

# ROLE-BASED COURSE GUIDE

Take the guesswork out of planning. Want to know which classes are tailored towards managers, auditors, technology leaders and more? This guide breaks down who benefits most from each course.

## GD&T/BLEUPRINT READING

### **Blueprint Reading**

Maintenance managers, engineers, operators, quality technicians, any employee tasked with analysis of product performance, problem solving and production efficiency

### **GD&T Fundamentals**

CAD designers, engineers, quality supervisors, metrology personnel, manufacturing supervisors, supplier quality engineers, technicians

### **GD&T Comprehensive**

CAD designers, engineers, quality supervisors, metrology personnel, manufacturing supervisors, supplier quality engineers, technicians with previous GD&T experience

### **GD&T Tolerance Stacks**

Product engineers, quality engineers, product or process design and others who work with prints to determine proper fit/assembly requirements

## FOOD

### **Food Processing Skills Development**

All team members (particularly new hires) in the food industry who want to get up to speed on food safety and process improvement strategies

### **Foreign Supplier Verification Program (FSVP)**

Food processors who use imported ingredients in their products

### **Preventive Controls Qualified Individual (PCQI)**

Quality managers, supervisors, operations managers, sanitation staff, line managers, members of the food safety team

### **Risk Management in Food Processing**

Owners, supervisors, plant managers, front-line workers who need to know how to identify potential failures in any process

## INDUSTRY 4.0

### **Advanced Manufacturing Technologies**

#### **Enhanced Operations Management**

#### **Human Machine Interaction & Digital Process Control**

Business leadership, technology implementers, project managers, IT managers, plant operations management, controllers, CFOs, CIOs, owners, decision makers

#### **Improving Information Security Through Risk Management**

All positions, owners, management, decision makers

#### **Introduction to Additive Manufacturing**

Maintenance, engineers, designers, anyone who wants to learn about 3D printing (No experience required)

#### **Introduction to Collaborative Robotics**

Operators, technicians, engineers, maintenance, anyone who wants to learn about robots/cobots (No experience required)

#### **Leveraging AI for Competitive Advantage**

Business leadership, technology implementers, project managers, IT managers, supply chain managers, operations management, quality control managers, maintenance supervisors, production engineers

## LEADERSHIP/WORKFORCE

### **Building Better Teams**

Shop floor personnel, supervisors, administrative

### **Emerging Leaders in Manufacturing Certification**

All team members (particularly new hires)

### **Finance for the Non-Financial Manager (in-person or virtual)**

Vice president, management team

### **Introduction/Advanced Spreadsheet Management**

Newly hired or promoted individuals who have job duties that require effective use of Microsoft Excel; Anyone who wants to take their Excel skills to a new level

### **Leading Successful Change**

Business leadership, technology implementers, project managers, IT managers, plant operations management, plant controllers, CFOs, CIOs, decision makers

### **Manufacturing Skills Development**

All team members (particularly new hires) who need a deeper understanding of manufacturing culture and nomenclature

### **Practical Approach to Project Management**

General managers, plant managers, project managers, estimators, engineers, sales, quality, maintenance, customer service, supply chain, R&D, information technology

### **Supervisor Skills 1.0**

All leaders (seasoned and new)

### **Supervisor Skills 2.0/Supervisor Skills 3.0**

Managers, supervisors, team leaders, project leaders, anyone who directs the work of others, any employee working in a supervisory capacity who has attended MMTC's Supervisor Skills 1.0 and/or 2.0 course (Prerequisite)

### **VIRTUAL: Frontline Leader**

Employees serving in a frontline leadership or supervisory role

### **VIRTUAL: Project Management Fundamentals**

Engineering managers, project leaders

## LEAN SIX SIGMA

### **Advanced Problem Solving: Lean Six Sigma Yellow Belt**

All staff levels ranging from leadership and management to team members engaged in hands-on, day-to-day operations

### **Lean Six Sigma Green Belt**

Engineers, operations managers, project leaders, those who want experience with the Lean problem-solving toolkit

## SAFETY

### **Battle Tested Safety Tools**

Health and safety personnel, management, engineers, anyone tasked with achieving safe workplaces and/or creating a dynamic, strong, positive and enviable safety culture

### **Lockout/Tagout Safety Training**

Health and safety personnel, management, engineers, staff who work near machinery with exposed hazardous energy or are responsible for servicing or maintaining equipment

## LEAN PRINCIPLES & TECHNIQUES

### 5S Visual Management/5S Training & Application

*Plant/operations managers, supervisors, shop floor personnel*

### A3 Problem Solving

*Lean manufacturing champions, problem-solving teams, quality managers, quality engineers, manufacturing engineers, operations managers, supervisors*

### Kaizen Practitioner

*Plant managers, operations managers, supervisors, shop floor personnel*

### Lean Applications Workforce Training

*Top and middle management, manufacturing/industrial/process engineers, shop supervisors, materials management, shop floor leaders*

### Lean Office Champion

*Accounting, office staff, engineering, sales*

### Lean Simulation

*Management and shop-floor personnel*

### Mistake-Proofing

*Management/supervisors, Lean manufacturing champions, engineers, shop-floor personnel, maintenance personnel*

### Practical Approach to Supply Chain Management/ Supply Chain Risk Management

*Management, engineers, supply chain procurement professionals, Lean manufacturing champions*

### Standard Work

*Plant/operations managers, supervisors, shop-floor personnel*

### Total Productive Maintenance/Quick Changeover

*Plant/operations managers, line supervisors, management, maintenance, shop-floor personnel*

## SIX SIGMA

### Introduction to Design of Experiments

*Engineers, operations managers, anyone who wants to learn how to run a proper experiment, anyone considering pursuing Six Sigma Green Belt or Black Belt certification*

### MiniTab Training

*Individuals with no previous Minitab experience who need to use the software, individuals who understand statistical methods but want to improve their MiniTab skills, current or future Six Sigma Green Belts*

### Six Sigma Black Belt

*Engineers, production managers, anyone required to use the DMAIC process, anyone wishing to improve their problem-solving skills, those tasked with a quality or performance improvement effort*

### Six Sigma Green Belt

*Project leaders, engineers, operations managers*

## QUALITY MANAGEMENT

### 8D Problem Solving (Virtual & In Person)

*Plant managers, maintenance, quality managers, engineers, any employee tasked with performing the typical problem-solving activities when trying to determine the root cause(s) of a customer complaint or internally required corrective actions*

### AIAG-VDA FMEA for Practitioners

*Quality managers, engineers, practitioners involved in new product launches*

### AS13000 8D Problem Solving

*Any employee tasked with performing typical problem-solving activities when trying to determine the root cause(s) of a customer complaint or internally required corrective actions*

### AS9100D Internal Auditor

*Plant managers, quality professionals, any employee tasked with performing the internal auditing of the AS9100 quality system, managers whose departments may be audited, all stakeholders in the managing of an internal audit program.*

### Best Labeling Practices

*Production/Material control management and workers; Process engineers; Quality personnel; Design engineering*

### Core Tools: APQP, Control Plan, PPAP & FMEA

*Quality engineers, design engineers, product launch team, any employee tasked with performing all or some of the product launch, managers whose departments may be involved in launch, all stakeholders in the managing of a smooth product launch*

### Core Tools: Measurement Systems Analysis

*Quality managers, engineers, any employee tasked with performing gage monitoring activities involved in gage/tester control including initial set up of gage handling program*

### Core Tools: Statistical Process Control

*Quality managers, engineers, operations managers, any employee tasked with performing all or some of the product monitoring activities involved in statistical process control including initial set up of charts or continual charting actions*

### Layered Process Audits

*All levels of personnel within an organization that is in the automotive supply chain*

### IATF 16949:2016 Internal Auditor

*Plant managers, quality professionals, any employee wanting to be trained to audit to ISO/TS 16949 that is tasked with performing the internal auditing of the IATF 16949:2016 quality system, managers whose departments may be audited,*

### ISO 13485:2016 Internal Auditor

*Plant managers, quality professionals, any employee tasked with performing the internal auditing of the ISO 13485 quality system, managers whose departments may be audited*

### ISO 14001:2015 Internal Auditor

*Plant managers, quality managers, environmental managers, maintenance managers, employees within the Environmental Management System that will be performing internal auditing of the system, managers whose departments may be audited*

### ISO 9001:2015 Internal Auditor

*Plant managers, quality professionals, any employee tasked with performing the internal auditing of the ISO 9001 quality system, managers whose departments may be audited*