

**Cost to Complete Basic Orientation Core Requirements:  
4/15/10**

**General Formula**

Trainee portion =  $Z \times (1+B) \times H1$   
 Trainer portion =  $(T \times (1+B) \times H2)/S$   
 Plus supplies:  
 -Workbooks = \$.05 x total pages  
 -Food/Utensils = \$5 x class w/food  
 \*Food to cut for Knife Safety Class  
 \*AGGS Book for Service Class  
 \*ZingTrain shirt for T3 Class

Basic Orientation(ZCob-wide portion)			
Z =	\$10.00	H1 = 11.8	= \$129.25
T =	\$15.00	H2 = 9.75	= \$53.63
Total Pages =	70		= \$3.50
Classes =	4		= \$20.00
			= \$10.00
			= \$8.00
<b>Total</b>			<b>= \$224.38</b>

ZCoB Manager(ZCob-wide portion)			
Z =	\$12.00	H1 = 20	= \$264.00
T =	\$15.00	H2 = 17	= \$140.25
Total Pages =	150		= \$7.50
Classes =	8		= \$40.00
			= \$6.00
<b>Total</b>			<b>= \$457.75</b>

\*class-specific supplies

=can be changed for specific business data

Z = ZCoB average wage for person working on the type of passport you are costing. Assume \$10 for Basic. \$12 for Mgr  
 T = Trainer average wage. Assume \$15 for both passports  
 B = Benefits paid by employer (FICA, Unemployment tax, etc.) expressed as a % of wage. Assume 10% for all.  
 H1 = Hours required by trainee to complete passport. See chart below.  
 H2 = Hours required by trainer to teach passport classes/proctor tests. See chart below.  
 S = Average # of students per class. Assume 3 for Basic, 2 for Manager

**Assumptions:**

Most trainers teach in their area and don't require travel time.  
 Most trainees choose to take the knife safety class in order to pass the test.  
 No trainer time is needed to administer Zcob Facts of Life Test.  
 Ari and Paul assume the same wage as average Trainer wage.

**Notes:**

This does not include the cost of:  
 -additional business-specific passport requirements (ex. On-shift training, additional classes).  
 -training the trainers of the passport classes.  
 -tracking post toasties.  
 -trainer time/food for unattended classes.  
 -producing and distributing class schedules.  
 -maintaining class list.  
 -annual review mtg for Trainers.

**Breakdown of hours required:**

Basic	Trainee	Trainer	Pages	Manager	Trainee	Trainer	Pages
Welcome to Zcob	2	2	15	HR for New Mgr	3	3	25
ZEE	2	2	15	BLC	2	2	20
Knife Certification	1	1	4	Huddling 2.0	2	2	20
Zcob Facts of Life	1	0	3	Caring Confront	2	2	12
AGGS	2.5	2.5	22	Supervising	2	2	18
Food Safety	2	2	10	Welcome Mgr	2	2	20
Food Safety Test	0.25	0.25	1	Train the Trainer	2	2	20
Attend Huddle	1	0		Greens to EG	2	2	15
				PG mtg	3	0	
<b>Totals</b>	<b>11.75</b>	<b>9.75</b>	<b>70</b>	<b>Total</b>	<b>20</b>	<b>17</b>	<b>150</b>