



**PEASLEE
TECH**

Course Catalog

2018-2019

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Introduction

The Dwayne Peaslee Technical Training (Peaslee Tech) facility became a reality through planning by the City of Lawrence, Douglas County, the Economic Development Corporation, and the Lawrence Chamber of Commerce. This document outlines open enrollment and custom training available through Peaslee Tech at, or through, 2920 Haskell Avenue in Lawrence, Kansas.

Mission

We are a catalyst for economic growth providing technical training to a diverse community of participants to meet the current and emerging needs of our communities and employers.

Vision

We envision a community with a technically skilled workforce that fosters retention, expansion, and attraction of business.

Values

Empowering diverse individuals
Collaborating across the community
Cultivating innovation and entrepreneurship

General Description of Services

Our statements above make it clear—Peaslee Tech cares about your training needs and your success!

Technical training is our area of expertise. Peaslee Tech pledges to do all we can to help your workforce gain the competencies and skills needed so that your business will thrive.

Peaslee Tech provides custom training to industry partners in areas such as manufacturing, construction, general office/administration, and other skill areas. Though Peaslee offers credit-based courses and programs through community colleges and tech schools, we also emphasize custom, non-credit training, based on industry demand. Training takes place at your location or ours, depending on the best fit.

Peaslee Tech provides the following services:

- **Curriculum Development:** You may require support to find instructional materials, identify what type of training is needed, design length and style of training, or other curriculum-driven topics. We help you narrow down the specific training need and make sure that, if materials must be purchased, we find the most economical sources.
- **Instruction:** Finding experts who can train others can be demanding. We find instructors with industrial backgrounds in the required skill area. Also, instructors must communicate well with others. This combination of savvy instructor and experienced industry professional results in high-quality and relevant learning experiences.

- Logistics: Location of training, days of the week, fitting various shift schedules, type of training room, instructional equipment, food, and other variables.
- Consortium Management: By combining training needs with other companies who have similar needs, your training costs may be reduced significantly. We take care of the communication between companies, arrangements for meetings to determine training focus, training day logistics, and management of the billing and receipting processes.
- Training Evaluation: Peaslee Tech conducts a course evaluation to participants or others identified by industry (supervisors, managers, etc.) to quantify their satisfaction with training.
- Certification: Peaslee Tech provides a *Certificate of Completion* for each trainee who successfully completes a course and a *Certificate of Competency* for each trainee that successfully completes industry recognized certification examinations or state licensure.

Our Campus

The Dwayne Peaslee Technical Training Center is a 78,000-square foot training facility which includes training labs for automotive technology, construction, HVAC, industrial maintenance, and computer/network applications. Additionally, there are two standard classrooms and an outdoor facility for commercial driver training. The campus, on which Peaslee Tech is located, includes USD 497's College and Career Center, the Lawrence Workforce Center, the Douglas County Senior Resource Center, and a manufacturing partner. In 2018, the Boys & Girls Club Teen Center will be built at the campus location.

Career Services

The Lawrence Workforce Center is located within the Peaslee facility, through which our participants have access to extensive career services. All participants in externally credentialed programs at Peaslee are required to register with the Lawrence Workforce Center.

Nondiscrimination, Equal Opportunity, and Affirmative Action

The Dwayne Peaslee Technical Training Center is an Equal Employment Opportunity/Affirmative Action employer. We uphold high standards for diversity and multiculturalism. Our employees are expected to engage in the development of an inclusive community. Additional assistance is provided through hiring fairs, companies' engagement in classes, and on-the-job learning opportunities.

The Dwayne Peaslee Technical Training Center provides equal opportunity to and does not discriminate against participants, employees, or applicants regardless of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, ethnicity, national origin, ancestry, age, disability, marital status, genetic information, status as a veteran, political affiliation, or other factors that cannot be lawfully considered in its courses, programs, and activities, including admissions and employment, to the extent and as required by all applicable laws and regulations, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Americans With Disabilities Act Amendments Act of 2008, The Age Discrimination In Employment Act of 1967, Title II of the Genetic Information Act of 2008, Kansas Acts Against Discrimination, Section 188 of the Workforce Investment Act, and any amendments to such laws and regulations.

Inquiries regarding non-discrimination or our policy may be directed to: Executive Director; Dwayne Peaslee Technical Training Center; 2920 Haskell Avenue, Suite 100; Lawrence, KS 66046; 785-856-1831.

Academic Calendar

Participants are accepted on a rolling basis, with multiple start dates throughout the year. Peaslee observes the following holidays:

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Admission

Admission is generally open to persons age 16 or over. Certain classes require specific prerequisites for enrollment.

Assessment

All training course and programs offered by Peaslee Tech have an assessment component to measure the attainment of learning outcomes. A grade of pass or fail is assigned for each participant. Only participants with passing grades will receive certificates of completion. Assessments may be hands-on, written, oral, or any combination thereof. Participants will be provided their grade within seven days of the final class session.

Attendance

Daily attendance will be taken, and results submitted to at the end of each class. Absence of more than 25% of a class, without approval of the instructor, will result in administrative withdrawal from the class. The exception to this policy are OSHA courses, in which no absences are allowable. Exceptions with other programming may be required.

Code of Conduct

The Board of Directors expects that persons enrolling at the Dwayne Peaslee Technical Training Center conduct themselves in a manner consistent with the educational purpose of instruction. Participants have the obligation to abide by federal and state statutes and municipal ordinances, especially those that govern conduct on college campuses and at college functions. The Board expects participants to conform to board policies, regulations and procedures. Participants are always expected to demonstrate academic honesty and integrity. Failure to adhere to this code may result in participant dismissal.

Academic Integrity

The integrity of the academic process requires fair and impartial evaluation on the part of faculty and honest academic conduct on the part of participants. To this end, participants are expected to conduct themselves at a high level of responsibility in the fulfillment of the course of their study. It is the corresponding responsibility of faculty to make clear to participants those standards by which participants will be evaluated and the resources permissible for use by participants during their study and evaluation. Failure to adhere to this code may result in participant dismissal.

Refunds

Tuition is 100% refundable four days before the first day of class, 50% from the fourth day to the first day of class, and none thereafter. Participants may withdraw by any form of written communication submitted to their instructor or any Peaslee administrator.

Reasons for a possible delay of a scheduled start may include but are not limited to (1) damage to the facility, (2) inadequate number of applicants, and (3) acts of nature unforeseeable. A list of alternatives includes but are not limited to temporarily operating from a different location. If any refundable tuition and fees have been paid, a refund will be made within 30 days of the signed agreement.

Regarding US military veterans' refunds, if a veteran participant fails to enter the course, withdraws, or is discontinued at any time prior to completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:

1. Registration Fee

An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount more than \$10 will be subject to proration.

2. Breakage Fee

Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded.

3. Consumable Instruction Supplies

Where the school makes a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded.

4. Books, Supplies, and Equipment

a. The school will make a refund in full for the charge for unissued books, supplies, and equipment when:

- The school furnishes the books, supplies, and equipment,
- The school includes their costs in the total charge payable to the school for the course,
- The veteran or eligible person withdraws or is discontinued before completing the course.

b. The veterans or eligible person may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.

5. Tuition and Other Charges

Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible

person that the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the participant to the total number of instructional days in the course.

6. Prompt Refund

If the veteran, spouse, surviving spouse, or child fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.

Grievance Procedure

Peaslee Tech encourages any participant with a grievance needs to initiate the process, in writing, with his/her instructor whenever possible. The instructor will forward the grievance to the Executive Director of Peaslee Tech, with comments. If the matter is resolved with the instructor, no further action is taken. If the grievance is unresolved to the satisfaction of the participant, or the instructor, the grievance is forwarded to the Executive Director for adjudication.

Additionally, participants may contact the Kansas Board of Regents is they do not feel their complaint has been fully resolved at; www.kansasregents.org, 1000 SW Jackson St # 520, Topeka, KS 66612, or 785.420.4240.

Transfer of Credit

Peaslee Tech does not award credit hours, therefore there are no transfers to or from or other entities.

List of Approvals, accreditations, affiliations and membership

- Kansas Board of Regents
- Registered with the Kansas Secretary of State as a 501(c)3 not-for-profit organization
- CISCO Networking Academy for Lawrence, Kansas
- Kansas Center for Career & Technical Education Advisory Board
- Flint Hills Community College Career & Technical Education Advisory Board
- Neosho County Community College Career & Technical Education Advisory Board
- Cottonwood Incorporated Business Advisory Board
- The Chamber of Lawrence Kansas

Open Enrollment Programs of Study

OSHA Training

In cooperation with the Midwest OSHA Education Center, Peaslee Tech offers a wide range of occupation health and safety courses and certificates. The following is a partial list, please contact us for more information.

- OSHA 7005 – Public Warehousing & Storage: This eight-hour course is designed as a training course for warehouse workers and will focus on many hazards, and injuries that are likely to be encountered in warehouse operations. It has been shown that warehousing has become an increasingly hazardous area to work in. OSHA has identified Public Storage and Warehousing as one of seven industries with high lost times claims rate. Injuries may occur from forklifts, material handling and lifting, exposure to hazardous substances, and slips, trips, and falls. The course will discuss Powered Industrial Trucks, Material handling/lifting, ergonomics, hazard communication, walking and working surfaces, exit routes, and fire protection. (8 hrs-\$225)
- OSHA 7100 – Introduction to Machinery & Machine Safeguarding: the focus of this course is to increase the participant's knowledge and skill in proper machine safeguarding techniques, and to highlight the benefits of guarding various types of machinery. It is the employer's responsibility to identify and select the safeguard necessary to protect employees and others in the work area, as well as provide appropriate training in safe work practices. Knowing when and how to properly safeguard machinery can reduce or eliminate the potential for accidents and injuries. (4 hrs -\$150)
- OSHA 7105 – Evacuation & Emergency Planning: This half-day course focuses on OSHA requirements for emergency action plans and fire protection plans. Preparing for emergencies is a basic principle of workplace safety and health. Participants will learn; reasons for emergency action plans and fire prevention plans and when they are required for a workplace, elements of a good evacuation plan, and features of design and maintenance of good exit routes. (4 hrs-\$150)
- OSHA 7115 – Lockout/Tagout: This course will assist employers to protect employees from potentially hazardous energy. Employers are required by OSHA to develop programs to properly train all employees who may come in contact with hazardous energy and to record that training. Topics include; requirements of the OSHA standards 1910.147, essentials of the standard and its associated programs, how to develop, implement, and maintain a functional program, purpose and use of hazardous energy control procedures and method for retraining employees. (6 hrs-\$210)
- OSHA 7405 – Fall Hazard Awareness for the Construction Industry: This course provides (small) construction employers and employees with information on recognizing potential fall hazards and methods to control or eliminate these hazards. The course focuses on falls to lower levels rather than falls from slips and trips. (8 hrs-\$225)
- OSHA 7500 – Intro to Safety & Health Management: The focus of this one-day seminar is the effective implementation of a company's safety and health management system. The workshop addresses the four core elements of an effective safety and health system and those central issues that are critical to each element's proper management. (8 hrs-\$225)
- OSHA 10-Hour for Construction and General Industry: this course is designed to teach workplace safety and reduce jobsite hazards. (10 hrs-\$235)
- OSHA 30-Hour for Construction and General Industry: these courses for Construction and General Industry teach health and safety awareness by helping supervisors and workers reduce the risk of workplace hazards. Additional benefits of OSHA 30-Hour Training include prevention of possible worksite hazards, understanding workers' rights, employer responsibilities and more. (30 hrs-\$705)
- Specialist in Safety and Health: Advance your career in the safety, health, environmental or risk management profession by earning a valuable credential. With an industry recognized certification, you can be prepared for a promotion, earn more money in your career and show that you are committed to your industry. (82 hrs-\$2,500)

CISCO Academy

Cisco Networking Academy is an IT skills and career building program for learning institutions and individuals worldwide. More than 5.5 million people have joined the Networking Academy and become a force for change in the global economy since 1997.

- The Cisco Certified Entry Networking Technician (CCENT) certification is the first stage of Cisco's certification system. The CCENT certification is an interim step to Associate level or directly with CCNA and CCDA certifications. This course includes National Career Readiness Certificate development. (150 hrs- \$2,200)
- CCNA Routing and Switching curriculum is a gateway to entry-level networking jobs and IT careers. The curriculum consists of 4, 70-hour courses: Introduction to Networks, Routing and Switching Essentials, Scaling Networks, and Connecting Networks. The first 2 courses prepare you for the Cisco CCENT certification exam or to study CCNA Security. All 4 courses are recommended before taking the Cisco CCNA Routing and Switching certification exam. This course includes National Career Readiness Certificate development. (150 hrs-\$2,200)
 - Develop a working knowledge of routing, switching, network applications, protocols, and services.
 - Study with an instructor in the classroom and access expert content online anytime.
 - Practice what you learn on both real equipment and Cisco Packet Tracer, a network configuration simulation tool.
 - Get immediate feedback on your work through built-in quizzes and tests.
 - Prepare for the workplace with collaborative projects and presentations.
 - Connect with the global Cisco Networking Academy community.

Programmable Logic Controls (PLC)

PLCs are industrial computer control systems that continuously monitor the state of input devices and makes decisions based upon a custom program to control the state of output devices. We offer a full range of training for both novice and experienced technicians.

- Level 1 Certificate - This is an introductory course covering Ladder Diagram (LD) programming and PLC basics. (32 hrs-\$695)
- Level 2 Certificate – This course focuses on the Allen Bradley CompactLogix PLC. Participants learn how to set, communicate, configure and program the CompactLogix processor. Methods of relay ladder logic are demonstrated, and participants are challenged to use learned concepts within classroom problem solving exercises. (32 hrs-\$695)

Introduction to Industrial Electricity

This course is designed for entry level electrical training for industrial environments. Participants will learn DC, AC, and Battery Theory. Additional subjects include electrical safety, using voltage testers & meters (participants should bring their own), motor theory and calculations, transformers, conductor ampacity, and grounding. (32 hrs-\$695)

Motor Drives

Motor controls encompasses installing, wiring, programming using keypad, and troubleshooting of PowerFlex 525 motor drives. Each participant must bring a digital multimeter. (32 hrs-\$695)

Lean Six Sigma Certification-Green Belt

This 40-hour hands-on workshop provides participants with the detailed methodology and tools of Lean Six Sigma to lead their organization toward “World Class” status. The workshop combines the proven and powerful elements of both traditional Lean and traditional Six Sigma into a blended approach. The emphasis is on 1) gaining process and product knowledge with critical thinking 2) reducing variability and nonvalue-added activities and 3) developing leaders in the organization who are focused on enhancing customer value, decreasing defect rates and wasted efforts, reducing cost and cycle time, and generating business growth and breakthrough improvements. The Lean Six Sigma methodology is taught with a “Keep It Simple Statistically” (KISS) approach and makes use of many in-class examples, simulations, and hands-on exercises to ensure that participants have a practical, working knowledge of the tools. (40 hrs-\$1,500)

Introduction to Manufacturing

This course introduces the participant to fundamental areas of manufacturing with the intent of preparing a participant to be a ‘shop floor’ employee. Topics include Basic Computer Literacy; Math for the Trades; Quality Improvement Programs & Practices; OSHA 10 General Industry, CPR and basic first aid, and Workplace Readiness (40 hrs-\$1,100)

Professional Driving

Peaslee Tech offers a full range of training options to prepare participants for a career as a commercial driver.

- CDL-B: Preparation includes “S” endorsement giving successful participants the option to drive school, city or over the road buses. Additionally, this level of license allows for the operation of straight trucks, dump trucks, concrete trucks and many others. (60 hrs-\$2,200)
- CDL-A, local: Prepares participants to drive automatic transmission tractor and trailer for local and regional route and delivery services. (110 hrs-\$3,300)
- CDL-A, over-the-road: Prepares participants to drive multi-speed transmission tractor and trailer, vehicle and log maintenance, and required skills to work as an over-the-road driver. (160 hrs-\$4,400)

Health Care

- Pharmacy Technician: Prepares participants for an entry-level position in a career in pharmacy. Course content is designed to provide participants with the knowledge needed to assist pharmacists in preparing and dispensing medication in retail and hospital pharmacies as well as collecting patient info for prescription and billing. This program is aligned with the PTCB national certification exam. (76 hours-\$1,850)

Certified Voice Writer

This course is designed to bring the student proficiency level needed to pass the required examinations. The required speed levels are to reach a level of 225 wpm QA Testimony, 200 wpm Jury Charge, and 180 wpm Literary Dictation. The course includes modules which will enable beginning court reporters to enter the field with a broad understanding of the profession. Three speed tests with 95% accuracy in each category/level are required in Literary, Jury and QA to advance to the next speed level and to graduate. Three speed tests with 95% accuracy are required in the following courses to graduate: 225 QA, 180 Literary and 200 Jury. When students reach 140 wpm they are required to pass a one-minute read back proficiency test in each category prior to moving to the next speed level. This course provides the content to prepare participants to set for the Kansas State Board of Examiners of Court Reporters certification examination. (211 hrs-\$3,600)

Apprenticeships

Peaslee Tech is a training provider for registered apprenticeships that are approved by the Kansas Apprenticeship Commission. Current programs include;

- Industrial Maintenance Mechanic
- Residential Electrician
- Residential Plumber
- Automotive Technician
- Facilities Maintenance Technician
- Residential Carpentry (currently not a registered apprenticeship)

New apprenticeships being added in 2019 include;

- Computer Networking Technician
- Residential Mechanical (HVAC)
- Sterile Processing Technician

Customized Training Subjects

Electrical

Electrical 101

- What is power?
- History
- Westar, coal, turbines, nuclear, EPA
- Safety, Fire Code
- Types of insulators
- Types of conductors
- Grounding (sec 250)
- Lock out-tag out

Understanding Electrical Components

- Inductors

- Resistors
- Rectifiers and transistors
- Conductors
- Capacitors
- What are capacitive loads?
- What are inductive loads?
- What is reactive power?

Wiring Concepts

- Low volt, high volt 24v-600v
- Residential wiring
- Commercial wiring
- Terminations
- Controls
- Wire sizing
- Breaker panels, and ratings

Electrical Theory

- Tesla, Westinghouse, Edison, Joule
- Amperage, voltage, wattage and how they relate
- Smart meters
- Power triangle
- Power factor

Reduce Peak Demand Charges to Save Money

- Understanding components of your energy bill and contract
- Demand charges, consumption, interval averaging, peak intensity
- Utility company rationale
- Strategies for prioritizing energy savings
- No cost/low cost adjustments
- Resistive loads
- Inductive loads
- Rectified loads
- Plan development

Advanced Electrical Theory

- Electrical engineering basics
- Circuit board testing
- Transistors and PNP switching
- Binary and computer development

Electrical Troubleshooting, General

- Node analysis
- Power loggers and meters
- Tracing
- Testing devices
- Sensible approach

Troubleshooting Active Circuits

- Node analysis
- Using clamp meters
- Controls, PLCs, thermostats
- Safety loops

Troubleshooting Motors

- Different types of motors
- Single phase vs. three phase
- Current relays and capacitive starts
- Testing windings with high voltage
- Using ohm meters, insulation testers, Meg ohming
- Understanding "single phasing"
- Testing active and reactive power
- Power factor correction on motors

Advanced Troubleshooting

- Using oscilloscopes
- Wave patterns
- Clipping
- Harmonics
- Voltage drop
- EMI and interference
- Leading and lagging current

Circuits

- Understanding schematics
- Symbols
- Bonding

Energy

- Power logging
- Coincidentally loading
- Power and costs reduction
- Smart meter and demand

- Demand charge reduction
- Load analysis
- Advanced power factor correction
- Cost analysis
- Magnitude thresholds
- Speed control and energy savings
- DOE reports
- Case studies

New Technologies

- High efficiency systems
- Soft starters
- Arc suppression and snubbing
- Capacitor banks and variation
- Permanent magnet motors and drives
- VFD Application
- DOE reports, case studies
- Harmonic filters

Commercial Refrigeration Electrical

- Testing compressors
- Control wiring
- Concepts
- EPA regulations

Hydraulics/Pneumatics

- Hydraulic/pneumatic Principles (hydrostatics, hydrodynamics, liquid characteristics, lift pressure, friction, capacity, mechanical advantage, energy and work, efficiency)
- Hydraulic/pneumatic applications (circuitry, diagrams, circuit components, fluid, strainers and filters, additives, oxidation, reservoirs, piping, pumps, gears, valves, direction controls, actuators, accumulators, hydraulic circuit maintenance).

Math Skills

- Fractions
- Decimals
- Percentages
- Word problems
- Scientific notation
- Weights and measures
- Basic geometry
- Graphing
- Can expand with algebra

Leadership & Quality

Supervision for New and Front-Line Supervisors

- Helps supervisors know why supervision is important and identifies characters of leadership.
- Identifies skills required for great supervision
- Incenting behavior and active listening
- Feedback in the working environment, introduction of the DESC model
- Examples and exercises

Leadership

- Jean Milstead Future Leaders Program
- Leadership training helps managers, supervisors, and other employees who show promise for growth in leadership.
- Accelerates development of skills required by leaders
- Provides support for managing responsibilities and accountability
- Helps participants incorporate their personal leadership models into their careers

Introduction to Lean/Continuous Improvement

- What is Lean – Background and History
- Why Lean? Why now? Why You?
- Key Components of Lean/Continuous Improvement
- Why companies have trouble sustaining Lean/Continuous Improvement Initiatives

Building a Foundation for Lean/Continuous Improvement – Essential Skills for Frontline Managers/Supervisors

- Training Within Industry – Foundation for Lean Thinking
- Job Instruction (How to Instruct)
- Job Relations (How to Improve Performance)
- Job Methods (How to Improve Work Methods)
- Problem Solving (How to Apply P-D-S-A Improvement Cycle)
- Program Development (How to Meet a Business Problem Through Training)

Basic Lean Concepts

- Understanding Waste and Non-Value-Adding Activity
- Eight General Types of Business Waste
- Improving Productivity Through Lean
- Applied Learning – Business Improvement Simulation

Developing a Continuous Improvement/Lean Culture

- What is a Lean Culture?
- How do you Change the Culture?
- Leadership

- Communication
- Empowerment
- Teamwork
- HR's Role in Developing a Lean Culture
- Case Study Examples

The Essential Lean Tools

- 5S
- Team Building
- Structured Problem Solving
- Total Productive Maintenance (TPM)
- Manufacturing/Office Cells or Pods
- Setup Reduction/Quick Changeover
- Inventory Management/Pull Systems/Kanban
- Kaizen/Rapid Improvement Events

Note: Each of these Essential Lean Tools can be delivered as a 2-hour stand-alone training class or delivered as a suite of training sessions as part of an all-inclusive course or program.

Effective Problem Solving and Root Cause Analysis

- What is Root Cause Analysis?
- Root Cause vs. Symptoms
- Steps for Conducting a Root Cause Analysis/Investigation
- Problem Solving Tools (when and how to use them)
 - 5 Whys
 - Cause and Effect Diagram
 - Pareto Charts
 - Run Charts
 - Statistics (ANOVA)

Leading Continuous Improvement/Kaizen Events (Sustaining change one small step at a time)

- An Introduction to Kaizen
- Why Kaizen Works and Pitfalls to Avoid
- How to Lead a Kaizen Event
- Cost-Benefit Analysis of Kaizen Projects
- What to do When Even Small Steps are too Hard

Computer Applications

Level I and Level II available (below are bullets for Level I courses) short courses ranging from 4 to 16 hours each, depending on need and level

Intro Word

- Creating files, saving, organizing, printing, searching, deleting files
- Creating, saving, editing templates
- Creating multiple page reports
- Inserting images

Excel

- Learn concepts uses of spreadsheet
- Enter data, move and delete data on an existing spreadsheet
- Create new spreadsheet, workbook, create charts, graphs
- Basic tables, formulas, functions

Access

- Introduction to concepts, applications, defining fields
- Entering data, filtering, sorting data, query database
- Creating forms, reports

Power Point

- Create slide presentation using a master sheet
- Learn to create and use templates, text, color schemes, logos
- Insert photos, enlarge/reduce, insert sounds
- Learn to print, create speaker notes, slides for overhead

Intro to Internet

- Learn email, compose, send, receive
- manage calendars, appointments, to-do list contact
- Instant messaging
- Security

Intro to Windows

- Learn how to create and organize folder system
- Create file backup and maintenance
- Learn how add new hardware

Intro to Photoshop

- Manipulate digital photographs
- Create layers, manipulate, adjustments
- Cut and Paste images, change lighting, contrast
- Change digital formats, sizes and images for desktop publishing

Project Management

- Learn various PM tools
- Learn MS PM and components: Gantt chart, Critical Path, Pert,
- Learn budgets, resources and Delta Plus Closure

Workplace Skills

Building My Career

- Expectations of trainees and of Peaslee Tech management are conveyed to each other.
- Essential Employability Skills (resume writing, interviewing, & workplace readiness.
- Communication
- Career Choices
- Work Ethic (Certified instruction using the Work Ethics Institute Curriculum, *Bring You're A Game*)
- Teamwork

Trainees develop a career pathway model by considering the key areas associated with growth in successful careers. This pathway model helps trainees understand the value of thinking about a career proactively, rather than simply getting a job.

Conflict Management in the Workplace

- This course helps participants understand conflict, viewpoints stemming from another person's perspective
- How to manage anger, fair fighting guidelines, and argumentation
- Emphasis is placed on conflict resolution methods, mediation, being an effective employee and the role of human relations in a company.

Creative Problem Solving

- This course helps participants learn the advantages of structured problem-solving approaches.
- Participants learn how to identify core problems, solution options, and the impacts of decisions on work processes.
- Examples of problems found in industry-partner companies will be used.

Financial Literacy

- This course helps you learn about banking, debt, planning, being an informed consumer, investing in education, purchasing a car or home, taxes, life insurance and other insurances.
- Estate state planning and development of a lifelong perspective on your personal financial health.
- Provides a broader perspective about financial literacy for the individual.
- Uses FDIC *Money Smart* Curriculum

Jean Milstead Future Leaders Program

- Front Line Supervision Training
- Work Ethics and Your Staff
- Developing Your Staff Through Assessment, Evaluation, and Goals

Instructors

David Budke

Industrial Engineering Technology Certificate-
Flint Hills Technical College
AAS in progress

Katherine Ellis*

MS – Central Missouri State University
Computer Technology
BS – Kennedy Western University
Management of Information Systems
AS – Longview Community College

Kevin Kelley

PhD – Northcentral University
MS – Saint Mary College
BBA – University of Missouri, Kansas City
AA – Kansas City Kansas Community College

Bijan Siadati*

DC – Cleveland Chiropractic College
Doctor of Chiropractic
MS – Northwest Missouri State University
Chemistry

Aguer Kuir Kuir*

AA – Metropolitan Community College
Computer Science

Will Katz

MBA – University of Kansas
BA – University of Kansas

Mike Niedenthal

MBA – University of Kansas
BS – Kansas State University

Charles Tuttle*

BS – Kansas State University
Agriculture Science

Walter Wehr*

BS – University of Nebraska, Omaha

Miranda Cummings*

Certified Court Reporter – Kansas Supreme
Court, Topeka, KS
Certified Verbatim Reporter – National
Verbatim Reporters Association, Kansas City,
MO
Certified Voice Writer – Verbatim Careers
Institute, Dallas, TX

*indicates KBOR programs

Board of Directors

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Reginald Robinson
Vice Chancellor, Office of Public Affairs, KU

Sandy Dixon, Vice President
Lawrence Chamber Representative

Rick Salyer
Plumbers and Pipefitters #441, Business Manager

Cynthia Yulich, Treasurer
Emprise Bank, President

Pat Slabaugh
Economic Development Corporation, Chair

Willie Amison
University of Kansas, Academic Advisor and
Consultant

Diane Stoddard
City of Lawrence, Assistant City Manager

Lisa Larsen
City of Lawrence, Commissioner

Craig Weinaug
Douglas County, Administrator

Mike Gaughan
Douglas County, Commissioner

Randy Weseman
Assistant Executive Director, Kansas
Association of School Boards

Tracy Green
BA Green Construction, President

Cheryl White
Lawrence Workforce Center, Regional Operations
Manager, Kansas Department of Commerce

Anthony Lewis
USD 497, Superintendent

G R Gordon Ross
USD 497 School Board

Luke Livingston
The J.M. Smucker Company, Plant Manager

Neil Gaskin
Lawrence Home Builders Association

Larry McElwain
Lawrence Chamber, CEO

Executive Director – Kevin W. Kelley, Ph.D.

Chris Pandino
Hallmark Lawrence, Engineering Manager