

TRAINING PLAN TABLE

Job No.	Job Description	Type of Training	Estimated No. of Trainees	Range of Hours		Average Cost per Trainee	Post-Retention Wage
				Class / Lab	CBT		
1	Retrainee SB <100 Priority Rate	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Hazardous Materials	24	8-60	0	\$780	\$16.48
				Weighted Avg: 30			
2	Job Creation SB < 100	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Hazardous Materials	2	8-60	0	\$780	\$13.73
				Weighted Avg: 30			

- Reimbursement Rate: Job #'s 1 & 2: \$26 SB Priority
- County(ies): Los Angeles County
- Occupations to be Trained: Operations/Sales Staff, Administrative Staff, Warehouse staff, Technical Staff, Supervisor/Manager, Owner
- Union Representation: Yes
 No
- Health Benefits: Job #'s 1 & 2: \$0.59 per hour

SUBCONTRACTORS

- Development Services: BGI retained Training Funding Source (TFS) in Seal Beach to assist with development of this proposal for a flat fee of \$1,200.
- Administrative Services: BGI also retained TFS to perform administrative services in connection with this proposal for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1999, BGI Worldwide Logistics, Inc. (BGI) (www.BGIworldwide.com) is a global freight shipping and logistics company operating in Signal Hill. The Company is a one-stop supply chain resource for warehousing, distribution, transportation and shipping. Its customers are in the aerospace/defense, construction, import/export, industrial, manufacturing, technology, and wholesale/retail trade industries.

Continuous education and development is vital for BGI's future plans for growth and the key to remaining competitive in the industry. BGI recently implemented integrated marketing and operation strategies under new initiatives. This created the need to train all employees in new and enhanced skills.

Training Plan

The Company plans to train staff in Business Skills, Commercial Skills, Computer Skills, Continuous Improvement and Hazardous Materials.

BGI has qualified, in-house trainers and is ready to start training upon approval of this Agreement. The Company has dedicated staff to schedule and track the training. In addition, BGI has engaged the services of a third-party administrator for the administration of the ETP project.

Business Skills: This training will be offered to all occupations. Trainees will be given techniques in teambuilding, coaching/leadership administrative processes, sales and marketing, and customer relations. The training will develop employee skills in achieving better customer satisfaction that translates to increased demand for Company products and services.

Commercial Skills: This training will be offered to Administrative, Management, Technical and Sales Staff and Operations occupations in order to develop a highly competent and effective staff.

Computer Skills: This training will be offered to Production, Administrative, Management, Technical and Sales Staff and Operations occupations in order to develop overall skills and knowledge of software tools like Microsoft Office Excel, PowerPoint, Outlook, ECAPE, and 3PL.

Continuous Improvement: This training will be offered to Administrative, Management, Technical and Sales Staff and Operations occupations in order to create an effective company.

Hazardous Materials: This training will be offered to Operations, Warehouse, and Management occupations in order to enhance the understanding and importance of safety and maintaining safety compliance.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 – 60

Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting: QuickBooks; Payroll; Excel;
- Administrative Processes
- Carrier Logistics
- Change Management
- Coaching/Leadership
- Communication
- Credit and Collection Skills
- Customer Relations
- Inventory Control
- Planning
- Presentation Skills
- Sales & Marketing/Negotiation
- Time Management
- Teambuilding
- Work processes/procedures

COMMERCIAL

- Customs-Trade Partnership against terrorism
- Cargo & Deconsolidation
- Dangerous Goods for air and ocean
- Delivery; Inbound and outbound freight forwarding
- Distribution processes and procedures
- Domestic Shipping—Trucking, Rail, Ocean, Air
- Equipment operations
- International Commercial Terms
- Inspection Techniques
- Inventory Management
- International Shipping— Ocean, Air
- International Traffic in Arms Regulations (ITAR)
- Logistic Skills
- Order, Picking and Packing
- Quality Control
- Sales to operations turnover
- Shipping and Receiving – Expediting for On-Schedule
- Standard Operating Procedures
- Supply Chain/Warehousing
- Transportation Security Administration procedures
- Warehouse procedures

COMPUTER SKILLS

- Carrier Logistics (CLI)
- ECAPE-CRM-Proprietary cloud based operating system
- Microsoft Office/Project

- Payroll Reports
- Script Writing for Report Generation
- TMS (Transportation management system 3PL)
- Warehouse Management

CONTINUOUS IMPROVEMENT

- Problem Solving Tools and Techniques
- Process Improvement
- Quality improvement

HAZARDOUS MATERIALS

- Hazardous Material Handling

Safety Training will be limited to 10% of total training hours per-trainee.

Note: Reimbursement for retraining is capped at 60 total hours per-trainee, regardless of method of delivery.