

Review Application - Short Form

Applicant Name: Sew Co.

Project Name: CNC and Industrial Sewing Machine Operators Development

Brief Project Description: Sew Co will partner with Regional Training Co to provide training to develop the workforce for City of Milwaukee Residents, by creating customized training for CNC operators and Industrial Sewing Machine Operators.

Project Start Date: 12/01/2017

Project End Date: 12/01/2018

Number of Unemployed Trainees: 0

Number of Incumbent Workers - New Hire: 4

Number of Incumbent Workers - Existing: 20

Total Number of Trainees: 24

Total Costs: \$106,120.00

Average Cost per Trainee: \$665.42

Anticipated Match: \$90,150.00

WFF Amount Requested: \$15,970.00

Occupations to be trained: Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic (51-4012.00)
Print Binding and Finishing Workers (51-5113.00)
Sewing Machine Operators (51-6031.00)

BUDGET SUMMARY

BUDGET ITEM	REQUESTED FUNDS	CASH MATCH	IN-KIND MATCH	TOTAL
Program/Curriculum Development:	\$2,250.00	\$1,250.00		\$3,500.00
Instruction:	\$10,500.00			\$10,500.00
Instructional Materials: (Cash and In-Kind match for this line not to exceed 20% of the total match.)	\$1,920.00	\$600.00		\$2,520.00
Facility (off-site):				\$0.00
Facility (on-site):			\$5,000.00	\$5,000.00
Supplies and Operating Expenses:	\$300.00	\$300.00		\$600.00
Consultant/Contractual:				\$0.00
Travel, Meals, and Lodging:				\$0.00
Wages/Stipends of Trainee:		\$82,000.00		\$82,000.00
Other:				\$0.00
Administration Cost: (not to exceed 5% of the total project budget)	\$1000.00	\$1000.00		\$2,000.00
Total:	\$15,970.00	\$85,150.00	\$5,000.00	\$106,120.00

BUDGET DETAIL

Attach detailed breakdown of calculations.

Program/Curriculum Development:

Sally Presi, Sew Co. President x 98 Hours x \$35.50/hr. = \$3,500.00

Development of performance based assessment to determine best path for each trainee. Leadership skills development plus technical training materials (handouts /online) along with final assessment testing to proficiency based on corporate end user criteria. Video capture of processes for online use and study.

Instruction:

Jon Trainer, Sew Co. Supervisor x 250 Hours x \$42/hr. = \$10,500.00

Process includes detailed information on work flow process, output and quality expectations from corporate end user. This information is then aggregated into a plan for each job. Roll out of information to trainees will be staggered and training schedule will be developed with in-house mentors and executed.

Instructional Materials:

24 Trainees x \$80/per trainee = \$1,920.00

Custom created Machine Manuals and workbooks

Facility (off-site):

None

Facility (on-site):

Set up of onsite training for non-hands-on skills training: 25 weeks at \$200.00 per week = \$5,000.

Supplies and Operating Expenses:

3 Chrome books for in house on line training. Cost is approx. \$200 per item = \$600.

These items will be property of the corporation for future training.

Consultant/Contractual:

n/a

Travel, Meals, and Lodging:

n/a

Wages/Stipends of Trainee:

Incumbent wages currently at \$10.00 /hour X 24 Incumbents X 10 Hours week X 25 weeks = \$72,000.00.

Trainee wages currently at \$10.00 /hour X 4 Trainee X 10 hours week X 25 weeks = \$10,000.00.

Other:

n/a

Administration Cost:

Bill File, Sew Co. Officer Manager x 125hours x \$16/hr. = \$2,000.00.

Setup of independent accounting for this project and reporting through a QuickBooks software. Measure training impact. Project Wrap up and post project evaluation.

Miscellaneous Budget Comments:

Due to the location being in the City of Milwaukee - It is assumed that all trainees will have transportation available via bus route if they do not have individual transportation.

PROJECT NEEDS STATEMENT

Sew Co. is a diverse manufacture of several lines of business. As such, the ability to get skilled workers to keep up with the company growth has been deficient. There is currently little to no cross training of skills for any of the current employees. Missing employees cause a significant output reduction of products and limits the ability to take on new business.

The area location of the plant lacks workers with the skill set to step into these roles. In addition, there is no ability to cross train as there are just enough employees to get the base work completed.

Additional skills will allow workers to perform multiple jobs and that makes them more valuable to the company. The ability to cross train also allows for greater growth for the employee and protects against potential seasonality of any of the product lines.

The skills training and ultimate documentation will allow for the company to expand the training to others after this project, strengthening the company workforce.

ECONOMIC IMPACT

We will create 4 new jobs and upgrade the skills of 4 additional incumbent workers. The addition of these new roles will allow for expansion of production.

This training addresses the issues of aging workforce challenges. Also, the implementation of long term workforce strategies by training and cross training in multiple disciplines.

Incumbent training supports the betterment of existing workers.

Obtaining workers from the local area is not only good for the area but also for the company because it results in better attendance and on time employees.

Training helps increase retention rates and reduces high turnover and has measurable results.

Leadership skill training provides a track for more supervisory or team leadership roles.

ELIGIBILITY

This program, through Regional Training Co., will work specifically with returning Veterans from the Center for Veteran Issues in Milwaukee. Regional Training Co. has had a successful relationship with them and has assisted in classes that transfer Military "speak" and skills to civilian as well as placement of individuals through our staffing division. The Veteran Center has agreed to work with us and provide qualified candidates. At this point we have up to 20 candidates available for review. We will work together as we have in the past to assess everyone presented toward the best path option of the available openings. We will review the taxonomy of the military skills and compare them against the skills we require for the first pass. Interviews will then be conducted individually for next step. If we are not provided with an adequate number of candidates, we will leverage our existing partnerships with other employment groups to improve the recruiting process.

All candidates from the Vet Center are pre-screened for us at that point. (Drug test, education, etc). Regional Training Co. will determine through a custom-created aptitude screen candidate ability to move into the roles available.

ASSESSMENT

Regional Training Co. will review the taxonomy of the military skills that compares skills to civilian roles for the first pass. Interviews will then be conducted individually for next step, using the criteria we developed working with the corporate management. Assessment will be about 3-5 days to check all requirements. Resume reviews, in person interviews, initial abilities assessments, and situational assessments will be conducted by Ms. Mendall, President of Regional Training Co., who received her Master of Engineering Degree Biomed from Marquette University. She earned her B.S. in Computer Science from Missouri School of Science and Technology. Ms. Randall has worked with numerous manufacturing organizations in a strategic and tactical level.

Training and assessment will also be supported by Ms. Windish, an Associate Professor for over 24 years specializing in Business Analytics. Her skills include design of curriculum and teaching college and master's level technology, project management and business courses that include hardware, software method and theory along with ethics. In addition:

- Directed the design and development of various power distribution products and other medical equipment accessories
- Established and conducted American Medical Association accredited training programs

TRAINEE PROGRAM MONITORING

Program will have a target of approx. 3-6 months based on speed of the participants.

Evaluation of the trainee and their ability to:

- o performs against expectations,
- o understanding of the skills and tasks, and
- o measurements of specific learning objectives as defined by the corporation for each role.

Class training materials will have reviews and assessments at the end of main content points (Est. every 2-3 weeks).

Regional Training Co., as the trainer, will monitor trainee participation along with the mentor assigned to each team member.

Advancement will not be permitted until successful completion of each design module. Individual training will be done where needed.

The program will be flexible since this is the first time and "tweaking" of the program will be allowed as we go forward. So, monitoring will be on the project as well as looking to have relevancy through internal review and improvement.

TRAINING AND EDUCATION CAPACITY BUILDING

Sew Co. is a growing company. Training gives them the tools and training process to reuse as the company grows. Training fosters increased quality and teamwork and provides measurable results. This will make it easy long term to assess new incoming employees and create an environment of improvement.

Documentation (including video and online text info.) will be available for repeat training as required.

Regional Training Co. will be available as new product lines come to Sew Co. to produce addition lines of materials.

CURRICULUM STATEMENT

Proposed Training Provider: Regional Training Co

Course Title or Training Topic: skills upgrade

Number of Trainees: 24

Course Hours per Trainee: 250

Total Training Hours: 6000

Occupation: Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic (51-4012.00)
Print Binding and Finishing Workers (51-5113.00)
Sewing Machine Operators (51-6031.00)

Status: Customized

Course Certification: yes

Curriculum Explanation: Hours per incumbent trainee is 10/week: 1 hours of leadership skill 6 hours of hands-on 3 hours of technical training for all 3 categories for 25 weeks of training Customized for each occupation training provide by Regional Training Co Teaching new skills in designated areas and cross training and skills upgrades for the incumbent. This will resolve having the end user

(corporation) having a limited skilled workforce and teaching trainees multiple skills so they will have better employability across the company.

PLACEMENT(S)

Placement Name: Sew Co
Occupation: Sewing Machine Operators (51-6031.00)
Expected Placement Number: 4
Average pre-training hourly wage without benefits for incumbent workers: \$10.00
Expected Post-Training Hourly Wage without Benefits: \$12.00
Level of Training: Entry-level

Placement Name: Sew Co
Occupation: Print Binding and Finishing Workers (51-5113.00)
Expected Placement Number: 10
Average pre-training hourly wage without benefits for incumbent workers: \$10.00
Expected Post-Training Hourly Wage without Benefits: \$12.00
Level of Training: Entry-level

Placement Name: Sew Co
Occupation: Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic (51-4012.00)
Expected Placement Number: 10
Average pre-training hourly wage without benefits for incumbent workers: \$10.00
Expected Post-Training Hourly Wage without Benefits: \$15.00
Level of Training: Entry-level

ECONOMIC OPPORTUNITY ENHANCEMENTS

Each trainee will start at an entry level pay but at successful training completion will attain wage increase as skills are attained. Cross training can result in additional wage increase as well as lead to team lead opportunities.

Manufacturing skills have a moderate measure of transferability with additional training for an environment.

This program will work specifically with returning Veterans from the Center for Veteran Issues in Milwaukee. Regional Training Co. has had a successful relationship with them and has assisted in classes that transfer Military "speak" and skills to civilian as well as placement of individuals through our staffing division.

Employee benefits provided to existing and/or placed trainees:

Sick Leave/Vacation/Paid Time Off: Yes

Health Insurance: Yes

Retirement: No

Life Insurance: No

Profit-sharing/Stock Options: No

Tuition Reimbursement: No

Other:

CONTRIBUTING PARTNERS PARTICIPATION

Activities such as recruitment and selection of trainees: Regional Training Co.

Development of the training curriculum: Regional Training Co. and Sew Co

Implementation of the training program: Regional Training Co. along with Sew Co Assigned mentor (for reinforcement of work skill)

Contribution of resources (cash or in-kind match) to the project: See budget sheet. Sew Co will pay Regional Training Co. trainees and employees.

Commitments to interview, trial hire, hire and/or give an incumbent worker wage increase to successful trainees: Sew Co