



**Retrainee - Job Creation
Training Proposal for:
ProZyme, Inc.**

Small Business

ET16-0426

Approval Date: April 15, 2016

ETP Regional Office: San Francisco Bay Area

Analyst: V. Estrada

CONTRACTOR

- Type of Industry: Manufacturing
 - Priority Industry: Yes No
- Number of Full-Time Employees
 - California: 44
 - Worldwide: 48
 - Number to be trained: 47
 - Owner Yes No
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 10%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$71,032
- In-Kind Contribution: \$93,939

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, Management Skills, Continuous Improvement	44	8-60	0	\$1,508	\$17.02
				Weighted Avg: 58			
2	Retrainee- Job Creation SB<100 Priority Rate	Business Skills, Computer Skills, Management Skills, Continuous Improvement	3	8-60	0	\$1,560	\$38.46
				Weighted Avg: 60			

- Reimbursement Rate: Job #1 & 2: \$26 SB Priority

- County: Alameda
- Occupations to be Trained: Directors, Supervisors, Vice President, Managers, Owner, Support/Administrative Staff, Production Staff, Quality Staff, Customer Service, Associates

- Union Representation: Yes
 No

- Health Benefits: Job #1: \$.06 per hour

SUBCONTRACTORS

- Development Services: N/A
- Administrative Services: N/A
- Training Vendors: American Management Association will provide training services for the Mini MBA program and the Advanced Course in Strategic Marketing class.

NewsWatch Media will provide training services for the Six Sigma, Project Management, and Data Analysis courses.

OVERVIEW

Founded in 1990, ProZyme, Inc. (www.prozyme.com) is a reagent manufacturing company that provides products and services to biotechnology, biopharmaceutical, and academic institutions worldwide. Their primary products consist of a range of glycan analysis tools, phycobiliprotein and streptavidin (types of proteins) that are all used in the analysis, testing and development of biological drugs and diagnostic kits. Glycans are polysaccharides (carbohydrate molecules) that are important to the development of biological drugs. Biological drugs can treat a wide range of illnesses from heart conditions to arthritis. In addition, ProZyme provides custom services like tailor-made protein manufacturing and glycan analysis for their customers.

This will be ProZyme's first ETP-funded project as it adjusts to the needs of the rapidly growing biotech/biopharma industries. In 2015, ProZyme saw an eight % growth in sales. This Agreement will enable the Company to advance the business acumen of their staff by providing training to their incumbent and new employees.

This Agreement will focus on improving the business operations of the Company by providing staff with a variety of training in Business Administration, Six Sigma, and Marketing. ProZyme's Mini MBA Program will teach company leaders to understand their market, implement corporate strategy and ways to adapt to constant change in the industry. The Six Sigma training will decrease waste in all aspects of the production process while providing quality products that are less costly, made faster, and add value to the customer. Since e-commerce is the modern way of trading products and services, the Sales Team will learn cutting-edge strategies to market ProZyme's offerings online. Further topics will be covered in the curriculum so that ProZyme can strengthen the skills of their workforce and continue to meet industry demands.

Retrainee - Job Creation

In support of job creation, the Panel is offering incentives to companies that commit to hiring new employees. Under the Retrainee-Job Creation program, training for newly-hired employees will be reimbursed at a higher rate and trainees will be subject to a lower post-retention wage. As a priority Small Business, the Company will receive the \$26 reimbursement rate. The Job Creation trainees, which are all Managers, will start earning at least \$38.46 an hour which exceeds the ETP minimum wage requirement.

In this proposal, ProZyme has committed to hiring 3 new employees (Job Number 2). The date-of-hire for all trainees in the Job Creation program will be within the three-month period before contract approval or within the term-of-contract. These trainees will be hired into "net new jobs" as a condition of contract. As ProZyme adjusts to the 8% growth in Sales, they will need additional employees to meet customer demands. ProZyme's current facility has vacant space to accommodate the 3 new employees.

Training Plan

All training will be provided via Class/Lab:

Business Skills - Training will be provided to Directors, Supervisors, Managers, Customer Service, Support/Administrative Staff, Production Staff, Quality Staff and the Sales Team. Topics include Finance, Marketing, Fundamental Statistics and Data Comparison. The Sales team will receive training in Advanced Strategic Marketing for online uses. Training will focus on competency to drive work teams that are highly skilled in business operations and data analysis.

Management Skills - Directors will participate in this training. Topics include Project Initiation, Work Estimation and Project Execution. Trainees will improve their management skills by learning to create projects, assess program risks and keep assignments on track.

Computer Skills - Training will be provided to all occupations and will learn how to utilize Microsoft Windows 365 Suite which includes digital content creation, communication, storage and management tools to improve operational flow.

Continuous Improvement - This training will be offered to all occupations. Topics include Lean Manufacturing, Process Capability, and Statistical Process Control (SPC). These occupations will learn to assess the needs of the customer, bring work teams together, and improve the quality of their products.

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** Mini MBA**

- Accounting
- Finance
- Cost Analysis and Profit Planning
- Capital Expenditures
- Corporate Strategy
- Marketing
- Management and Leadership

 Data Analysis

- Fundamental Statistics
- Basics of Data Mining and Representation
- Data Comparison
- Histograms and Frequency of Occurrence
- Frequency Analysis
- Regression Analysis and Curve Fitting
- Probability and Confidence

 Advanced Course in Strategic Marketing

- Marketing Strategy Building Blocks
- Identifying and Responding to Strategic Growth Opportunities
- Developing an Effective Customer Relationship Management Approach
- New Product Evaluation
- Designing Life Cycle Strategies: Incorporating the Psychographic Perspective
- Managing Brand Value
- New Perspectives on Place: Redefining Your Customer Orientation
- Strategic Approaches to Pricing
- Integrated Marketing Communications

COMPUTER SKILLS

-  Microsoft Windows 365 Suite**

MANAGEMENT SKILLS

-  Project Management**

- The Project Management Framework
- Project initiation
- Work Breakdown Structure (WBS)
- Work estimation
- Project Scheduling
- Project Budgeting
- Project Planning Plan
- Project Execution

CONTINUOUS IMPROVEMENT

Six Sigma

- Lean Manufacturing
- Process Capability
- Hypothesis Testing Regression Analysis
- Statistical Process Control (SPC)

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