



**Training Proposal for:
Wells Construction, Inc.**

Small Business

ET16-0422

Approval Date: March 24, 2016

ETP Regional Office: Sacramento

Analyst: M. Jones

CONTRACTOR

- Type of Industry:
 - Construction
 - Services
 - Priority Industry: Yes No

- Number of Full-Time Employees
 - California: 50
 - Worldwide: 50
 - Number to be trained: 46
 - Owner Yes No

- Out-of-State Competition: Competitors Outside CA
- Special Employment Training (SET): Yes No
- High Unemployment Area (HUA): Yes No
- Turnover Rate: 9%
- Repeat Contractor: Yes No

FUNDING

- Requested Amount: \$51,428
- In-Kind Contribution: \$58,282

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 SB <100	Business Skills, Commercial Skills, Computer Skills, Continuous Improvement, Management Skills	46	8-60	0	\$1,118	\$16.50
				Weighted Avg: 43			

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- Reimbursement Rate: Job #1: \$26 SB Priority
- County(ies): Placer
- Occupations to be Trained: Accounting Staff, Administrative Staff, Project Administration, Manager, Field Superintendent, Business Development Staff, Owner, Carpenter, Warehouse Staff
- Union Representation: Yes
 No
- Health Benefits: N/A

SUBCONTRACTORS

- Development Services: Sierra Consulting Services in El Dorado Hills assisted with the development of this project for a flat fee of \$5,068
- Administrative Services: Sierra Consulting Services will also provide administrative services for a fee not to exceed 13% of payment earned.
- Training Vendors: To Be Determined

OVERVIEW

Founded in 1989, and headquartered in Roseville, Wells Construction, Inc. (Wells) (www.wellsconstruction.com) is a full-service general contractor that assists customers through the entire process of finding a building, securing financing, design solutions, estimating and construction. The Company has 2 locations in California. However, only trainees in Roseville will participate in this agreement.

Need for Training

Recent business growth has accelerated over the past year and Wells has discovered the need to upgrade employee skills, improve efficiencies, reduce waste, remain competitive and keep up

with customer/industry demands. Currently the Company has only one employee certified in Leadership in Energy and Environmental Design (LEED). Staff must be knowledgeable about California building standards, including the “Green Building Code” for commercial buildings. LEED certified staff is a customer and industry demand. Wells will in part focus on certified LEED training. Training will bring LEED skills to additional employees.

Training will also focus on newly-acquired data management software: Timberline, and cloud-based Procore. These software programs are industry-specific. Together they are a comprehensive platform to manage the Company’s vital project data. The use of this platform, and Docusign, will allow the Company to bridge the gap between departments and create “real-time” communication across projects.

To continue to meet customer and industry demands, the Company’s goal is to create an Ownership Thinking Culture. ETP-funded training will assist in this effort.

Training Plan

Training will be conducted in a Class lab/Videoconferencing and e-Learning setting.

Business Skills – Training will be offered to all occupations to provide the skills necessary for effective job performance. The training will focus on proper company communications, time management to improve efficiencies, and work flow processing to improve customer service skills, and enhance sales and marketing techniques. Training topics will include Retaining Customers, Interpersonal Communication, Relationship Building and Strategic Planning.

Commercial Skills – Training will be provided to all occupations to enable the organization to provide quality work from well trained staff. Training topics will include LEED Accreditation, Light Construction Methodologies (LEAN), and Engineering Theory/Planning/Design.

Computer Skills – Training will be provided to all occupations in job specific computer skills. New software programs will allow staff to be more cost efficient and improve communication within the Company. Training topics will include Computer Networking, Crystal Reports, QuickBooks and Financial Management System.

Continuous Improvement - Training will be provided to all occupations to support the Company’s goals of improving operating costs, efficiencies and internal communication. Training topics will include Decision Making, Time Management, Lean Procedure Practices and Process Improvement.

Management Skills - Training will be provided to all Managers to learn leadership qualities, be more efficient problem solvers and gain necessary skills to be confident in the role of a leader. Training topics will include courses such as Decision Making, Leadership and Motivation.

RECOMMENDATION

Staff recommends approval of this proposal.

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

8 - 60 Trainees may receive any of the following:

BUSINESS SKILLS

- Accounting
- Communication Skills
- Customer Service
- Dealing with Difficult People
- Employee Coaching
- Interpersonal Communications
- Leadership
- Marketing/Sales Techniques
- Negotiating
- Planning & Organization
- Retaining Customers
- Relationship Building
- Strategic Planning
- Successful Selling Techniques

COMMERCIAL SKILLS

- Insurance
- Leadership in energy and Environmental Design (LEED) Accreditation
- Engineering Theory/Planning/Design
- Work Order Processing
- Material Safety
- Inventory Control
- Troubleshooting
- Warehousing
- Light Construction Methodologies (LEAN)
- Light Construction Job Site Sequencing
- Light Construction Team Support

COMPUTER SKILLS

- Intermediate/Advanced Microsoft Office
- Autodesk/AutoCAD/Revit
- Computer Networking
- Computer Programming
- Crystal Reports
- Financial Management System
- Quickbooks
- SQL Server (Management Studio)
- Procure

CONTINUOUS IMPROVEMENT

- Cross Training
- Creating a Quality Organization
- Change Management
- Decision Making

- How to Coach and Mentor
- Leadership Skills for Frontline Workers
- Lean Manufacturing
- Lean Procedures Practices
- Meeting Management
- Process Improvement
- Product Knowledge
- Systems Failure Analysis
- Strategic Planning
- Team Building
- Teamwork Development Skills
- Time Management

MANAGEMENT SKILLS (Managers Only)

- Administration
- Coaching Procedures
- Decision Making
- Effective Meetings for Leaders
- Leadership
- Motivation
- Supervisor Skills
- Teambuilding

E-Learning Hours

8 - 60

BUSINESS SKILLS

- Accounting
- Communication Skills
- Customer Service
- Dealing with Difficult People
- Employee Coaching
- Interpersonal Communications
- Leadership
- Marketing/Sales Techniques
- Negotiating
- Planning & Organization
- Retaining Customers
- Relationship Building
- Strategic Planning
- Successful Selling Techniques

COMMERCIAL SKILLS

- Insurance
- LEED
- Engineering Theory/Planning/Design
- Work Order Processing
- Material Safety
- Inventory Control
- Troubleshooting

- Warehousing
- Light Construction Methodologies (LEAN)
- Light Construction Job Site Sequencing
- Light Construction Team Support

COMPUTER SKILLS

- Intermediate/Advanced Microsoft Office
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Note: Reimbursement for retraining is capped at 60 total training hours per trainee, regardless of the method of delivery.