

LEADERSHIP, SAFETY, *and* MAINTENANCE

2016-2017

Professional Development
Training Dates

Southwest  Tech
**BUSINESS & INDUSTRY
SERVICES**

Leadership Professional Development Series–Fall 2016

ORGANIZATIONAL INFLUENCE

COURSE # 47-196-462*

- Examine the dynamics and ethical elements of leadership.
- Identify the traits and characteristics of effective leaders.
- Assess your leadership strengths and weaknesses.
- Recognize power bases available in given situations and apply appropriate tactics to influence attempts.
- Explore benefits and challenges associated with participative leadership.
- Analyze the emerging approach of servant leadership.

August 17, 24, & 31, 2016
2–6 p.m.

Southwest Tech

August 22, 29, & September 5, 2016
2–6 p.m.
Richland Center

WORKPLACE COMMUNICATION

COURSE # 47-196-461*

- Assess challenges associated with communicating in an increasingly diverse workplace.
- Examine a systematic approach to communication.
- Apply specific strategies and techniques to improve workplace communication and to neutralize barriers to effective communication.
- Consider options available in communicating a message and select appropriate means based on various factors.
- Practice communicating effectively to achieve win/win outcomes in conflict situations.

September 7, 14, & 21, 2016
2–6 p.m.

Southwest Tech

September 12, 19, & 26, 2016
2–6 p.m.
Richland Center

PERFORMANCE MANAGEMENT

COURSE #47-196-464*

- Examine the importance of performance management in organizational success.
- Develop an appreciation for the dual focus of performance management (formal review and daily feedback).
- Apply techniques to plan, prepare for, and conduct annual performance reviews. Special emphasis will be placed on documentation.
- Examine hidden influences to poor employee performance that are often the result of inadequate performance feedback.
- Practice a coaching strategy to provide effective daily feedback.

September 28, October 5 & 12, 2016
2–6 p.m.

Southwest Tech

October 2, 10, & 17, 2016
2–6 p.m.
Richland Center

CHANGE MANAGEMENT

COURSE # 47-196-465*

- Learn the value of change and examine your role as organizational change agents.
- Identify driving forces and restraining forces to change.
- Examine various process and content change models and select or develop a model to initiate change in a workplace setting.

October 19, 26, & November 2, 2016
2–6 p.m.

Southwest Tech

October 24, 31, & November 7, 2016
2–6 p.m.

Richland Center



** Participants completing this workshop and a differential assessment may receive transfer credit in one of Southwest Tech's associate degree programs.*

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Email bis@swtc.edu
Call 608.822.2360

Leadership Professional Development Series—Spring 2017

ORGANIZATIONAL INFLUENCE

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**January 25,
February 1, & 8, 2017
2–6 p.m.
Southwest Tech**

**January 30,
February 6 & 13, 2017
2–6 p.m.
Platteville**

PERSONAL LEADERSHIP

COURSE # 47-196-467*

- Examine challenges to current time management skills and select techniques to address the challenges.
- Self-assess the effectiveness of current stress coping skills and consider alternative approaches to prevent stress from turning into distress.
- Identify factors that may be impacting assertiveness in communication and practice techniques to improve personal assertiveness.

**February 15, 22, &
March 1, 2017
2–6 p.m.
Southwest Tech**

**February 20, 27, &
March 6, 2017
2–6 p.m.
Platteville**

MOTIVATIONAL STRATEGIES

COURSE #47-196-463*

- Appreciate role in creating a motivational workplace.
- Reflect on workplace factors that motivate them and predict workplace factors that motivate their employees.
- Examine and critique various motivational theories while developing tactics to apply in the workplace.

- Identify both extrinsic and intrinsic motivators that may be applied in the workplace.
- Explore the level of employee engagement and identify factors that increase employee engagement.

**March 8, 15, & 22, 2017
2–6 p.m.
Southwest Tech**

**March 13, 20, & 27, 2017
2–6 p.m.
Platteville**

CONTEMPORARY LEADERSHIP ISSUES

COURSE # 47-196-468*

- Examine leadership roles in addressing emerging issues in an increasingly diverse workforce. Specific workplace issues include harassment, substance abuse, discrimination, workplace violence, and privacy issues.
- Explore specific benefits and challenges associated with diversity in their workplace.

**March 29, April 5, & 12, 2017
2–6 p.m.
Southwest Tech**

**April 3, 10, & 17, 2017
2–6 p.m.
Platteville**



CHARLIE DRAHEIM
*Leadership Training
Facilitator*

**TO LEARN MORE
ABOUT
LEADERSHIP
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608.822.2468

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Industrial Maintenance Series–Fall 2016/Spring 2017

INDUSTRIAL NETWORKING OVERVIEW

COURSE # 47-620-417

- For information technology (IT) and maintenance technician's.
- Learn best practices for networking of industrial equipment networking.
- Scenario-based training on logical topologies, protocols, switching and routing infrastructure, physical cabling and wireless capabilities.

**Fall 2016 Dates/Time TBD
Southwest Tech**

BASIC HAND SOLDERING FOR ASSEMBLERS & TECHNICIANS

COURSE # 47-620-420

- Practice soldering & desoldering techniques on through-hole and surface mount components found on printed circuit boards.

**August 10, 2016
8 a.m.–4:30 p.m.
Southwest Tech**

MACHINERY LUBRICATION 101

COURSE # 47-620-413

- Learn foundational skills in lubrication best practices for industrial machinery.
- Explore methods for selecting, storing, delivering, filtering and testing lubricants to boost machine reliability and efficiency.

**August 17, 2016
8 a.m.–Noon
Platteville**

**August 24, 2016
8 a.m.–Noon
Richland Center**

INTRODUCTION TO PROGRAMMABLE CONTROLS (PLC'S)

COURSE # 47-620-419

- No prior automation knowledge is assumed for this introductory class.
- Explore ladder logic programming utilizing the RS Logix's 5000 platform.
- Basic logic, including bits, timers, counters, and math will be covered.
- Compare functions to perform real world applications.

**October 24, 27, November 1, 3, 7, 10, 14, & 17, 2016
Noon–5 p.m.
Southwest Tech**

INTRODUCTION TO THERMAL IMAGING

COURSE # 47-620-414

- Learn how to troubleshoot potential problems with electrical, mechanical, insulation integrity and building envelope issues faster using thermal imaging technology.

**October 12, 2016
8 a.m.–Noon
Platteville**

**October 19, 2016
8 a.m.–Noon
Richland Center**

INTRODUCTION TO VIBRATION ANALYSIS

COURSE # 47-620-415

- Learn how vibration analysis and related technologies can be integrated into existing maintenance programs.
- Explore the effects vibration has on equipment and ways to reduce harmful failures.

**January 11, 2017
8 a.m.–Noon
Platteville**

**January 18, 2017
8 a.m.–Noon
Richland Center**

BEARING FAILURE ANALYSIS

COURSE # 47-620-416

- Review bearings, including components, structure, lubrication and common causes of bearing failure.
- Learn to uncover root causes of bearing damage that reduce service life.

**March 15, 2017
8 a.m.–Noon
Platteville**

**March 22, 2017
8 a.m.–Noon
Richland Center**

INTRODUCTION TO PROCESS CONTROL TEMPERATURE MEASUREMENT

COURSE # 47-620-418

- Learn how to accurately measure and adjust temperature utilizing select equipment that has been calibrated based on common industry standards and protocols.

**Spring 2017 Dates/Time TBD
Southwest Tech**



Electrical CEUs offered the first Wednesday of every month.

**REGISTER ONLINE
TODAY! [www.swtc.edu/
bisreg](http://www.swtc.edu/bisreg)**

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Safety Compliance Series— Fall 2016/Spring 2017

RIGGING SAFETY

COURSE # 47-817-484

- Discover why proper use of rigging equipment is an essential part of material handling safety.
- Learn proper selection, inspection and use of rigging gear. All material follows industry regulations and requirements.

September 14, 2016
8 a.m.—Noon
Platteville

September 21, 2016
8 a.m.—Noon
Richland Center

LOCK OUT/TAG OUT— ELECTRICAL SAFETY COMPLIANCE BASICS

COURSE # 47-817-484

- Provides an overview for managers and small business owners on how to implement a successful lock out/tag out and electrical safety program within your facility.
- General requirements of the OSHA and NFPA 70E Standards will be covered

November 2, 2016
8 a.m.—Noon
Platteville

November 9, 2016
8 a.m.—Noon
Richland Center

CONFINED SPACE TRAINING FOR THE ENTRY SUPERVISOR, ATTENDANT, & ENTRANT

COURSE # 47-817-484

- Learn how to work safely while complying with the OSHA Confined Space standard 29 CFR 1910.146.

February 8, 2017
8 a.m.—Noon
Platteville

February 15, 2017
8 a.m.—Noon
Richland Center

ELECTRICAL SAFETY TRAINING FOR QUALIFIED PERSONS

COURSE # 47-817-484

- For managers, maintenance technicians, electricians, and safety officers.
- Discuss electrical safety program requirements
- Examine hazard risk assessments on equipment and proper selection of PPE.
- Assess materials through competency testing.
- Successful completion fulfills Wisconsin Continuing Ed DSPTS #15707 (5 hours).

April 12, 2017
8 a.m.—1 p.m.
Platteville

April 19, 2017
8 a.m.—1 p.m.
Richland Center

OSHA CONSTRUCTION 10/30 HOUR TRAINING COURSE

COURSE # 47-817-482

- This training covers everything from Electrical Hazard Safety to Fall Protection.

**February 6, 13, 20, March 6, 20,
April 3, 17, & May 1, 2017**
4:30–8:30 p.m.
Southwest Tech

OSHA GENERAL INDUSTRY 10/30 HOUR TRAINING COURSE

COURSE # 47-817-483

- For supervisors and workers within non-construction related fields.
- Topics will include LOTO, general electrical safety, confined space, fire protection, safety material handling, recognizing health hazards, machine guarding, and proper selection of PPE.

**April 25,
May 2, 9, 16, & 23, 2017**
8 a.m.—3 p.m.
Southwest Tech



JASON KOLBE
*Safety Compliance and
Industrial Maintenance
Trainer*

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Southwest  Tech
**BUSINESS & INDUSTRY
SERVICES**

1800 BRONSON BOULEVARD
FENNIMORE, WI 53809

RETURN SERVICE REQUESTED

TRAINING LOCATIONS:

PLATTEVILLE OUTREACH SITE
110 W. Adams Street

RICHLAND CENTER OUTREACH SITE
26220 Executive Lane, Suite A

SOUTHWEST TECH
1800 Bronson Blvd., Fennimore, WI

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