about line recognition, orthographic projection, and other views
- Become familiar with a variety of symbols

Feb 21, 22, 28 & Mar 1	Mon/Tues	5 – 9 PM
25452	Dave Saunders	\$345

Robotics — Robot Mechanical Maintenance 24 Hours

Focus is on the Fanuc Ri-30b controller, though the concepts covered can be applied to several other series of Fanuc controllers. Industrial maintenance professionals who troubleshoot and repair Fanuc robots will go through:

- Discussions on the function and relationship control components, as well as troubleshooting
- Lab experiences focusing on troubleshooting using fault codes, symptoms, file manipulation and backup, and re-mastering
- An overview of Fanuc DCS safety software

Mar 21, 28 & Apr 4	Mon	7:30 AM – 4 PM
25416	Jason Scholten	\$745



Everything DiSC® Workplace

This tool offers an easy and memorable way to understand behavioral differences regarding Dominance (D), Influence (I), Steadiness (S), and Conscientiousness (C). Through DiSC, we learn our natural behaviors and why our co-workers, friends, and family behave the way they do. It can also be used to help us adapt behaviors within a work team, organizational culture, sales relationship, leadership position, or other relationships. Focus is placed on:

- Understanding your DiSC style & what motivates you
- Learning about others' styles & their motivators
- Building more effective relationships using what you know about your style
- Learning how to flex your style when under stress

Jan 24 25978*	Mon Wendy Franklin	8 AM – NOON \$145
Mar 4 25979	Fri Wendy Franklin	8 AM – NOON \$145

Intro to Google Docs

If you're new to using Google Docs or interested in finding out how your business can benefit from this powerful tool, this is your opportunity to learn from an expert. Google Docs allows anyone with permission at your business to make changes to your shared documents, which are saved on the cloud. Learn how to access, create, share, edit, organize, download, see change history, and convert documents.

Jan 28 26321*	Fri Amanda Kollmorgan	8:30 AM – 12:30 PM \$99
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**This class is held at LTC Manitozac*



Building Organizational Resilience in Business Series

✦ *Hunt the Good Stuff*

Making a daily habit of finding and reflecting on good things throughout your day can be worth the effort. To generate positive emotion such as gratitude, compassion, and love, we need to fight the negativity bias or tendency to pay more attention to more of the bad things that happen in our lives than the good. We'll address how to counter negativity bias, create positive emotion, notice and analyze what is good.

Feb 17 26316	Thurs Amanda Kollmorgan	12:30 – 4:30 PM \$99
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✦ *Detect Icebergs Through Self Awareness*

We'll identify and evaluate core beliefs and values that fuel "icebergs," which are emotions and reactions that grow out of proportion. Once your iceberg has been identified by going through a four-question process, we'll explore:

- Whether you believe or value your iceberg & whether it is overly rigid in some situations
- How your iceberg might be getting in your way & what specific actions you would take if you want to change your iceberg
- What you can do to change your emotions or reactions to make these types of situations go better for yourself & others

Feb 24 26318	Thurs Amanda Kollmorgan	12:30 – 4:30 PM \$99
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✦ *Problem Solving in the Workplace*

Learn to accurately identify what causes problems and identify solution strategies by asking yourself key questions. We'll also explore how to use evidence and find the true cause for problems, and options for taking action.

Mar 3 26319	Thurs Amanda Kollmorgan	12:30 – 4:30 PM \$99
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✦ *The Value of Praising Effectively*

Praising effectively builds mastery and winning streaks. It also helps you build strong relationships. We'll explore the four ways to respond to people when they share a positive experience. Learning how to use the right response type will help you build confidence and optimism, as well as enable winning streaks.

Mar 10 26320	Thurs Amanda Kollmorgan	12:30 – 4:30 PM \$99
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Excel Charts & Pivot Tables

Elevate your Excel skills by tapping the power of charts and pivot tables. We'll open a large sample data set and demonstrate a variety of operations. Topics include:

- How to build a basic pivot table & additional tables that provide a selection of reports
- Exploring pivot table options by adding to them
- Using pivot table data to create charts
- Developing a fully functional dashboard with multiple graphs & selection abilities

Feb 11	Fri	8:30 AM – 12:30 PM
26323*	Amanda Kollmorgan	\$75

Leadership & Staff Retention

Whether we like it or not, “it” starts at the top, and we are under a microscope. “It” and how it relates to your company has many definitions: reputation, quality, morale, and others. Join us as we explore what has been done in the past, why that may not be good enough moving forward, and ask ourselves:

- Do we have the leadership skills to meet the demands of the new economy?
- Do we have the skillset required to retain our staff and grow our business?

Mar 8	Tues	8 AM – Noon
26324	Rick Balzan	\$99

**This class is held at LTC Manitowoc*

INSPIRING LEADERSHIP SERIES

A great culture begins with leadership. Inspiring others is a “soft skill,” one that many believe you need to be born with to possess. However, research shows that inspiring others to greatness is, in fact, something that can and should be learned.

Attributes of inspiring leaders, such as being a role model or a change champion, can be acquired. Skills, such as developing staff and becoming a good communicator, are learnable. Even the most critical characteristic of an inspiring leader — the ability to make an emotional connection with a team — is achievable by building on an individual’s unique strengths, personality, and leadership approach.

This practical and insightful series welcomes leaders at the front-line, mid-level, and senior levels.

- **FRONT-LINE LEADERS SERIES:**
10 courses = 40 hours of training
- **MID-LEVEL MANAGEMENT SERIES:**
10 courses = 32 hours of training
- **SENIOR LEADERS SERIES:**
6 courses = 24 hours of training

To learn more about our Inspiring Leadership Series, including the specific courses included for each level, contact our Workforce Solutions team at 1.888.GO TO LTC extension 1366.

Play Based Environment: Letting the Children Lead

What does a child-centered, play based child care center and classroom look like? What is the job of the adults in this classroom, and is it just chaos or wonderful? Join us as we take a look inside a child-centered classroom where play is the educational model. Learn to talk to other adults about what play based looks like and why it's important in children's development.

Feb 23	Wed	6:30 – 8:30 PM
26251	Stephanie Winkel	\$25

Messy Process Art: Bringing Out the Artist in Every Child

If the phrase "Process vs. Product Art" is new to you, or you struggle to find the balance between the two, or you're someone who doesn't love the mess – here's your opportunity to explore and gain an understanding of the benefits children receive when given the chance to explore art in a playful, messy way. Join us for a hands-on evening playing with messy process art.

Mar 2	Wed	6:30 – 8:30 PM
25977	Stephanie Winkel	\$25

ServSafe Manager Certification

The state of Wisconsin requires licensed foodservice operations to meet food safety and sanitation regulations, including having at least one manager or operator certified in food protection practices intended to protect the public from foodborne illnesses. Upon successfully passing the exam given on the last day, you will fulfill state requirements and earn ServSafe Manager Certification (accepted in all 50 states). Note: With prior notification, exams can be taken in English, Spanish, Chinese, Korean, Japanese, and Canadian French.

Jan 18, 25 & Feb 1	Tues	1 – 5 PM
25965	Megan Schaalma	\$199



Powered Industrial Truck Train-the-Trainer

Forklift experience is highly recommended before taking this class that will certify you as a trainer (not an operator). You will discuss and review:

- OSHA's PIT training regulations, case studies, and reference materials
- Forklift safety regulations
- Training methods for adult learners in the classroom

Jan 19	Wed	8 AM – 4:30 PM
25967	John Hanson	\$399

Powered Industrial Truck Train-the-Trainer Refresher

This seminar is recommended every three years for those that have successfully completed the initial Powered Industrial Truck Train-the-Trainer class. Changes to PIT standards will be shared with you, along with a review of applicable standard interpretations and training tools. You will have the opportunity to discuss challenges or questions you may have encountered within your organization's training program.

Jan 20	Thurs	8 AM – NOON
25970	John Hanson	\$179

DOT Hazardous Materials Compliance Training

Hazmat training is required within 90 days for new employees responsible for shipping and receiving hazardous materials, or those with regulatory responsibilities for transportation management, dispatching, training, safety, or human resources. You should have a working knowledge of the types of hazardous materials and wastes commonly shipped from or received by your facility, and bring copies of recent applicable shipping documents for project work. Topics include:

- General orientation to regulation
- Labeling, marking, and shipping papers requirements
- Load securement & segregation
- Spill reporting criteria
- Security plan & awareness training

Jan 27	Thurs	8 AM – 4:30 PM
25777	John Hanson	\$275

Jan 27	Thurs	8 AM – 4:30 PM
25774	John Hanson	\$275 (LIVE WEBINAR)



DOT Hazardous Materials Compliance Training – Refresher

This session satisfies OSHA requirements for refresher training every three years. It includes a review of basic DOT hazmat compliance practices, as well as a regulatory update for all personnel involved with shipping, receiving DOT or transporting hazardous materials. Completion of the DOT Hazardous Materials Compliance Training within the past three years is a prerequisite.

- General orientation to regulation
- Labeling, marking, and shipping papers requirements
- Load securement & segregation
- Spill reporting criteria
- Security plan & awareness training

Jan 28	Fri	8 AM – Noon
25775	John Hanson	\$169

Lockout Tagout Train-the-Trainer

Those responsible for developing, implementing, training, and enforcing the Control of Hazardous Energy (lockout/tagout) standard within the workplace will gain a clear understanding of this OSHA standard. You will become familiar with how to:

- Define program designations & responsibilities
- Identify key components of a lockout/tagout program
- Develop procedures for specific machines
- Identify required training & retraining elements
- Implement a periodic inspection program
- Identify strategies that can enhance the effectiveness of training adults

Jan 31	Mon	8 AM – 4:30 PM
25972	John Hanson	\$335

Industrial Emergency Response Operations

A combination of classroom and hands-on instruction prepares students to safely respond to hazardous material incidents. Satisfies OSHA's 29 CFR 1910.120 Operations Level training requirements. Topics include:

- Air monitoring & hazard recognition
- Decontamination
- Emergency response SOPs & simulations
- Personal protective equipment
- Spill control
- Toxicology & medical surveillance

Feb 9 – 11	Wed – Fri	8 AM – 4:30 PM
25974	John Hanson	\$675





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