



Training Proposal for:
**The Proctor & Gamble Paper
 Products Company**

Agreement Number: ET16-0242

Panel Meeting of: December 4, 2015

ETP Regional Office: North Hollywood

Analyst: J. Romero

PROJECT PROFILE

Contract Attributes:	Retrainee Priority Rate	Industry Sector(s):	Manufacturing Priority Industry: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Counties Served:	Kern	Repeat Contractor:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Union(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Number of Employees in:	CA: 871	U.S.: 35,000	Worldwide: 110,000
<u>Turnover Rate:</u>	2%		
<u>Managers/Supervisors:</u> (% of total trainees)	10%		

FUNDING DETAIL

Program Costs	-	(Substantial Contribution)	(High Earner Reduction)	=	Total ETP Funding
\$493,020		\$0	\$0		\$493,020

In-Kind Contribution:	100% of Total ETP Funding Required	\$729,776
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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	Business Skills, Cont. Imp., HazMat, Mgmt. Skills, Mfg. Skills, Computer Skills	330	8 - 200	0	\$1,494	\$17.11
				Weighted Avg: 83			

Minimum Wage by County: \$15.07 per hour for Kern County
Health Benefits: Yes No This is employer share of cost for healthcare premiums – medical, dental, vision.
Used to meet the Post-Retention Wage?: Yes No Maybe
 Although employer provides health benefits, they are not being used to meet Post-Retention Wage.

Wage Range by Occupation		
Occupation Titles	Wage Range	Estimated # of Trainees
Technicians		296
Managers		34

INTRODUCTION

The Proctor & Gamble Paper Products Company (P&G - Paper) (www.pg.com), is a division of The Proctor & Gamble Company in Cincinnati, Ohio. This multi-national corporation operates two facilities in California (Oxnard and Sacramento). However, training will take place at the 144-acre manufacturing plant and distribution center in Oxnard. The Oxnard plant manufactures paper goods such as Charmin®, Bounty®, Luvs®, Pampers® and Puffs®. The Company serves 4.8 billion consumers worldwide including Target, Walmart, Sam’s Club and Costco. It currently operates on two paper machines, six converting lines and two cogeneration units on a 24-hour, 7-days a week schedule and are in the process of adding a new converting line.

PROJECT DETAILS

P&G-Paper has over 50 leadership brands in the market and aims to maintain its competitive advantage and position in the market and industry. To achieve this goal, the Company invests and provides job-specific employee training and development. Recently, P&G-Paper conducted a company-wide needs assessment, which identified specific needs in each department, including upgrades in work processes and employee skills to achieve an efficient manufacturing process. As a result, the Company developed new Standard Operating Procedures (SOP).

The proposed training will provide Oxnard-based employees task-oriented skills in keeping with the new SOPs. The training will include Business and Management Skills, as well as Continuous Improvement topics such as Strategic Planning, Product Knowledge and Quality Concepts. The Company will also provide Oxnard employees manufacturing-related skills such as Inventory Control, Equipment Maintenance and Repair and Mechanical Skills. These topics are outlined in more detail below.

Training Plan

P&G-Paper is requesting the Panel's assistance to provide classroom/laboratory training hours to Technicians and Managers in the following areas:

Business Skills (3%): Training will be offered to all occupations. Training will include accounting programs, specifically SAP and P2P (Purchase to Payment), currently used to plan and schedule production and warehouse inventory.

Management Skills (15%): Training will be offered to Managers only and include topics such as Conflict Resolution, Time Management, Strategic Planning, Interpersonal Skills, Project Management, Critical Path Management and other topics that create strong leaders.

Manufacturing Skills (40%): Training will be offered to all occupations and include operation, preventive maintenance and repair of specialized machinery used in the manufacturing process. Trainees will acquire better understanding of the entire manufacturing process and will develop skills on quality review of products from a customer's perspective.

Computer Skills (10%): Training will be provided to Technicians who will gain additional skills in understanding and operating Rockwell Control Logix 5000 and Factory Talk View SE Studio Technology. These are the main software used in production and in business operation of the Company.

Continuous Improvement (40%): Training will be offered to all occupations. P&G-Paper continuously improves and creates new products. Trainees will learn new processes, systems, and new programming and equipment. This training will provide employees with improved skills in manufacturing process and in the operation and maintenance of equipment.

Hazardous Materials (2%): Training will be offered to all occupations. These skills will ensure that hazardous materials are handled in the safest manner possible for the employee, the Company, the customer and the environment.

Commitment to Training

P&G-Paper spends approximately \$900,000 annually for its Oxnard location, training its workforce, which includes basic new employee orientation, sexual harassment prevention; OSHA mandated training and basic workplace safety and other job-specific training; most of which will not be part of this proposal and will be funded at the Company's expense.

The Company represents that ETP funds will not displace the existing financial commitment to training. Safety training is provided in accordance with all pertinent requirements under state and federal law.

➤ Training Infrastructure

P&G-Oxnard has qualified in-house trainers and a set training plan in place. The Company is ready to start training upon the approval of this proposal. P&G-Oxnard has assigned a team of

six people who are part of its Education and Training Pillar team to coordinate training, enroll, track and upload hours in the ETP Online System.

RECOMMENDATION

Staff recommends approval of this proposal.

DEVELOPMENT SERVICES

N/A

ADMINISTRATIVE SERVICES

N/A

TRAINING VENDORS

N/A

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

8 - 200

Trainees may receive any of the following:

BUSINESS SKILLS

- + Inventory Control
- + Accounting

CONTINUOUS IMPROVEMENT

- + Strategic Planning
- + Product Knowledge
- + Quality Concepts
- + Electrical Programming
- + Basic Electrical Training

COMPUTER SKILLS

- + Understanding of Rockwell Control Logix 5000
- + Factory Talk View SE Studio Technology

HAZARDOUS MATERIALS

- + Material Handling of Hazardous Materials

MANAGEMENT SKILLS (Managers only)

- + Conflict Management
- + Interpersonal Skills

MANUFACTURING SKILLS

- + Inventory Control
- + Mechanical Skills
- + Equipment Maintenance and Repair
- + Equipment Operation

Safety Training cannot exceed 10% of total training hours per-trainee

Note: Reimbursement for retraining is capped at 200 total training hours per trainee, regardless of the method of delivery.
