

LAKESHORE TECHNICAL COLLEGE SEMINARS & CONTINUING EDUCATION

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

January – April 2024

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



CALL

1.888.GO TO LTC
ext. 1366



EMAIL

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 LAKESHORE'S NONDISCRIMINATION POLICIES, CONTACT MGR-ACCESS, EQUITY, & INCLUSION (STUDENTS) 920.693.1120, NICOLE.YANG@GOTOLTC.EDU / EXECUTIVE DIRECTOR OF HUMAN RESOURCES (STAFF/OTHERS) 920.693.1139, MARISSA.HOLST@GOTOLTC.EDU, 1290 NORTH AVENUE, CLEVELAND, WI 53015. TTY 711 GOTOLTC.EDU/EQUAL-OPPORTUNITY-STATEMENT 11/23



TOPICS

Business & Communications.....	1
Safety & Compliance.....	2

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

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.

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

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

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

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

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

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

Microsoft Excel Intro (3-hour class)

Designed for those who are new to Excel. Explore the basics of spreadsheets and entering data while becoming comfortable with the user interface. Learn about time-saving tools which can help you create and use your spreadsheets productively. 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

Feb 9 **Fri** **8 – 11 AM**
25404 **Todd Radke** **\$75**

Microsoft Excel Intermediate (3-hour class)

If you're comfortable with the basic functionality of Excel 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

Feb 16 **Fri** **8 – 11 AM**
25405 **Todd Radke** **\$75**

Microsoft Excel Advanced (3-hour class)

Designed for those who are ready and want to perform advanced data analysis. More complex functions covered include:

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

Feb 23 **Fri** **8 – 11 AM**
25406 **Todd Radke** **\$75**



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

Jan 24	Wed	8 AM – 4:30 PM
25391	Ken Rost	\$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

Jan 31	Wed	8 AM – 4:30 PM
25392	Ken Rost	\$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

Feb 5 – 6	Mon – Tues	8 AM – 3:30 PM/8 AM – NOON
25393	Instructor TBD	\$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

Feb 21 25407	Wed Cap Baxter	8 AM – 4:30 PM \$410
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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.

Feb 21 25408	Wed Cap Baxter	NOON – 4:30 PM \$189
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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

March 11	Mon	8 AM – 4:30 PM
25410	Randy Shervey	\$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.

March 12 – 13	Tues – Wed	8 AM – 4:30 PM
25411	Randy Shervey	\$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.

March 14 – 15	Thur – Fri	8 AM – 4:30 PM
25412	Randy Shervey	\$395

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

March 18 – 21	Mon – Thur	8 AM – 4:30 PM
25409	Instructor TBD	\$745

DOT Hazardous Materials

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. Also, 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

April 8	Mon	8 AM – 4:30 PM
25500	John Hanson	\$295

DOT Hazardous Materials 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. Topics include:

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

April 8	Mon	NOON – 4:30 PM
25501	John Hanson	\$165

Industrial Emergency Response Operations

A combination of classroom and hands-on instruction prepares you to safely respond to hazardous material incidents. This course satisfies OSHA's 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

April 22 – 24	Mon – Wed	8 AM – 4:30 PM
25505	John Hanson	\$695

Industrial Emergency Response Operations Refresher

This annual refresher is for those who have completed Operations Level training and reviewed competencies necessary for operations level response according to OSHA's 29 CFR 1910.120. Topics include:

- Discuss current uses of confinement & containment techniques
- Examine practical applications of protective clothing
- Participate in actual containment scenarios
- Review of ERP/IC procedures

April 24	Wed	8 AM – 4:30 PM
25516	John Hanson	\$295

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.TOLTC
gotoltc.edu/customized-training

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