

# LAKESHORE TECHNICAL COLLEGE SEMINARS & CONTINUING EDUCATION

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

September – December 2023

**Registration  
Now Open**



 **LAKESHORE**  
TECHNICAL COLLEGE

**WORKFORCE  
SOLUTIONS**



WORKFORCE  
SOLUTIONS

## SEMINARS & CONTINUING EDUCATION

Lakeshore offers a variety of seminars that will get you or your employees up to speed in a hurry. From business and leadership to safety and compliance, we've got a seminar that meets your educational needs. Lakeshore 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

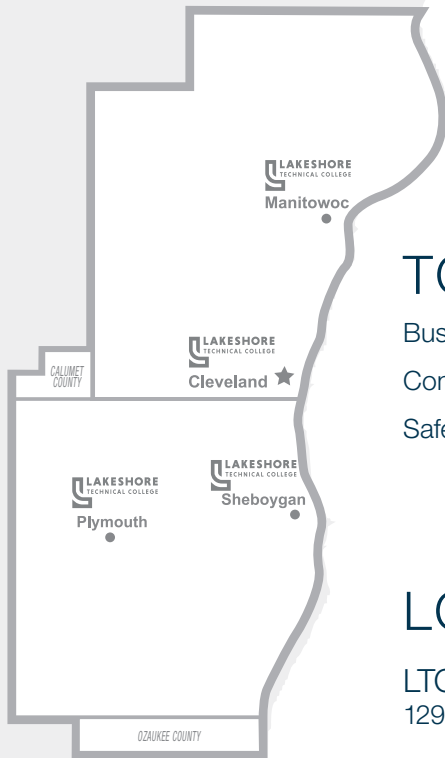
1.888.GO TO LTC  
ext. 1366



### EMAIL

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





## TOPICS

Business & Communications.....	1
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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

*All seminars in this book take place on our  
Cleveland campus.*

# 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.

Tiffany Gates, Inside Sales Specialist | tiffany.gates@gotoltc.edu

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**CONTRACT TRAINING:** Providing customized, dedicated training for local partners at their location or at Lakeshore's fully equipped facilities.

Jill Hennessey, Training Director | jill.hennessey@gotoltc.edu  
Tammy Beringer, Training Director | 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 (Lakeshore 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.

Lucas Dulmes, Associate Dean of Economic Development |  
lucas.dulmes@gotoltc.edu

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**FACILITIES RENTAL:** Hold your meeting or event on our beautiful, accommodating campus by renting a classroom, conference room, auditorium, or other popular campus space.

workforce.solutions@gotoltc.edu

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For more information or specific questions regarding WFS, please contact:

Lucas Dulmes, Associate Dean of Economic Development |  
lucas.dulmes@gotoltc.edu

## 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

**Oct 6**  
**64121**

**Fri**  
**Todd Radke**

**8 AM – Noon**  
**\$75**

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

If you're comfortable with the basic functionality of Excel 2016 and ready to take on some of its 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

**Oct 13**  
**64122**

**Fri**  
**Todd Radke**

**8 AM – Noon**  
**\$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

**Oct 20**  
**64123**

**Fri**  
**Todd Radke**

**8 AM – Noon**  
**\$75**





## Fall Furnace Fundamentals

Properly maintaining equipment helps maximize operating performance. Experience hands-on activities to prepare you for troubleshooting issues with a furnace and prevent premature failure of equipment. Topics and activities include:

- Setting a proper fan speed
- Identifying & cleaning blowers
- Selecting proper air filters
- Managing wiring & safety devices
- Proper venting & exhausting setups, as well as drains & traps (time permitting)

**Nov 6**  
**65100**

**Mon**  
**Steve Sorenson**

**8 AM – Noon**  
**\$99**



## Confined Space: Entrant/Attendant/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

**Sep 21**  
**65004**

**Thur**  
**Ken Rost**

**8 AM – 4:30 PM**  
**\$295**

## Confined Space: Rescue

Cover both non-entry and entry rescue topics and skills in just one class. Hands-on activities utilize equipment and techniques required for rescue situations unique to the confined space environment. Completion of Confined Space Entrant/Attendant/Supervisor (EAS) training is required. Topics include:

- Hazard & risk assessments
- Equipment & respiratory protection selection
- Air monitoring
- Patient assessment, packaging, and retrieval
- Command & control

**Sep 27**  
**65065**

**Wed**  
**Ken Rost**

**8 AM – 4:30 PM**  
**\$295**

## OSHA Outreach 10-Hour for General Industry

As an entry-level worker, you are required to learn about workplace safety and health hazards specifically for the general industry. You will receive your Department of Labor card upon successful completion of this course where you'll learn about OSHA and:

- Hazard recognition
- Avoidance
- Abatement
- Prevention
- Employer responsibilities
- Worker rights

**Oct 2 – 3**  
**65007**

**Mon – Tues**  
**Ken Rost**

**8 AM – 3:30 PM/8 AM – Noon**  
**\$345**

## 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

**Oct 16  
64989**

**Mon  
Tom Fitzgerald**

**8 AM – 4:30 PM  
\$410**

## 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.

**Oct 16  
64990**

**Mon  
Tom Fitzgerald**

**NOON – 4:30 PM  
\$189**

## OSHA Outreach 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 OSHA compliance, but to achieve 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

**Nov 13 – 16  
65008**

**Mon – Thur  
Ken Rost**

**8 AM – 4:30 PM  
\$745**



## Storage Tank Remover Cleaner

Department of Agriculture, Trade and Consumer Protection requirements for the proper removal, cleaning, and closure of storage tanks will be addressed.

Note: Bring a check for \$35 made payable to WDATCP to cover the application and exam fee not included in your registration fee. Topics include:

- Notification procedures
- Tank removal
- Site inspection
- Correct handling & disposal of the tank, waste, and containment soils

**Dec 4  
64977**

**Mon  
Randy Shervey**

**8 AM – 4:30 PM  
\$395**

## Underground Storage Tank Installer

Underground Storage Tank (UST) installers will learn about regulations, consensus codes, recommended practices, plan preparations, and submittal procedures as they pertain to USTs. Site evacuation practices, tank handling, testing, leak-detection systems, corrosion protection, and overfill protection are also covered. Note: Bring a check for \$35 payable to WDATCP to cover the application and exam fee not included in your registration fee.

**Dec 5 – 6  
64978**

**Tues – Wed  
Randy Shervey**

**8 AM – 4:30 PM  
\$395**



## Aboveground Storage Tank Installer

Aboveground Storage Tank (AST) installers will learn about regulations, consensus codes, recommended practices, plan preparations, and submittal procedures as they pertain to ASTs. Site preparation, tank handling, testing, leak-detection systems, secondary containment systems, and overfill protection are also covered. Note: Bring a check for \$35 payable to WDATCP to cover the application and exam fee not included in your registration fee.

**Dec 7 – 8  
64979**

**Thur – Fri  
Randy Shervey**

**8 AM – 4:30 PM  
\$395**

## *Safety & Compliance*

Workshops now forming! Contact us at [workforce.solutions@gotoltc.edu](mailto:workforce.solutions@gotoltc.edu) or 920.693.1675 for more information on the following Safety & Compliance topics:

- First Aid/CPR
- Hazardous Waste Operations & Emergency Response (HAZWOPER)
- DOT Hazardous Materials Compliance



## FEATURED TRAINING OPPORTUNITY

### 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 and reserve your seat(s) in our next Inspiring Leadership Series, please contact our Workforce Solutions team at 1.888.GO TO LTC extension 1275.

### TESTIMONIAL

“LTC’s Inspiring Leadership Series provides our leaders with an opportunity to self-discover and grow their leadership skills alongside leaders from different industries and backgrounds. Our leaders have come back energized and confident in putting their training into practice right away.”

— Director of Branch Operations,  
UnitedOne Credit Union





1290 North Avenue  
Cleveland WI 53015

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## REAL EXPERIENCE FOR THE REAL WORLD

## 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)

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