

DELEGATION ORDER



**Training Proposal for:
Lusive Decor**

Small Business ≤ \$50,000

ET15-0358

Approval Date: December 8, 2014

ETP Regional Office: North Hollywood **Analyst:** M. Webb

CONTRACTOR

- Type of Industry: Manufacturing
Services
Priority Industry: Yes No
- Number of Full-Time Employees
California: 62
Worldwide: 62
Number to be trained: 60
Owner Yes No
- Out-of-State Competition: Competitors outside of CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 16%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$49,920
- In-Kind Contribution: \$36,495

develop their design specifications from concept to completion/installation. Consultation services include assistance in cost planning, designing to budget, expediting fabrication and on-time delivery methods.

The lighting industry has seen significant changes in technologies geared toward energy conservation and management such as green energy power supplies and LED lamps. To remain competitive, the Company has developed internal initiatives that will improve employee skill sets and offer clients better lighting solutions to meet their needs. Training provided will update staff on new technologies to maintain client levels and compete with large national brands. This will be Lusive Décor's first ETP Agreement.

Training Plan

To meet demand, Lusive will upgrade employee skill sets to gain efficiencies, maximize effectiveness, and guarantee customer satisfaction. Curriculum has been developed to streamline operations and meet increased work levels. Trainees will learn to implement new methods such as Five (5)S and Lean Enterprise to reduce waste and unnecessary steps currently used when designing or building products. By doing so the Company will lower the number of errors and reduce cost.

Business Skills: Training will be offered to Administrative Staff and Managers to improve customer service skills. Courses provided to staff will also enhance overall effectiveness with tools such as QuickBooks and financial statements.

Computer Skills: Training will be offered to all occupations to ensure staff is capable of executing job duties using Lusive's manufacturing resource planning tools. Courses include Five S, Leadership Skills, and Lean Enterprise. Training in this area will increase staff knowledge and information sharing efforts.

Manufacturing Skills: Training will be offered to Production Staff, Designers, and Managers to ensure that workers are knowledgeable in the technical aspects needed to improve product quality, meet industry standards, and meet customer demand. Training in Machine and Tool Operation and Production Tracking will ensure products are being built efficiently with minimal errors.

Continuous Improvement: Training will be offered to all occupations to improve time management and organization. Courses delivered will provide trainees with the skills to problem solve and improve team building.

HUA

The 15 trainees in Job Number 2 work in Los Angeles County, a High Unemployment Area (HUA) with unemployment exceeding the state average by at least 25%. For these trainees, the Panel may modify the ETP Minimum Wage by up to 25% if post-retention wages exceed the start-of-training wages. The Company requests the full 25% wage modification (from \$16.04 to \$12.03) for these trainees.

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

- Customer Service
- Financial Statements
- QuickBooks

COMPUTER SKILLS

- Outlook
- BaseCamp
- Computer Aided Design (CAD)
- PowerPoint Presentation Skills
- Website Design & Maintenance
- Enterprise Resource Planning (ERP)
- Intermediate Word
- Advanced Word
- Intermediate Excel
- Advanced Excel
- Asana

CONTINUOUS IMPROVEMENT

- Time Management & Organizational Skills
- Peak Performance/Process Improvement
- Project Management
- Teams, Team Management & Team Building
- Five S
- Leadership Skills
- Lean Enterprise
- Communication Skills

MANUFACTURING SKILLS

- Machine and Tool Operation
- Tool and Tool Corral Organization
- Soldering
- Electrification
- Crating, Packing and Shipping
- Shop Systems
- Maintenance
- Blueprint Reading
- Production Tracking

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