



**Training Proposal for:
Newport Strategic Search, Inc. dba The Newport Group**

Small Business

ET17-0243

Approval Date: September 26, 2016

ETP Regional Office: San Diego

Analyst: H. Bernard

CONTRACTOR

- Type of Industry: Services

 - Number of Full-Time Employees
 - California: 27
 - Worldwide: 31
 - Number to be trained: 19

 - Out-of-State Competition: Competitors Outside CA
 - Special Employment Training (SET): Yes No
 - High Unemployment Area (HUA): Yes No
 - Turnover Rate: 4%
 - Repeat Contractor: Yes No
- Priority Industry: Yes No
- Owner Yes No

FUNDING

- Requested Amount: \$17,138
- In-Kind Contribution: \$16,891

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	Business Skills, Commer'l Skills, Computer Skills	19	8 - 70	0	\$902	\$18.46
				Weighted Avg: 41			

- Reimbursement Rate: \$22 SB Non-Priority
- County(ies): San Diego
- Occupations to be Trained: Executive Recruiter, Practice Lead
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: N/A

OVERVIEW

Founded in 1995, Newport Strategic Search, Inc. dba The Newport Group (Newport Group) (www.newportsearch.com) is an executive search firm specializing in the recruitment and placement of difficult-to-find technical and senior management positions across North America. Industries include construction; energy, oil and gas; life sciences, real estate and IT. The Company is headquartered in Encinitas and has offices in Orange County, CA, Washington D.C., Florida and Texas. Only the Encinitas location will participate in training.

The Newport Group’s customers are experiencing a deficit of qualified candidates for open executive positions. Recruiting candidates has becoming increasingly difficult due to a gap between the high level skills the employer requires and the skills current candidates possess. Consequently, Newport Group is challenged to meet its customers hiring needs.

To address this challenge, the Company has determined it must change its internal Executive Recruiter role. Previously Executive Recruiters were split into two teams; one team of recruiters would work with customers seeking job candidates. The second team would work with job candidates. Newport has decided to combine the functions to establish “full-desk” recruiters. This shift to combined responsibilities means the Executive Recruiter is the sole specialist for their own portfolios. They are now responsible for building their own networks for both the

customers and the job candidates. As such, they are expected to find and fill their own jobs. Because many newly hired Executive Recruiters are new to recruiting, they must be thoroughly trained in dual function skills.

Training Plan

Training will be provided by in-house experts. To prepare the Executive Recruiters, the Company has implemented an extensive 8-week training plan focused on recruitment skills and internal procedures. This training includes software, internal procedures, telephone skills, sales & marketing skills, communication and time management skills.

The Company also provides in-house monthly training sessions. These monthly training sessions are designed to ensure that incumbent Executive Recruiters and Practice Leads are current on new market industry and recruiting trends. These sessions also include communication skills and updates to software systems.

Business Skills: Training will be offered to all occupations. This training will include telephone, organization, communication and customer service skills. Additionally, training in leadership and teambuilding will ensure staff is performing in well-functioning teams.

Commercial Skills: Training will be offered to all occupations. This training will focus on the recruiting and marketing skills for the newly hired Executive Recruiters and the Practice Leads.

Computer Skills: Training will be offered to all occupations. This training will focus on software platforms including social networking, Application Tracking System (internal database) and ZoomInfo, which gives the staff access to current company information.

Modifications

Trainee Hours Cap

Newport Group is requesting an increase to the standard range of hours for Small Business projects from 60 to 70.

Many of the Company's newly hired recruiters require extensive training. Newport Group expects to perform an average of 66 training hours per trainee. However, depending on the skill level of recruiters, some could receive training up to 70 hours per person.

Contract Term

Newport Group is planning to hire its 10 new Executive Recruiters over the next 12-18 months. To ensure that the Company has enough time to hire and train all new staff, it requests a two year contract term.

RECOMMENDATION

Staff recommends approval of this proposal.

Exhibit B: Menu Curriculum

Class/Lab Hours

8 - 70

Trainees may receive any of the following:

BUSINESS SKILLS

- Telephone Skills
- Time Management Skills
- Organizational Skills
- Negotiation Skills
- Communication Skills
- Customer Service Skills
- Leadership Skills
- Teambuilding

COMMERCIAL SKILLS

- Marketing Skills
- Recruitment Skills

COMPUTER SKILLS

- Social Networking
- Application Tracking Systems
- ZoomInfo
- One Source

Note: Reimbursement for retraining is capped at 70 total training hours per trainee, regardless of the method of delivery.