



**Training Proposal for:  
Microdyne Plastics, Inc.**

**Small Business  $\leq$  \$50,000**

**ET15-0226**

**Panel Meeting of:** July 25, 2014

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

**CONTRACTOR**

- Type of Industry: Manufacturing  
Priority Industry:  Yes  No
- Number of Full-Time Employees  
California: 62  
Worldwide: 62  
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: 5%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$40,950
- In-Kind Contribution: \$29,420

**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; Computer Skills; Cont. Imp., Mfg. Skills	35	8 - 60	0	\$1,170	\$14.90
				Weighted Avg: 45			

- Reimbursement Rate: \$26 SB Priority
- County(ies): San Bernardino
- Occupations to be Trained: Production Staff, Maintenance Staff, Office Administration, Sales Staff, Support Staff, Engineering, Owner
- Union Representation:  Yes  
 No
- Health Benefits: \$2.90 per hour

**SUBCONTRACTORS**

- Development Services: Anderson Business Coaching (ABC) in Redlands assisted with development for a flat fee of \$1,995.
- Administrative Services: ABC will also provide administration services for an amount not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1975 and located in Colton, Microdyne Plastics, Inc. (Microdyne) is a fabricator of blow molded plastic parts and micro precision molded parts. Currently operating three shifts up to seven days a week in a 90,000 square foot facility, the Company provides high-quality precision molded plastic injection mold design, precision mold making, close-tolerance injection molding and comprehensive inspection services. Microdyne has a wide variety of customers in fields such as precision medical devices, electronic components, subassemblies, opto-electronic components and containers. In addition, the Company owns molds for a variety of standard consumer containers.

To compete overseas, Microdyne focuses on excellent customer service, prompt delivery and accepting smaller orders. To achieve profitability on smaller runs, Microdyne must fully implement Lean concepts from the quote process to shipping. With training, the Company will

improve employee skills and knowledge and achieve high quality products and provide efficient services.

## **Training Plan**

For this proposal, the Company will implement training that is more focused and detailed. Microdyne's training plan will reinforce existing concepts and expand knowledge, skills and techniques. Trainees will get the maximum hours of training to complete tasks better, faster, and be more cost effective for the organization. Training will be delivered as follows:

**Business Skills** - Training will be offered to Sales Staff, Engineering, Office Administration, and Maintenance Staff which will provide techniques and skills that will reduce cycle time from front to end of work which will facilitate increase in work output.

**Computer Skills** - Training will be offered to Sales Staff, Engineering, Office Administration, Maintenance Staff and Owner. Training will provide skills on how to use and navigate the company's Customer Relationship Management system which will manage and the track the product flow throughout the facility.

**Manufacturing Skills** - Training will be offered to Maintenance and Production Staff who are responsible for making and delivering the product. Training will provide skills on how it can improve productivity with short turnaround time with limited runs.

**Continuous Improvement** - Training will be offered to Sales Staff, Engineering, Administration, Maintenance and Production Staff. Training will provide employees' skills in identifying ways to make the process better, faster, simpler and safer that will secure long-term customers for the company.

## **RECOMMENDATION**

Staff recommends approval of this proposal.

## **PRIOR PROJECTS**

The following table summarizes performance by Microdyne under an ETP Agreement that was completed within the last five years:

Agreement No.	Location (City)	Term	Approved Amount	Payment Earned \$ %
ET08-0446	Colton	04/07/08 – 04/06/09	\$49,686	\$35,217 (71%)

ET08-0446 achieved 71%, which was lower than expected due to an overall business down turn and layoff in the last quarter of 2009, which prevented Microdyne from getting enough hours for frontline workers.

**Exhibit B: Menu Curriculum**

**Class/Lab Hours**

8 – 60

Trainees may receive any of the following:

**BUSINESS SKILLS**

- Project Management Skills
- Sales & Marketing for Better Results
- Teamwork Skills

**COMPUTER SKILLS**

- Intermediate MS Office Skills
- CMS Computer Skills
- Production Report Management

**CONTINUOUS IMPROVEMENT**

- Process Workflow Improvement
- Value Chain Improvement
- Teamwork for Frontline Workers
- Process Improvement

**MANUFACTURING SKILLS**

- Maintenance Workflow
- Quality Reject Prevention
- Inventory Control

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.