



**Training Proposal for:**  
**Stepstone, Inc.**  
**Agreement Type: Small Business**  
**Agreement Number: ET09-0447**

Panel Meeting of: **January 23, 2009**

ETP Regional Office: **North Hollywood**      Analyst: E. Wadzinski

**CONTRACTOR:**

- Type of Industry: Manufacturing  
Priority Industry:  Yes  No
- Contractor's # of Full-Time Employees
  - California: 93
  - Worldwide: 93
  - Number to be trained: 48
- Turnover Rate: 5%
- Repeat Contractor:  Yes  No

**CONTRACT:**

- Training Project Profile: Priority/Retrainee
- ETP Funding Amount: \$74,880
- In Kind Contribution: \$55,056
- Average Cost per Trainee: \$1,560
- Post Retention Wage: \$14.18
- Health Benefits: \$1.80 an hour
- Occupations to be Trained: Production Staff, Sales Staff, Customer Service, Owner, Administration, Project Leads, Managers
- Training Menu:
  - Business skills       Literacy skills
  - Commercial skills       Management skills
  - Computer skills       Manufacturing skills
  - Cont. Improvement       Other:

- Range of Hours: 24-160 Weighted Average: 60
- Multiple Job Numbers:  Yes  No
- County(ies) Served: Los Angeles
- Union Representation:  Yes  No
- Subcontractor: International Optimum Services of Valencia will provide Continuous Improvement training for an amount to be determined.
  
- Third Party Services: International Optimum Solutions also provided development services at no charge.

### **INTRODUCTION**

Stepstone, Inc. (Stepstone) manufactures pre-cast concrete products for sale to masonry material dealers, construction companies, and directly to architects.

The company representative states that Stepstone is converting to a new Computerized Inventory Control and Order Management System, including new Architectural Applications, which will require employees to learn and understand the system. Training will also include process improvement, change management, communication, customer service, and sales training.

### **RECOMMENDATION**

For the reasons set forth above, staff recommends approval of this proposal.