

**NEW Manufacturing Alliance
TALENT TASK FORCE – MS TEAMS MEETING MINUTES
February 9, 2023 – 8:30 AM**

ATTENDEES: Kelly Bubolz-KB Training Connections, Shaun Buntjer-UWGB, Jessica Bushmaker-KI, Craig Coleman-FSC, Jim Draeger-NWTC, Derek Jablonicky-Vets/DWD, Kelli Karpinski-MPTC, Galen Killam-GNC, Beth Kleinke-BPM, Kathy Koehler-PMF, Devin Kuether-Tradesmen International, Jessica Lambrecht-UWGB, Mark Leupold-Express Employment Professionals, Heather Marconi-HART Design & Mfg., Kaia Matzke-FSC, John Moore-Metko, Lisa Pichotta-Nicolet Plastics, Daniel Schnick-Microsoft Federal, Christian Steier-ProSolutions, Tim Van Zeeland-Metko Inc., Darren Wilcox-AK Pizza Crust, Amber Yurek-AK Pizza Crust, Pam Blazei-NEWMA, Ann Franz-NEWMA, Maria Gonzalez-NEWMA, Debbie Thompson-NWTC

NEEDED: TALENT TASK FORCE CHAIR

Kathy Koehler, Talent Task Force chair, will be retiring in March. A new chair, representing a manufacturing company, is needed. Members are encouraged to contact Ann if interested.

HR & SAFETY KPIS

This topic will be discussed further with a subcommittee that will meet in March.

ST. NORBERT COLLEGE LEADERSHIP TRAINING

Dean Stewart has been collaborating to develop the leadership training in a cohort model. Two individuals, with manufacturing experience, have been selected to write the curriculum. The training overview and curriculum will be reviewed at a future Talent Task Force meeting.

DIGITAL LITERACY TRAINING FOR FRONTLINE EMPLOYEES

Microsoft has provided NEWMA with a grant to fund digital literacy training for up to 200 NEWMA employees, possibly more. Ann has been working with Goodwill Industries of Menasha to develop the training. The class would be offered during employee work hours from 11:00 a.m. to 1:30 p.m., with a ½ hour NEWMA sponsored lunch. Training, using classroom computers, can take place onsite at a company or at another approved location. Craig Coleman shared that FSC has a large computer classroom that could be used. The goal is to have employees more comfortable using computers and aware of cybersecurity at work and home.

Participants will be given a tip sheet they can keep. In addition, participants will be asked to complete a worksheet to demonstrate their learned competencies. Ann asked attendees if they would like any edits to the following proposed curriculum. One suggestion was to add a mobile platform for discussion. Recommending they set up a LinkedIn profile, so they could watch further trainings. Training in Spanish is of interest.

DIGITAL LITERACY TRAINING CURRICULUM (DRAFT)	
CLASS 1 - BASIC PC (1 Hour)	CLASS 2 - ONLINE PRODUCTIVITY (1 Hour)
<ul style="list-style-type: none"> • What is a PC? – Discuss various types. • Hardware Intros <ul style="list-style-type: none"> ○ Desktop ○ Monitor ○ Keyboard ○ Mouse • Tour of Windows & Basic Functionality <ul style="list-style-type: none"> ○ File Explorer ○ Updates ○ Wireless ○ Bluetooth 	<ul style="list-style-type: none"> • Web Browser <ul style="list-style-type: none"> ○ How to use • Microsoft Productivity <ul style="list-style-type: none"> ○ Show basic Word, Excel, and Outlook functions. • Online Safety <ul style="list-style-type: none"> ○ Online dangers ○ How to create a password ○ How to avoid phishing scams

Digital skills training signup will be announced at the March 14 quarterly membership meeting, for May/June 2023 classes. Participants will be surveyed at the completion of their training to assess its effectiveness and determine where changes may be needed. There will also be an option to have the trainer come to the business to offer the training for groups of 5 to 10 employees.

MENTAL HEALTH TRAINING – Kelly Bubolz, KB Training Connections LLC

Kelly Bubolz is an author, speaker, trainer, and mentor. She specializes in burnout and how to move into liveliness. As a working, single mother, with three children, Kelly experienced severe burnout. Due to a lack of readily available information, she went on a mission to create a realistic action plan to bring her out of the darkness. Now she focuses on helping others who are facing similar issues.

Ann proposed having Kelly present at two virtual lunch & learn sessions. The first session would focus on self-awareness, while the second session would focus on the leadership side of burnout. Attendees agreed to move forward with hosting the presentations. Ann will follow-up with Kelly and reach out with next steps.

UPCOMING ALLIANCE EVENTS & PROGRAMMING

- February 22 Lunch & Learn: Change Management, 12:00 to 1:00 PM
- March 3 Winning with Wisconsin's Workforce Symposium at FVTC - [REGISTER](#)
- March 14 Quarterly Full Membership Meeting (Virtual), 8:30 to 10:00 AM
- March 21 You Can Make It Career Expo at Greenville Middle School
- March 23 Begin Recording NEWMA Minute (Radio Promos) Airing May – July
- April 11 Kickoff to Wisconsin Timber Rattlers Sponsorships

CHILDCARE SUMMIT

Ann is moving forward with hosting a summit on easing childcare costs. She has accumulated a lot of great content. Partners and players need to be identified. Content experts will speak at the summit that will likely be held sometime between May and September 2023. Volunteers are needed to attend a March meeting to finalize the speaker lineup. Interested members are encouraged to contact Ann.

NEXT MEETING

The next Talent Task Force meeting will be on April 13, 2023, 8:30 a.m. This is being planned as an in-person gathering. Contact Ann if your organization is interested in hosting this meeting.