



**Training Proposal for:  
Classic Litho & Design, Inc.**

<b>Small Business</b>
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**ET16-0262**

**Approval Date:** November 4, 2015

**ETP Regional Office:** North Hollywood      **Analyst:** J. Romero

**CONTRACTOR**

- Type of Industry: Manufacturing
  
- Priority Industry:  Yes  No
  
- Number of Full-Time Employees
  - California: 35
  - Worldwide: 35
  - Number to be trained: 35
  
- Owner  Yes  No
  
- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 17%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$49,140
- In-Kind Contribution: \$58,922

**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 Priority Rate SB <100	Business skills, Computer Skills, Continuous Improvement, Hazardous Materials, Management Skills, Manufacturing Skills	35	8-60	0	\$1,404	\$15.97
				Weighted Avg: 54			

- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Los Angeles County
- Occupations to be Trained: Project Coordinator, Bindery and Fulfillment, Management, Prepress, Sales, Administrative Staff, Shipping/Logistics Staff, Press Operators, Owner
- Union Representation:  Yes  
 No
- Health Benefits: Job #1: \$1.51 per hour

**SUBCONTRACTORS**

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: To Be Determined.

**OVERVIEW**

Founded in 1988, Classic Litho & Design, Inc. (classiclitho.com), (Classic Litho) is a woman-owned commercial printing company. It has grown from a single color press shop, to one that now includes six and eight color presses for multi-color printing with digital and wide-format presses. Classic Litho provides full printing from prepress and proofing, to finishing and binding. Some of their products include: Catalogs, Brochures, Booklets, Posters, Signs; and Point-of-Purchase on Point-of-Sale items such as Shelf Talkers, Stanchions and Header Cards. These products can be printed on either paper or plastic. The Company is also capable of providing digital short-run printing and variable data printing for marketing and supermarket companies as well as large-format printing for indoor and outdoor signage.

The Company takes pride in providing high-quality jobs, quick turnarounds and superior customer service. With the technological changes in the printing industry over the last few

years, Classic Litho decided to modify and update its current business practice. The goal was to be more competitive and expand its product niche. As such, it has added special lines that include grand format printing, online ordering, and packaging. It has also invested in a more modern press and additional printing equipment.

For this proposal, the Company plans to establish Lean Manufacturing practices that will eliminate waste and support more efficient processes.

## **Training Plan**

As a result the changing demands in technology within the printing industry, Classic Litho conducted a needs assessment in all departments. The proposed training, based on this assessment, will include Lean Operation, 5S Best Practices, Kaizen and Six Sigma, Business and Computer Skills. Training will be provided to the following occupations: Project Coordinator, Bindery and Fulfillment, Management, Prepress, Sales, Administrative Staff, Shipping/Logistics Staff, Press Operator and Owner.

Training will be provided at Classic Litho's facility in Torrance by a combination of in-house staff and outside vendors, upon the approval of this proposal.

**Business Skills:** This training will be offered to all occupations. Courses will include Project Management, Performance Metrics, Strategic Planning and Product Knowledge. Trainees will also learn skills to communicate more effectively, solve problems as a team, and meet deadlines in a timely manner.

**Hazardous Materials:** This training will be offered to all occupations. This training will equip employees with skills on the proper techniques and procedures to efficiently transport, store and dispose of hazardous materials.

**Management Skills:** This training will be offered to Managers only. Trainees will receive training in performance leadership, goal setting and coaching procedures to improve employee motivation and help with LEAN implementation.

**Computer Skills:** This training will be offered to Project Coordinators, Managers, Sales and Administrative Staff. Trainees will acquire understanding and confidence in using and navigating computer programs and software used by the Company.

**Manufacturing Skills:** This training will be offered to all occupations. This training is designed to enhance specific manufacturing processes such as 5S, equipment operation and maintenance, process flow efficiency and production maintenance. The training will upgrade employee competency and efficiency in meeting product quality standards.

**Continuous Improvement:** This training will be offered to all occupations and will teach them to apply a team-oriented approach in their job performance and improving overall service quality. This training will allow Classic Litho to implement process improvements using lean operations, Kaizen and Six Sigma.

## **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**

- Project Management
- Performance Metrics
- Strategic Planning
- Product Knowledge
- Sales Training
- Team Building

**COMPUTER SKILLS**

- Microsoft Office (Excel, Word)
- Microsoft Project
- Google Analytics

**CONTINUOUS IMPROVEMENT**

- Adapting to Change
- Kaizen
- Lean Operations
- Six Sigma
- Problem Solving
- Process Improvement
- Quality Improvement

**HAZARDOUS MATERIALS**

- Material Handling

**MANAGEMENT SKILLS (Managers only)**

- Performance Leadership
- Goal Setting
- Coaching Procedures

**MANUFACTURING SKILLS**

- 5S Best Practices
- Equipment Operation and Maintenance
- Quality Measurement
- Production Maintenance
- Process Flow Efficiency

Safety Training is capped at 10% of a trainee's total training hours

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