



**Training Proposal for:  
Valley Box Co., Inc.**

**Small Business ≤ \$50,000**

**ET16-0109**

**Approval Date:** July 1, 2015

**ETP Regional Office:** San Diego

**Analyst:** K. Campion

**CONTRACTOR**

- Type of Industry: Manufacturing
  
- Priority Industry:  Yes  No
  
- Number of Full-Time Employees
  - California: 46
  - Worldwide: 46
  - Number to be trained: 32
  - Owner  Yes  No
  
- Out-of-State Competition: NAICS Code Eligible
- Special Employment Training (SET):  Yes  No
- High Unemployment Area (HUA):  Yes  No
- Turnover Rate: 15%
- Repeat Contractor:  Yes  No

**FUNDING**

- Requested Amount: \$26,624
- In-Kind Contribution: \$23,954

**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 Continuous Impr. Mfg. Skills	32	8-60	0	\$832	\$15.93
				Weighted Avg: 32			

- Reimbursement Rate: \$26 SB Priority
- County(ies): San Diego County
- Occupations to be Trained: Assembly Staff, Admin. Staff, Customer Service Staff, Engineering & Design Staff, Production Worker, Manager
- Union Representation:  Yes  
 No
- Health Benefits: \$2.18 per hour

**SUBCONTRACTORS**

- Development Services: California Manufacturing Technology Consulting (CMTC) in Torrance assisted with development of this proposal. CMTC is eligible to receive 10% of the approved amount of funding for referrals such as this, under a marketing agreement with ETP, not to exceed \$15,000. In this proposal, the fee will be \$2,662. This fee does not affect the approved amount of funding.
- Administrative Services: CMTC will also provide project administrative services for an amount not to exceed 13% of earned funds
- Training Vendors: To Be Determined

**OVERVIEW**

Founded in 1965 and located in Santee, Valley Box Co., Inc. (Valley Box) ([www.valleybox.com](http://www.valleybox.com)) designs and manufactures crating and packaging for commercial and industrial manufacturers. The Company specializes in customizing designs for boxes and crating constructed from wood, steel, corrugated metal and plastic.

**Training Plan**

To remain an industry leader in both the packaging and manufacturing industries, Valley Box plans to institute a culture of Continuous Improvement initiatives. For example, to reduce its carbon footprint and lower costs, Valley Box is implementing environmental “best practices” in recycling, paperless processing, and waste reduction.

Additionally, Valley Box is expanding into the custom material-handling markets. The Company has already developed a number of new designs based on customer demand: aircraft manufacturing carts, power generation storage racks, solar panel shipping fixtures, and bio-tech material position carts. Manufacturing these new product lines will require additional training.

Finally, Valley Box's current Enterprise Resource Management System (ERP) was recently upgraded. The ERP integrates each department: planning, inventory, purchasing, accounting, delivery, marketing and sales, to collectively store, manage and interpret data from different business activities. Workers must be trained on the upgrades to run processes efficiently.

**Business Skills** – This training will be provided to Administration, Customer Service, and Engineering Staff to provide workers with the skills to better manage customer relationships; enhance meeting, presentation and time management skills; and identify growth opportunities in the development of new products.

**Computer Skills** – This training will be provided to all occupations. ERP training for workers at all levels will ensure trainees have the knowledge to effectively use the ERP system and to avoid errors, which cause rework, inventory and quality issues, and customer complaints. Administration Staff and Managers will receive Word and Excel. Select Managers, Production Workers, Assembly Staff, and Engineering & Design staff will receive Computer-Aided Design/Computer-Aided Manufacturing.

**Continuous Improvement** – This training will be provided to all occupations. Training will provide workers with a deeper understanding of Continuous Improvement including Lean Manufacturing, Teams and Team Building, Problem Solving, Communication and Leadership which will allow workers to enhance their skills to develop new product growth. Quality training is projected to help Managers, Production Workers and Assembly Staff understand and implement better quality systems and inspection methodologies for greater efficiency.

**Manufacturing Skills** – This training will be provided to select Production Workers, Engineering & Design Staff and Managers to help trainees better manage production demands, avoid errors, and determine corrective action more efficiently when errors do occur. Supply Chain Optimization training will reduce inventory issues and enhance supplier relationships. Good Manufacturing Practices will help workers understand the importance of ensuring consistent and controlled manufacturing processes. Production Skills, Machine Operation training and Material Handling Equipment Skills will enhance the cross-functional abilities of staff and ensure more efficient manufacturing operations.

## **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**

- ✚ Business Writing
- ✚ Sales Skills
- ✚ Effective Meeting Skills
- ✚ Time Management
- ✚ New Product Development
- ✚ Presentation Skills
- ✚ Providing Quality Customer Service

**COMPUTER SKILLS**

- ✚ Enterprise Resource Planning Application Skills
- ✚ Intermediate Word Processing
- ✚ Advanced Word Processing
- ✚ Intermediate Excel
- ✚ Advanced Excel
- ✚ CAD/CAM (Computer-Aided Design/Computer-Aided Manufacturing)

**CONTINUOUS IMPROVEMENT**

- ✚ Lean Manufacturing
- ✚ Teams and Team Building
- ✚ Problem Solving
- ✚ Communication Skills
- ✚ Leadership Skills
- ✚ Quality Management Systems
- ✚ Quality Inspection
- ✚ Environmental Best Practices

**MANUFACTURING SKILLS**

- ✚ Geometric Dimensioning & Tolerancing
- ✚ Production Skills
- ✚ Machine Operation
- ✚ Good Manufacturing Practices
- ✚ Supply Chain Optimization
- ✚ Material Handling Equipment Skills

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.