

Regional Competitiveness Training Fund
Solicitation for Incumbent Worker Training

Up to \$150,000 of Employer Workforce Training Funds are available for incumbent worker training for the solar manufacturing industry. If your organization is interested in applying to provide this training please see below for more information.

Training Requirements:

- **Timeline** – training(s) shall be offered beginning January 2009 and continuing through June 2010.
- **Trainees** – Incumbent workers in the solar manufacturing industry.
- **Classes** – Topics are listed in the Training Plan. Classes will be held at various company locations as per the direction of participating businesses, or at other locations to be determined; class sizes must not be less than 5 participants and may be as many as 25; multiple classes will be offered throughout the training grant period as demand warrants and as funding permits.

Application to provide training:

Please submit your training proposal to Cary Harkaway at Worksystems, Inc. via email (charkaway@worksystems.org) by 3 pm on January 7, 2008. Proposals need to include the following for each course you would like to deliver:

- Outline of the training plan including: topics covered, instructional methods, and ability to offer the training as specified in the Training Plan (not more than 2 pages)
- Costs: at a per session rate. Please note the suggested cost for each class indicated in the Training Plan. (not more than 1 page)

An employer group (also known as Skill Panel) will review all training applications and decide on vendors within 2 weeks. In order to make their decisions, the Skill Panel may request interviews with applicants.

Questions:

To Cary Harkaway, 503.478.7368 or charkaway@worksystems.org

Training Plan: see following page



This program funded in whole or part by Employer Workforce Training Funds administered by the Oregon department of Community Colleges and Workforce Development.

Training Plan

Course Name	# Hours	Description
Intro to Solar Manufacturing	40	<ul style="list-style-type: none"> • Employer overview and expectations • Workplace communication • Skills review: Reading and writing on the job • Quality systems; lean manufacturing; SPC • Workplace safety • Technology: Precision measurements & tools and other solar manufacturing basics
Computer Applications	4-8 per application	<ul style="list-style-type: none"> • Excel • PowerPoint • Project • Access • Visio
Communication for Results	16	<ul style="list-style-type: none"> • Designing and adjusting communications for a target audience • Presenting data and conclusions verbally • Presenting data and conclusions in writing and electronically • Coaching and teaching others
Problem Solving	8-16	Introduction to tool box that includes: <ul style="list-style-type: none"> • 5 Whys • Root Cause Analysis • Kepner-Tregoe Decision Making Model • 8-D Problem Solving • Failure Mode and Effects Analysis (FMEA)
Team Building	8-16	Including practical strategies, collaborative skills, conflict, diversity, time management.
Leadership Development	16	<ul style="list-style-type: none"> • The Leader/Manager • Understanding leadership styles • Assessing Personal Leadership Styles • Keys to Success • Personal Action Planning for Skill Development
Principles of Business Finance for Supervisors	16	<ul style="list-style-type: none"> • Understanding Basic Financial Statements: balance sheets; profit & loss; cash flow • Cost Drivers: fixed vs. variable costs; direct vs. indirect; overhead costs. • Inventory Management (LIFO vs. FIFO) • Variance Analysis • Total Cost of Ownership • Make vs. Buy Decisions
Emergency Response Team (OSHA)	As required	<ul style="list-style-type: none"> • CPR and First Aid • Bloodborne Pathogens • Automated External Defibrillator • HAZWOPPER



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