



**Training Proposal for:
Gasket Specialties, Inc.**

Small Business \leq \$50,000

ET15-0283

Panel Meeting of: August 22, 2014

ETP Regional Office: San Francisco Bay Area

Analyst: R. Jackson

CONTRACTOR

- Type of Industry: Manufacturing
Priority Industry: Yes No
- Number of Full-Time Employees
California: 33
Worldwide: 48
Number to be trained: 33
Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 3%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,764
- In-Kind Contribution: \$50,000

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	Cont. Imp., Mfg. Skills, Business Skills, Computer Skills, OSHA 10/30, HazMat	33	8-100	0	\$1,508	\$14.90
				Weighted Avg: 58			

- Reimbursement Rate: \$26 SB Priority
- County(ies): Alameda, San Bernardino
- Occupations to be Trained: Administrative Staff, Owner, Production Staff, Supervisor, Manager, Executive Staff, Technical Staff, IT Staff
- Union Representation: Yes
 No
- Health Benefits: \$2.40 per hour

SUBCONTRACTORS

- Development Services: Sallyanne Monti Consulting, San Francisco, assisted with project development for a flat fee of \$2,000.
- Administrative Services: Sallyanne Monti Consulting will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Established in 1925, Gasket Specialties, Inc. (GSI) is a small manufacturing business with two California locations: Rancho Cucamonga and Emeryville. The Company designs, manufactures, assembles, distributes, maintains and repairs custom gaskets and gasket related products for multiple industries.

According to the Company, new customers are requiring ISO 9001 certification. There are also growing needs for products not previously made by GSI. For example, gaskets for solar product lines are a new product requiring specialized manufacturing practices. GSI states that training on new tool use and process improvements are central to helping the Company remain competitive. The ETP proposed training reinforces the companies plan to expand into new markets and upgrade the skills of its workforce.

Training Plan

Training will be delivered in-house by subject matter experts in the following:

OSHA 10/30 (5%) - OSHA 10/30 training is a series of courses “bundled” by industry sector and occupation. It consists of 10 hours of training for journeymen and 30 hours for supervisors. OSHA training will be delivered to Production Staff, Supervisors and Managers.

Completion of the training results in a certificate that expands employment opportunities. To ensure that each trainee receives certification, ETP will only consider payment earned upon completion of the full 10-hour or 30-hour course.

Business Skills (20%) - Administrative Staff will receive training in customer service. Leadership and performance management will be delivered to Supervisors, Managers and Owners. Training will assist the Company as they manage new initiatives and implement business changes to support growth.

Computer Skills (10%) - Training will be delivered to the IT Staff and include train-the-trainer, server, and hardware upgrades. Enterprise Resource Planning (ERP) System and CAD/CAM training will be delivered to Technical and Administrative Staff. Integration of existing software systems with Microsoft platforms will help generate reports for the management of the business. The software training provides financial and operational visibility sought by the Company to support their business expansion into new sectors.

Continuous Improvement (20%) - Training will be delivered to all occupations in an effort to create a high performance workplace and reduce waste. Frontline workers will be empowered to make better decisions and take more immediate actions independently. Greater accuracy and a reduction in scrap and rework aim to improve response times and better meet customer needs. ISO 9001 training will be delivered to key employees.

Manufacturing Skills (40%) - Advanced manufacturing techniques will be delivered to Production and Technical Staff. Training in new processes will be delivered to Technical Staff to enable rapid testing and launch new products.

Hazardous Materials (5%) - Production Staff will receive training hazardous materials handling and safety.

Modifications

The ISO 9001 (train-the-trainer) training will be delivered in eight blocks of five hours each block over a 21 month period. This training is delivered in segments because the process is segmented in a format consistent with ISO 9001 certification standards. Therefore the Company is requesting a two-year term.

Also, while the average number of hours of training is 58, some trainees are anticipated to need up to 100 hours of training. Specifically, Technical Staff, Managers, Supervisors and Lead Production Staff involved with the ISO 9001 (estimated 10 retrainees) will need the additional hours. Therefore, additional training time is being requested.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum**Class/Lab Hours**

8-100

Trainees may receive any of the following:

BUSINESS SKILLS

- + Business Strategies for Growth
- + Customer Service Skills for Growth
- + Leadership for Growth
- + Performance Management
- + Sales & Marketing for Growth

COMPUTER SKILLS

- + Computer-Aided Design/Computer-Aided Manufacturing
- + Enterprise Resource Planning (ERP)
 - o Epicor
- + Intermediate/Advanced Software Systems
 - o Microsoft Applications
 - o Proprietary Reporting & Support Systems
- + Server & Hardware Configurations

CONTINUOUS IMPROVEMENT

- + Continuous Improvement Techniques
- + Frontline Decision Making & Problem Solving
- + High Performance Workplace
- + ISO 9001:2008

MANUFACTURING SKILLS

- + Advanced Techniques for New Products, Industries Clients & Processes
 - o Automotive & Transportation
 - o Chemical Manufacturing
 - o Design & Engineering
 - o Equipment Operations
 - o Gas & Oil
 - o Production Skills

HAZARDOUS MATERIALS

- + Hazardous Materials Handling

OSHA 10/30 (Certified OSHA Instructor)

- + OSHA 10 (requires 10hrs completion)
- + OSHA 30 (requires 30hrs completion)

Note: Reimbursement for retraining is capped at 100 total hours per-trainee, regardless of method of delivery.
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