



Training Grant Request for Consideration 2015-16

This Request for Consideration is NOT an application for grant funds. It is a request to be considered for selection as a grant application company in partnership with Fox Valley Technical College as training grants become available. It is also understood that any grant awards cover approximately 40% of the training costs. Businesses are responsible to contribute the remaining funds needed to cover the training project expenses.

Projects receiving special consideration are employee development initiatives that **upgrade skills** and productivity of workers of established Wisconsin businesses. Funded **outcomes-based training** is expected to **increase employees' wages** and **career potential**, result in **career advancing skills**, positively impact a **businesses' productivity** and **competiveness**, or show a clear **connection to regional economic development** strategies.

Fox Valley Technical College
Business & Industry Services & Regional Centers
(920) 996-2949 | bi.services@fvtc.edu

What are the purposes of the outcomes-based training initiative?

- | | | |
|---|--|--|
| <input type="checkbox"/> Increase employee skills | <input type="checkbox"/> Improve work environment | <input type="checkbox"/> Retain jobs |
| <input type="checkbox"/> Improve productivity | <input type="checkbox"/> Address safety or other compliance issues | <input type="checkbox"/> Create new jobs |
| <input type="checkbox"/> Attain cost savings | <input type="checkbox"/> Reduce employee turnover | <input type="checkbox"/> Increase sales |
| <input type="checkbox"/> Other <input type="text"/> | | |

ABOUT YOUR ORGANIZATION

Number of Employees:

Primary NAICS Code:

Primary Industry Activity:

- | | | |
|---|---|--|
| <input type="checkbox"/> Business/Professional | <input type="checkbox"/> Construction | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Financial/Insurance | <input type="checkbox"/> Government/Nonprofit | <input type="checkbox"/> Transportation/Distribution |
| <input type="checkbox"/> Other <input type="text"/> | | |

Training Plan Status:

- Completed* – Plan Developed, Budgeted & Approved
- In Process* – Needs Assessed & Plan in Development
- Exploratory* – Identifying Employee & Organization Needs
- Assistance Needed* – Have an FVTC advisor contact me for training plan assistance

Contact Information:

Name: _____

Title: _____

Organization: _____

Address: _____

City/State/Zip: _____

Telephone: _____ **E-mail:** _____

ABOUT YOUR BUSINESS CHALLENGE

Briefly describe the business challenge addressed by the training initiative.

How will you know the initiative is successful? How will you measure and report outcomes?

Describe how this training will impact business competitiveness and achieve company goals.

ABOUT YOUR TRAINING FOCUS AREAS

Forecasted Types of Training Activity:

- | | | |
|--|--|--|
| <input type="checkbox"/> Communications Skills | <input type="checkbox"/> Frontline Worker Skills | <input type="checkbox"/> Manufacturing/Technical |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Leadership/Supervision | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Customer Service or Sales | <input type="checkbox"/> Lean/Six Sigma/Quality | <input type="checkbox"/> Other: _____ |

Describe: _____

Primary Employee Groups and Job Titles by Training Activity Type:

Describe how employee and organization needs were assessed.

Anticipated Employee Outcomes of Training Activity:

- Increased knowledge and skills
- Raised wages as a direct result of training *Explain* _____
- Promotion to a higher job classification *Explain* _____
- Expand advancement opportunities within the company
- Obtain industry credential, certification or related college credit

Other:

Today's Date: _____

Completed: In-person interview Phone interview Client completed FVTC staff completed

Please contact the Business & Industry Services team if you have questions. Send the completed and saved form via email to bi.services@fvtc.edu.

Phone: (920) 996-2949 | **E-mail:** bi.services@fvtc.edu
www.fvtc.edu/BIS

Forecasted Training Plan / About Training Focus Areas

Information provided assists with grant application preparation. Organizations are not bound to deliver forecasted training; however, we ask you include training that likely will be delivered in partnership with FVTC between July 1, 2015-June 30, 2016.

Communication Skills:

- | | |
|--|----------------------|
| <input type="checkbox"/> Active Listening/Assertive Speaking (2-3 hrs) | # of Employees _____ |
| <input type="checkbox"/> Conflict Resolution (2-3 hrs) | # of Employees _____ |
| <input type="checkbox"/> Effective Meeting Skills (varies) | # of Employees _____ |
| <input type="checkbox"/> Generational Communication (2-3 hrs) | # of Employees _____ |
| <input type="checkbox"/> Giving & Receiving Feedback (2-3 hrs) | # of Employees _____ |
| <input type="checkbox"/> Presentation Skills (varies) | # of Employees _____ |
| Other: _____ | # of Employees _____ |
| Other: _____ | # of Employees _____ |

Computer Skills:

- | | |
|--|----------------------|
| <input type="checkbox"/> Microsoft Excel (Multi Options 4-6 hrs) | # of Employees _____ |
| <input type="checkbox"/> Microsoft Word (Multi Options 4-6 hrs) | # of Employees _____ |
| Other: _____ | # of Employees _____ |
| Other: _____ | # of Employees _____ |

Customer Service & Sales Skills:

- | | |
|---|----------------------|
| <input type="checkbox"/> Customer Service & Communication (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Sales Foundations (Multi Options) | # of Employees _____ |
| Other: _____ | # of Employees _____ |
| Other: _____ | # of Employees _____ |

Front-line Worker Skills:

- | | |
|---|----------------------|
| <input type="checkbox"/> Adapt to Change (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Generations in the Workplace (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Positive Attitude (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Problem Solving (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Think Critically (Multi options) | # of Employees _____ |
| <input type="checkbox"/> Work Cooperatively in Teams (Multi options) | # of Employees _____ |
| Other: _____ | # of Employees _____ |
| Other: _____ | # of Employees _____ |

Journeyworker Associate Degree Completion – Under Development

- | | |
|--|----------------------|
| <input type="checkbox"/> Journeyworker Degree Completion (7 courses) | # of Employees _____ |
|--|----------------------|

Enhance the career potential of journeyworkers through workplace associate degree completion studies. Participants begin with 39 credits from their completed trade apprenticeship and add 21 additional credits of general studies to earn a Technical Studies-Journeyworker degree. Project is under study and development.

Seven recommended classes include:

(1) Oral/Interpersonal Communication; (2) Speech; (3) Psychology of Human Relations; (4) Math with Business Applications; (5) Introduction to Ethics; (6) Contemporary American Society; and (7) Introduction to Diversity Studies.

Leadership Academy for the Frontline Employee – A 6-course Series

Leadership Academy for Frontline Employees (*24 hrs series*) # of Employees _____

Six sessions include:

(1) Working as a High Performing Team; (2) The Peer Leader—Valuing the Differences; (3) Critical Thinking & Problem Solving; (4) Conflict Resolution; (5) Behavioral Based Safety; and (6) Lean Overview.

Leadership/Management Skills:

7 Habits of Highly Effective People (*18-21 hours*) # of Employees _____

Financial Skills for Non-financial Managers (*6-8 hours*) # of Employees _____

Human Resource Skills (*Multi Topics/Multi Options*) # of Employees _____

Project Management Fundamentals (*8 hours*) # of Employees _____

Supervision/Leadership (*Multi Topics/Multi Options*) # of Employees _____

Train-the-Trainer (*Multi Options*) # of Employees _____

Other: _____ # of Employees _____

Other: _____ # of Employees _____

Lean Six Sigma Skills:

Lean Enterprise Project Certificate (*6 courses | 36 hrs*) # of Employees _____

Lean Overview (*Multi Options | 4-12 hrs*) # of Employees _____

5S/6S Workplace Applications (*16 hrs*) # of Employees _____

Problem Solving & Planning with A3 (*16 hrs*) # of Employees _____

Rapid Improvement Event (*Multi Options | 32 hrs*) # of Employees _____

Six Sigma Green Belt (*88 hrs*) # of Employees _____

Standard Work Using TWI—Training within Industry (*16 hrs*) # of Employees _____

Value Stream Mapping (*16 hrs*) # of Employees _____

Other: _____ # of Employees _____

Other: _____ # of Employees _____

Manufacturing/Technical Skills:

3D Modeling (*Multi Options*) # of Employees _____

Automation (*Multi Options*) # of Employees _____

Blueprint Reading/GD&T # of Employees _____

Electrical Troubleshooting # of Employees _____

Electromechanical Maintenance (*Multi Options*) # of Employees _____

Flexographic Printing (*Multi Options*) # of Employees _____

National Electric Code Update # of Employees _____

Robotics (*Multi Options*) # of Employees _____

Safety (*Multi Options & Topics*) # of Employees _____

Welding (*Multi Options*) # of Employees _____

Other: _____ # of Employees _____

Other: _____ # of Employees _____