

# LAKESHORE TECHNICAL COLLEGE SEMINARS & CONTINUING EDUCATION

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

April – May 2022

Registration  
Now Open



**LAKESHORE**  
TECHNICAL COLLEGE

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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](http://gotoltc.edu/seminars)



**CALL**

1.888.GO TO LTC  
Ext. 1366

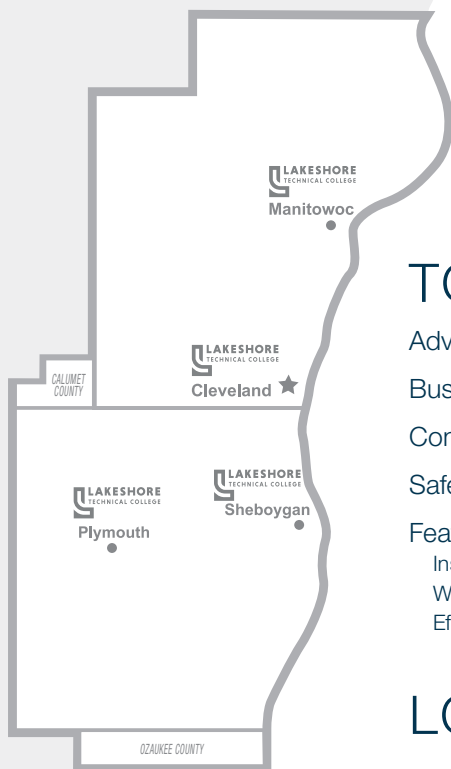


**EMAIL**

[workforce.solutions@gotoltc.edu](mailto:workforce.solutions@gotoltc.edu)



LAKESHORE TECHNICAL COLLEGE DOES NOT DISCRIMINATE AGAINST PROTECTED CLASSES, INCLUDING BUT NOT LIMITED TO RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, OR GENDER – INCLUDING SEXUAL ORIENTATION, GENDER IDENTITY, GENDER EXPRESSION, DISABILITY OR AGE IN EMPLOYMENT, ADMISSIONS, OR ITS PROGRAMS OR ACTIVITIES, TO HANDLE INQUIRIES REGARDING LTC'S NONDISCRIMINATION POLICIES, CONTACT MGR-ACCESS, EQUITY, & INCLUSION (STUDENTS) 920.693.1120, NICOLE.YANG@GOTOLTC.EDU / EXEC DIR OF HR (STAFF/OTHERS) 920.693.1139, SHIKARA.BEAUDOIN@GOTOLTC.EDU, 1290 NORTH AVENUE, CLEVELAND, WI 53015. TTY 711 GOTOLTC.EDU/EQUAL-OPPORTUNITY-STATEMENT 3/22



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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 resources.

## BUSINESS SERVICES WE OFFER

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**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

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**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

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**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

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**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

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**FACILITIES RENTAL:** LTC provides the opportunity to hold your meeting or 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

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



## Geometric Dimensioning & Tolerancing (GD&T): Interpreting Engineering Prints

Join us as we explore the basic elements and importance of engineering drawings. You will be introduced to concepts needed to master and successfully interpret engineering drawings in machining, casting, and welding environments. This course is appropriate for anyone responsible for interpreting engineering drawings. Concepts will include:

- Fundamentals of drafting
- Deciphering materials, notes, revisions, and title blocks
- An introduction to industry & system language
- Practice & exploration of specialized print reading examples

<b>May 9 &amp; 11</b>	<b>Mon/Wed</b>	<b>8:30 AM – 2 PM</b>
<b>27143</b>	<b>Mike Schwarz</b>	<b>\$440</b>

## Geometric Dimensioning & Tolerancing (GD&T): Fundamentals

Do you need to learn how to get substantial work done with engineering drawings? If so, this class is for you. We will share concepts using industry examples so you'll feel confident interacting with and applying the information to your company's unique applications. Having a good print reading and manufacturing processes background, as well as understanding of the meaning and interpretation of tolerances on a part print is recommended. Concepts covered include:

- Introduction to tolerancing
- Form, orientation, runout, and profile tolerances
- Fundamentals of positional tolerances
- Industry-specific parts & assembly analysis
- Appropriate gaging & inspection methods

<b>May 16 – 20</b>	<b>Mon – Fri</b>	<b>8:30 AM – 2 PM</b>
<b>27081</b>	<b>Mike Schwarz</b>	<b>\$649</b>

## Lean Six Sigma Yellow Belt 16 Hours

In order to remain competitive, your company needs to be able to effectively eliminate waste (Lean Manufacturing) and improve processes (Six Sigma). Lean Six Sigma is globally recognized methodology that relies on a collaborative team effort to improve performance by systematically removing waste and reducing variation. Topics include:

- Value to the organization
- DMAIC (Define, Measure, Analyze, Improve & Control)
- Creating a SIPOC
- Value Stream Mapping
- Using Excel & Minitab for data

<b>May 13 &amp; 20</b>	<b>Fri</b>	<b>8 AM – 4:30 PM</b>
<b>27072</b>	<b>Terry Koenig</b>	<b>\$560</b>

## Canva for Graphic Design

If you are a beginner level Canva user and want to learn more about creating professional looking materials, this course is ideal for you. Canva can be used to develop social media content, presentations, documents, business cards, logos, flyers, and more. This online publishing suite offers a robust set of free tools waiting to be tapped. Topics include:

- How to locate & use basic tools
- Creating visuals such as infographics, charts, and diagrams
- Searching & editing templates

**Apr 26**  
**27053**

**Tues**

**Amanda Kollmorgan**

**8:30 AM – 12:30 PM**

**\$75**

## Microsoft Excel 101: An Introduction to Excel (2016)

Designed for those who are new to Excel, we will explore the basics of spreadsheets and entering data while helping you become comfortable with the user interface. We will also introduce tools that will help you create and use your spreadsheets productively, which will save you time. Topics covered:

- Using functions, formulas, and conditional formatting
- Formatting numbers & text
- Making your data stand out by using styles
- Creating charts to improve the presentation of your data
- How to keep your worksheets consistent with templates

**Apr 22**  
**25439**

**Fri**

**Amanda Kollmorgan**

**8:30 AM – 12:30 PM**

**\$75**

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32	legality development speed	222	173	103.23	78	60	126.41	244	129	129
33	legality development speed	222	173	103.23	78	60	126.41	244	129	129
34	legality development speed	222	173	103.23	78	60	126.41	244	129	129

## Microsoft Excel 102: Intermediate Level Excel (2016)

If you're comfortable with the basic functionality of Excel 2016 and ready to take on some intermediate level functions, this course is an ideal fit for you.

Topics include:

- Elevating your mastery of lists & functions
- Importing, exporting, and validating data
- Working with pivot tables, tools, and large sets of data

**Apr 29**

**Fri**

**8:30 AM – 12:30 PM**

**27048**

**Amanda Kollmorgan \$75**

## Microsoft Excel 103: Advanced Level Excel (2016)

For those who are ready and want to perform advanced data analysis, this Excel course will cover complex functions including:

- Auditing worksheets & workbooks
- Protecting your work
- Conditional look-up & text-based functions
- Automating repetitive tasks with macros & mastering "What if" tools

**May 6**

**Fri**

**8:30 AM – 12:30 PM**

**27050**

**Amanda Kollmorgan \$75**



## Child Care: Using Baby Signs® Sign Language in Your Program

Join us as we explore the Baby Signs® sign language program for children ages birth to 5 years old. Learn how to incorporate signing into your daily routine from arrival, diapering, eating, and playground to rest time and eating time. Discover the benefits for you as a teacher, and for the children. You will learn some signs, hear a story with signs, and play charades while you absorb ideas for implement signing into your day. Topics include:

- Learning the research behind the Baby Signs® program
- Discover how to incorporate 32 helpful classroom signs
- Gain an understanding of how using signs can enhance language, cognitive, and social-emotional development in children

**Apr 11**  
**27170**

**Mon**  
**Polly Kaat**

**6:30 – 8:30 PM**  
**\$25**

## Child Care: Calming Corner/Safe Space

Calming corners, also referred to as safe spaces, are showing up in classrooms and centers everywhere. Do you know how to use them properly? Join us to discover items that work well in a calming corner, the difference between a time-out and calming corner, and how to use a calming corner properly to help children learn self-regulation. Additional topics include:

- How to offer the calming space to children
- Where to place the calming space
- Using a calming place to support children

**May 23**  
**27055**

**Mon**  
**Polly Kaat**

**6:30 – 8:30 PM**  
**\$25**





## Navigating Long-Term Care — What You Need to Know Series

*This series will help you identify the challenges faced when caring for individuals who are no longer able to carry out daily activities on their own.*

### ✦ *Chronic Disease Management*

Gain an understanding of the declining body, including changes in structure and function, as well as several common chronic diseases and diagnoses requiring long-term care management. We will cover caring for patients experiencing:

- Alzheimer's
- Parkinson's
- Diabetes
- Urinary tract infections
- Pneumonia & other respiratory diseases

**May 25**  
**27093**

**Wed**  
**Dustin Erdman**

**6 – 8 PM**  
**\$89**

Watch for details on these upcoming seminars in the series:

- ✦ *Skin & Wound Management*
- ✦ *End-of-Life Care & Decisions*



## Spring Air Conditioning Maintenance

Well timed maintenance on air conditioning systems by a well trained HVAC technician will extend the life of an HVAC system. It will also save business owners the cost and inconvenience of repairs or replacements. HVAC technicians will become more confident in their diagnoses during the upcoming maintenance season by learning how to:

- Calibrate an HVAC system back to factory settings to obtain peak efficiency
- Rejuvenate an air conditioning system to factory condition
- Check electrical components & compressors to accurately diagnose their condition
- Check refrigerant charge for proper operation

**Apr 15**  
**27140**

**Fri**  
**Steve Sorenson**

**8 AM – 3 PM**  
**\$59**



## Confined Space Attendant/Entrant/Supervisor

This hands-on class will prepare you to assume the role of attendant, entrant, or supervisor for a permit-required confined space (PRCS) entry. Topics include:

- Identification of different types of confined spaces
- Overview of OSHA's CS standard
- Identification of hazards
- Application of hazard controls such as air monitoring, ventilation, and lockout/tagout
- Non-entry rescue
- Scenarios applying principles to simulated confined space entries

<b>Apr 5</b>	<b>Tues</b>	<b>8 AM – 4:30 PM</b>
<b>27057</b>	<b>Ken Rost</b>	<b>\$289</b>

## Confined Space Rescue Techniques

In this hands-on class, you will learn how to rescue entrants from confined spaces without atmospheric hazards. Completion of Confined Space Entrant/Attendant/Supervisor is required. Topics include:

- Identification of hazards
- Application of incident command system
- Selection of appropriate respiratory & fall protection
- Design & selection of patient hauling systems
- Patient assessment & packaging
- Rescue simulations

<b>Apr 6</b>	<b>Wed</b>	<b>8 AM – 4:30 PM</b>
<b>27058</b>	<b>Ken Rost</b>	<b>\$289</b>

## 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). We will discuss and review the following:

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

<b>Apr 14</b>	<b>Thurs</b>	<b>8 AM – 4:30 PM</b>
<b>27051</b>	<b>Tom Fitzgerald</b>	<b>\$399</b>

## Powered Industrial Truck Train-the-Trainer Refresher

This class 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.

**Apr 21**  
**27052**

**Thurs**  
**Tom Fitzgerald**

**8 AM – NOON**  
**\$179**

## Grounding & Bonding Technician

Explore the origins, causes, hazards, tools, regulations, and techniques associated with managing and safely controlling static electricity discharge. Hazard identification, risk assessment, and operational plan development will also be covered. Hands-on activities include grounding and bonding containers of all types, including transportation, laboratory, drums, carboys, totes, and more. Responders will be guided through ground earth resistance testing and grounding and bonding field development in a variety of environments.

**May 3**  
**27059**

**Tues**  
**Ken Rost**

**8 AM – 4:30 PM**  
**\$270**





## OSHA Outreach Training 30-Hour for General Industry

This course was specifically developed for safety coordinators, supervisors, management, and anyone in a leadership role in general industry where they may have safety responsibilities. You will learn how the provisions of the Occupational Safety and Health Act (OSH Act) must be implemented in the workplace not only to achieve compliance, but also quality expectations of business partners. Department of Labor cards will be provided upon successful completion of this course where you will learn about OSHA and:

- Hazard recognition & prevention
- Avoidance & abatement
- Safety management
- Employer responsibilities
- Worker rights

**May 3 – 6**  
**27078**

**Tues – Fri**  
**Ken Rost**

**8 AM – 4:30 PM**  
**\$735**

## OSHA Recordkeeping & Injury Reporting

Accurate documentation of specific workplace injuries is vital to your company's safety efforts. Join us as we discuss types of injuries placed on the OSHA 300 form, as well as:

- Assess differences in definitions given by OSHA for first aid & medical care
- Review the importance of thorough accident investigation
- Evaluate safety metrics
- Review the differences between lagging & leading metrics
- Address the value of building relationships in the medical community

**May 10**  
**27054**

**Tues**  
**Tom Fitzgerald**

**8 AM – 4:30 PM**  
**\$260**

## HAZWOPER Refresher (Hazardous Waste Operations and Emergency Response)

This is an annual refresher course intended for those who have completed the HAZWOPER 24-hour technician level course. This course will review the competencies listed in 23 CFR 1910.120(q)(6). You will also receive hands-on refresher training (with personal protective equipment) related to:

- Protection against hazardous chemicals
- Elimination of hazardous chemicals
- Worker & environmental safety
- OSHA regulations

**May 24**  
**27090**

**Tues**  
**John Hanson**

**8 AM – 4:30 PM**  
**\$285**

## FEATURED TRAINING OPPORTUNITIES

### 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, can be learned. 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.

To learn more about our next Inspiring Leadership Series, which starts in June, please contact our Workforce Solutions team at 1.888.GO TO LTC extension 1366.

### Workforce Advancement Training (WAT) Grants

*Develop, improve, and advance the skills of your workforce with WAT grant funding.*

Given employers’ rapid adoption of technology and the pace of change in the workplace, incumbent worker training has quickly emerged as a competitive advantage and economic imperative for individuals, employers, and Wisconsin.

Improving productivity and competitiveness requires an investment in employee training and development. Since 2005, the Wisconsin Technical College System has provided WAT grants to support employers in their efforts to retain and advance the skills of their existing workforce.

Curious as to how companies utilize these funds? Find out today by contacting Training Director Tammy Beringer at 920.693.1275 or [tammy.beringer@gotoltc.edu](mailto:tammy.beringer@gotoltc.edu).



## Effective Electrical Troubleshooting

Today's manufacturing environment is meant to produce, and that means quick turnaround is critical when it comes to electrical troubleshooting. Don't take chances on a repeated misdiagnosis or a misguided investment into the same replacement parts over and over again.

These 16-hour workshops provide the skills it takes to diagnose and troubleshoot errors efficiently and accurately. Workshops are forming now, please contact us at [workforce.solutions@gotoltc.edu](mailto:workforce.solutions@gotoltc.edu) or 920.693.1366.

### FUNDAMENTALS OF TROUBLESHOOTING

This 16-hour workshop offers a comprehensive dive into electrical symbols, electrical circuits, and troubleshooting. Topics include:

- Component functions & ladder logic
- Proper wire stripping, termination, and torque
- How to identify & use a test meter
- Troubleshooting using both voltage & ohms
- Breaking down a circuit into component sections
- Test motors

### ADVANCED TROUBLESHOOTING

For those with a solid understanding of electrical fundamentals, this 16-hour workshop takes a deeper dive into troubleshooting and empowers you to become more self-sufficient in your workplace. Topics include:

- Wiring, design, and troubleshooting associated with Allen Bradley Guardmaster Safety Relays
- Setting parameters & installing 525 frequency drives
- Power distribution through an analysis of transformers & 3-phase motor starters





1290 North Avenue  
Cleveland WI 53015

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## CUSTOMIZED TRAINING

Why do we offer customized, on- and off-campus training in addition to what you see in this book? Because your business faces unique challenges. Contact us and start a conversation to determine the best training solutions for your business today.

1.888.GO TO LTC  
[gotoltc.edu/customized-training](http://gotoltc.edu/customized-training)

