Multi – Business WAT Grant Training Courses at

NTC’s Center for Business and Industry in Wausau (September 2015 – August 2016)

To register, please email Maggie Coakley: coakley@ntc.edu

Email Subject Line: REGISTRATION FALL WATG Training or Call 715.803.1033

Critical Core Business Skills Series
3-hour face-to-face session once per week X 12 weeks

$160 per person – includes all 12 modules ($399 without grant)

A hands-on training program on core soft skills to meet the changing demands of the business workplace and build a culture of high performance. Workshops emphasize core productive, problem solving, team, and adaptability skills. Take as a series.

Wednesday @ 8am -11am:

- September 23 - Module 1: Work Productively
- September 30 - Module 2: Follow Directions
- October 7 - Module 3: Maintain Safe Work Environment
- October 14 - Module 4: Think Critically
- October 21 - Module 5: Apply Problem Solving Strategies
- October 28 - Module 6: Goal Setting

- November 4 - Module 7: Work Cooperatively in Teams
- November 11 - Module 8: Communicate Clearly
- November 18 - Module 9: Listen Effectively
- December 2 - Module 10: Demonstrate Integrity
- December 9 - Module 11: Demonstrate a Positive Attitude
- December 16 - Module 12: Adapt to Change
TECHNICAL DIPLOMAS & INDIVIDUAL COURSES

Technical Diplomas are available in Lean, Supervision, and Leadership. Each diploma consist of three courses. Participants can take individual courses or enroll in the whole diploma. All courses have face-to-face sessions with the majority of work done online. All courses ladder into NTC’s Supervisory Management Associate Degree.

LEAN TECHNICAL DIPLOMA

$220 per person per course ($549 without grant)

OR

$660 per person per Technical Diploma ($1,647 without grant)

Course 1: Lean Organizations - The goal of organizations is to boost company performance by identifying and eliminating waste throughout the business process. Lean practices allow a company to produce more with the same resources. Traditional approaches to business processes often require excessive inventory, repetitive tasks, wasted materials and resources. In this course students will identify Lean solutions through learning plans covering: Lean Operations, Value-stream Mapping, 5S Workplace Organization, Set-up reduction, Cellular Flow, Lean Culture, Value Chain Management, Kanban and Total Productive Maintenance.

Face-to-face sessions (Thursday mornings):

- October 1, 2015 @ 8am – 12pm
- October 15, 2015 @ 8am – 12pm
- November 5, 2015 @ 8am – 12pm

All other work will be online

Course 2: Project Management – The learner will apply key principles that should be followed to increase the probability of completing projects successfully. The focus of the course will have learners initiating projects, planning their execution, communicating with all stakeholders and monitoring and measuring progress.

Face-to-face sessions (Thursday mornings):

- January 14, 2016 @ 8am – 12pm
- January 28, 2016 @ 8am – 12pm
- February 18, 2016 @ 8am – 12pm

All other work will be online
Course 3: Managing for Quality – In Managing for Quality learners will apply the skills and tools necessary to implement performance excellence and maintain a continuous improvement environment. Each learner will: demonstrate the application of a quality philosophy, identify all stakeholder relationships, meet or exceed customer expectations, develop a systems-focused approach, use appropriate models and quality tools, manage a quality improvement project and measure effectiveness of continuous improvement activities.

Face-to-face sessions (Thursday mornings):

- March 17, 2016 @ 8am – 12pm
- March 31, 2016 @ 8am – 12pm
- April 21, 2016 @ 8am – 12pm

All other work will be online

SUPERVISION TECHNICAL DIPLOMA

$220 per person per course ($549 without grant)

OR

$660 per person per Technical Diploma ($1,647 without grant)

Course 1: Essential Skills for Supervisors - In this course, learners apply the skills and tools necessary to effectively manage time, prioritize activities, delegate tasks, manage stress, communicate assertively and handle other related challenges in the business environment. Each learner will: demonstrate the application of successful time management techniques, exhibit personal planning, practice continuous learning, carry out confident and respectful communication while delegating tasks and responsibilities and perform successful stress management techniques.

Face-to-face sessions (Tuesday mornings):

- September 29, 2015 @ 8am – 12pm
- October 13, 2015 @ 8am – 12pm
- November 3, 2015 @ 8am – 12pm

All other work will be online

Course 2: Team Building and Problem Solving – In this course, learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.
Face-to-face sessions (Tuesday mornings):

- January 12, 2016 @ 8am – 12pm
- January 26, 2016 @ 8am – 12pm
- February 16, 2016 @ 8am – 12pm

All other work will be online

Course 3: Supervision and Management Skills - In Supervision and Management Skills, learners gain knowledge and develop the expertise necessary to apply the tools needed to perform essential supervisory and managerial functions. Learners will develop the ability to provide timely and constructive feedback, evaluate and improve performance.

Face-to-face sessions (Tuesday mornings):

- March 17, 2016 @ 8am – 12pm
- March 31, 2016 @ 8am – 12pm
- April 21, 2016 @ 8am – 12pm

All other work will be online

**LEADERSHIP TECHNICAL DIPLOMA**

$220 per person per course ($549 without grant)

OR

$660 per person per Technical Diploma ($1,647 without grant)

Course 1: Organizational Development – In Organizational Development, the learner applies the skills and tools necessary to effectively deal with organizational behavior and change. Each learner will demonstrate the application of the impacts of globalization on an organization, dealing with organization culture, dealing with change and future challenges affecting the total organization, organization decision making, vision, goals, performance management and planning, and the role of organization structure.

Face-to-face sessions (Wednesday mornings):

- January 13, 2016 @ 8am – 12pm
- January 27, 2016 @ 8am – 12pm
- February 17, 2016 @ 8am – 12pm

All other work will be online
Course 2: Leading Change and Diversity – In Managing Diversity and Change, the learner applies the skills and tools necessary to implement and maintain a diverse work environment which values change. Each learner will demonstrate the application of assessing the current extent of diversity in the workplace, analyze the effect of perceptions, attitudes, biases, and organization of diversity, dealing with barriers, change management strategy, process, and reactions, measuring progress and celebrating success.

Face-to-face sessions (Wednesday mornings):

- March 16, 2016 @ 8am – 12pm
- March 30, 2016 @ 8am – 12pm
- April 20, 2016 @ 8am – 12pm

All other work will be online

Course 3: Leadership Development – In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

Face-to-face sessions (Wednesday mornings):

- May 11, 2016 @ 8am – 12pm
- May 25, 2016 @ 8am – 12pm
- June 15, 2016 @ 8am – 12pm

All other work will be online

For questions about training, please contact:

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