PROFESSIONAL

and

TECHNICAL EDUCATION

2017-2018
Training Dates



Leadership Development

Three Levels of Leadership: Professional Development Series

Whether a seasoned organizational leader or someone aspiring to a leadership position, this workshop series will provide personal insights, practical tools of self-management and strategies to improve leadership effectiveness. The workshop facilitator utilizes active learning techniques that immerse participants in a learner-friendly, relaxed, and non-threatening environment; just the type of environment that promotes real skill development.

Level 1 **KNOWING YOURSELF**

(COURSE # 47-196-469)

The DiSC model of behavioral styles is based on the observations made by Dr. William Marston, a Columbia University Professor, in the 1920s. Workshop participants will complete an on-line profile prior to the workshop and receive a detailed and personalized report that will become the source material for selfexamination and to develop strategies to deal more effectively with all behavioral styles.

- DiSC Behavioral Styles
- Recognizing Other Styles
- How Others Perceive Your Style
- Adapting Communication to Different Styles

Tuesdays, September 12 and 19, 2017 **Registration Deadline: September 1, 2017** 8:00 a.m. to 12:00 p.m.

Tuesdays, February 13 and 20, 2018 Registration Deadline: January 26, 2018 8:00 a.m. to 12:00 p.m.



Level 2 SELF-LEADERSHIP (COURSE # 47-196-470)*

In order to be effective leading others, a leader must develop techniques to lead themselves first. Workshop participants will examine traits and characteristics of effective leaders, self-assess their current strengths and weaknesses, and develop an action plan to improve their leadership skills. Specifically workshop participants will be provided practical techniques to improve time management, stress management, and personal assertiveness skills.

- Time Management Strategies
- **Developing Personal Assertiveness**
- Stress Management Techniques
- Yourself as Leader

Tuesdays, September 26 and October 3, 2017 8:00 a.m. to 12:00 p.m.

Tuesdays, February 27 and March 6, 2018 8:00 a.m. to 12:00 p.m.

Level 3 **LEADING OTHERS** (COURSE # 47-196-471)*

Different situations require different approaches to leadership. In this workshop participants will examine the power bases and influence tactics they have available to them in various situations. Participants will also explore specific techniques for performance coaching and change management. Workshop participants will examine the techniques of Servant Leadership, a concept pioneered by Robert K. Greenleaf and utilized by the majority of "100 Best Places to Work".

- Situational Leadership
- Leading Change
- Performance Coaching
- Servant Leadership

Tuesdays, October 10 and 17, 2017 8:00 a.m. to 12:00 p.m.

Tuesdays, March 13 and 20, 2018 8:00 a.m. to 12:00 p.m.

All courses will be held at Southwest Tech unless otherwise indicated.

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

Organizational Development

MANAGING GENERATIONAL DIVERSITY IN THE WORKPLACE

COURSE # 47-196-411

Changing demographics bring challenges and opportunities to the workplace. Are you maximizing the capabilities of your young leaders? Are your Baby Boomers comfortable passing the baton to the next generation? Come learn more about the strengths and differences of the 4 generations that now make up our workforce. Case studies, best practices and your examples will be explored.

Thursday, October 19, 2017 1:30 to 4:30 p.m.

Thursday, April 5, 2018 1:30 to 4:30 p.m.

MANAGING IN TIMES OF FULL EMPLOYMENT

COURSE # 47-196-411

Business is on a decade long expansion, the labor pool is shrinking, baby boomers are retiring, and unemployment is at historic lows. This set of factors has created a "perfect storm" for employers attempting to expand their workforces to support increased business opportunities. These times call for creativity in attracting and retaining key human resources. In this workshop participants will develop strategies to support their efforts to expand their workforce, with emphasis on:

- · The cost of workforce shortage
- Understanding the changing labor pool
- Expanding the potential labor pool
- Making yours the preferred workplace
- · Moving from motivation to engagement

Tuesday, October 31, 2017 8:00 a.m. to 12:00 p.m.

Tuesday, April 3, 2018 8:00 a.m. to 12:00 p.m.



EMOTIONAL INTELLIGENCE

COURSE # 47-196-411

Emotional Intelligence (EI) is the capability of individuals to recognize their own and other people's emotions, discern different feelings and label them, use emotional information to guide thinking and behavior, and manage and/or adjust emotions to adapt to environments or to achieve one's goals. Research suggests that Emotional Intelligence accounts for 67% of abilities deemed necessary for successful leadership and may be twice as important as IQ in predicting leadership effectiveness. Research has also shown that 90% of top performers across all fields have high Emotional Intelligence. But unlike IQ, Emotional Intelligence can be learned. Utilizing an on-line Emotional Intelligence Assessment as a starting point workshop participants will:

- Identify their current El level across four skill sets: self-awareness, selfmanagement, social awareness, and relationship management
- Reflect on the relationship between emotions and behavior
- Explore strategies for improving each of the four El skill sets
- Commit to a personal action plan to improve El

Textbook and prework required prior to start date of this course.

Tuesdays, November 7 and 14, 2017 Registration Deadline: October 27, 2017 8:00 a.m. to 12:00 p.m.

Tuesdays, April 17 and 24, 2017 Registration Deadline: April 6, 2018 8:00 a.m. to 12:00 p.m.

All courses will be held at Southwest Tech unless otherwise indicated. If you need an accommodation to visit our campus, please call 608.822.2631 (tdd: 608.822.2072) or email accom@swtc.edu

Industrial Maintenance and Safety

BASIC HAND SOLDERING FOR ASSEMBLERS & TECHNICIANS

COURSE # 47-620-420

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

Friday, September 15, 2017 8:00 a.m. to 4:30 p.m.

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.

Friday, September 29, 2017 8 a.m. to 12:00 p.m.

Friday, March 23, 2018 8:00 a.m. to 12:00 p.m.

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.

Friday, October 6, 2017 8:00 a.m. to 12:00 p.m.

Friday, March 30, 2018 8:00 a.m. to 12:00 p.m.

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

Friday, October 20, 2017 8:00 a.m. to 12:00 p.m.

Friday, April 20, 2018 8:00 a.m. to 12:00 p.m.

INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLS (PLCs)

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.

Thursdays, October 26, November 2, 9, 30, and December 7, 2017 8:00 a.m. to 4:30 p.m.

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 2018 Dates/Time TBA



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 DSPS #15707 (5 hours).

Wednesday, November 1, 2017 1:00 to 6:00 p.m.

Thursday, April 26, 2018 1:00 to 6:00 p.m.

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.

Thursdays, April 12, 19, 26, May 3, and 10, 2018 8:00 a.m. to 2:30 p.m.

REGISTER ONLINE TODAY! www.swtc.edu/bisreg
For assistance email bis@swtc.edu or call 608.822.2360

Certifications

ELECTRICAL CEU SERIES

COURSE # 47-413-407

These courses are designed to cover the content of the National Electrical Code (NEC) in small "bite-sized chunks" for the learner to enhance their knowledge of the NEC to prepare for an exam or to apply toward continuing education with an existing license. Course topics have been approved by the Wisconsin Department of Safety and Professional Services (DSPS) for 3 CEU each. Continuing Education for Iowa is pending approval.

Third Wednesday of Each Month September 2017 thru April 2018 5:00 to 8:00 p.m. Platteville Outreach Site (O.E. Gray School) 110 W. Adams Street

<u>CERTIFIED FIBER OPTIC TECHNICIAN</u> (CFOT)

24 HOURS / COURSE # 10-620-156

Learners will practice the skills necessary to select, install, terminate, splice, inspect, and test fiber optical cables to EIA/TIA standards using industry standard tools and procedures. At the end of this course, you will attempt the Fiber Optics Association (FOA) Certified Fiber Optic Technician (CFOT) written and hands-on certification exam

Fridays, October 20, 27, and November 3, 2017 8:00 a.m. to 4:30 p.m.

Fridays, April 6, 13, and 20, 2018 8:00 a.m. to 4:30 p.m.

HACCP CERTIFICATION-ACCELERATED

COURSE # 47-513-402

- Course is accredited by the International HACCP Alliance and provides HACCP training for food processors.
- Participants will identify and control hazards in food processing, develop a HACCP plan, implement and maintain a HACCP program, understand the importance of prerequisite programs and review good manufacturing practices.

Thursday and Friday, November 2–3, 2017 7:30 a.m. to 5:30 p.m.

Wednesday and Thursday, February 28–March 1, 2018 7:30 a.m. to 5:30 p.m.

WISCONSIN FOOD MANAGER'S CERTIFICATION COURSE

COURSE # 47-303-427

Students study the conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents. Students use state and federal regulations, apply HACCP principles, and complete the Wisconsin Certified Food Manager exam.

March 2018 (date TBA)





1800 BRONSON BOULEVARD FENNIMORE, WI 53809

See a full schedule of upcoming training opportunities on our website! www.swtc.edu/bisreg

Southwest Tech is committed to legal affirmative action, equal opportunity access, and diversity of its campus community. www.swtc.edu/equality