



# North Carolina Department of Transportation and North Carolina State University



## Small Business Development & Capacity Enhancement Program

- What:** NCDOT training programs now start with individual business evaluations to help companies better understand their business needs and select the most appropriate training courses to match their current capacity and resources
- When:** **April 21, 2014** from 8:30am to 4:30pm
- Where:** North Carolina State University  
McKimmon Center for Extension & Continuing Education  
1101 Gorman Street, Raleigh, NC 27606
- RSVP:** By April 7, 2014 to Gina Dean via email [gdean@ncdot.gov](mailto:gdean@ncdot.gov) or phone (919) 508-1808  
Surveys can also be mailed to NCDOT at 104 Fayetteville St. Raleigh, NC 27699

- ◆ Evaluate the competitiveness of your company and improve business skills!
- ◆ Learn how to effectively manage your construction firm on NCDOT projects!
- ◆ Attend appropriate NCDOT-NCSU training courses to enhance performance and grow profits!

### ▶▶▶ HOW TO PARTICIPATE ◀◀◀

- 1) Complete and return the attached preliminary survey (pages 2-3) along with your registration.
- 2) If your firm has already participated in and completed the full (one day) business assessment workshop, then select and register for any courses listed in the attached training schedule (page 4).
- 3) If your firm has not participated in and completed the full (one day) business assessment, then please register for the business assessment workshop (course #1) on April 21, 2014.

This program has been developed through a partnership between the NCDOT Office of Civil Rights and North Carolina State University Extension Programs.

**Small Business Development & Capacity Enhancement Program  
NCDOT Office of Civil Rights (OCR) and Workforce Services (BOWD)**

**PRELIMINARY SURVEY**

**WHO?** Dear NCDOT Contractor and/or Small Business Owner

**WHAT?** If you answer **YES** to any of the following questions, your firm and employees **QUALIFY** for the most comprehensive training program offered by the NCDOT

**WOULD YOU LIKE TO...** (please circle your answer)

1	Have access to free training, business enhancing, opportunities through OCR and BOWD sponsored programs?	Yes	No
2	Help your employees gain increased competencies to help your company achieve business growth and profitably?	Yes	No
3	Help your business reach a higher professional level so is a better choice for NCDOT contractors and NCDOT projects?	Yes	No
4	Invest time in sending employees to free high-level training, on various business areas that would benefit them and your company?	Yes	No
5	Participate in a study to determine which areas of your business can benefit the most from NCDOT offered training programs?	Yes	No
6	Master the requirements and intricacies of doing business with the NCDOT so no opportunities are missed by your company?	Yes	No
7	Better understand the needs and requirements of NCDOT Prime Contractors so your firm is better prepared to do business with them?	Yes	No
8	Know all the details necessary to properly read and understand NCDOT blueprint drawings, specifications, and contracts?	Yes	No
9	Properly incorporate and allocate all business costs into your bids so your planned profits are not consumed by inaccurate estimates?	Yes	No

10	Learn project scheduling techniques to efficiently allocate resources, detect scheduling issues, and then price timely corrective actions?	Yes	No
11	Develop and implement a repeatable process for controlling your projects before, during, and at construction close-out?	Yes	No
12	Develop financial controls and benchmarks, appropriate for your company, so you can regularly measure your progress and performance?	Yes	No
13	Prepare and present the state of your business in a most favorable light for insurance, bonding, and banking purposes?	Yes	No
14	Assess areas of contractual risk and liability for your firm, and develop an appropriate risk management strategy?	Yes	No
15	Have an employee manual with current, and legally compliant policies helpful to attract, hire, retain and promote employees?	Yes	No
16	Develop a strategic business plan that provides you with a clear path to focus business resources and to achieve growth and profitability?	Yes	No
<b>HOW?</b> Turn the page, look at the attached list of programs, and <b>register as follows:</b>			
A	If your firm has ALREADY completed the full NCDOT business assessment, then you can register for any of the training events after Day 1 (April 21, 2014).		
B	If your firm has NOT completed the full NCDOT business assessment, then you MUST register for the Day 1 training (April 21, 2014) before you can participate in any of the additional training sessions.		
Complete this survey and submit along with registration information to NCDOT Customer Service Manager Gina Dean via email gdean@ncdot.gov, fax (919) 508-1814 or regular mail to 104 Fayetteville St. Raleigh, NC 27699. Pre-registration is required.			
<b>REGISTRATION INFORMATION</b>		<b>My firm would like to register for the following NCDOT training sessions and workshops:</b>	
<b>Company:</b>	1	2	3
<b>Contact Person:</b>	6	7	8
<b>Phone &amp; Fax No:</b>	11	12	13
<b>Email Address:</b>	16	17	18



**NCDOT Small Business Development & Capacity Enhancement Program**

**North Carolina State University - Raleigh, NC**

**2014 TRAINING SCHEDULE**



© NCSU

<b>4/21/2014</b> <b>BUSINESS ASSESSMENT</b> Workshop	<b>4/25/2014</b> <b>WORKING with NCDOT</b> Fundamentals	<b>4/28/2014</b> <b>WORKING with GC</b> Fundamentals	<b>5/2/2014</b> <b>BLUEPRINT READING</b> Fundamentals
<b>1</b> Operations Finance & Accounting Business Planning Legal Aspects Human Resources Risk, Insurance & Bonding Class length: 7.5 hours	<b>2</b> Doing Business with DOT OCR Regulations NCDOT Contracts Project Documentation Payments and Changes Dispute Resolution Class length: 7.5 hours	<b>3</b> Doing Business with a GC GC Expectations Proposals and Bids Insurance, Binding & Safety Payments and Changes Submittals and Disputes Class length: 7.5 hours	<b>4</b> NCDOT Plans Views Cross Sections Signs and Symbols Scales Take-offs Class length: 7.5 hours
<b>5/5/2014</b> <b>ESTIMATING</b> Fundamentals	<b>5/9/2014</b> <b>ESTIMATING</b> Intermediate	<b>5/12/2014</b> <b>ESTIMATING</b> Advanced	<b>5/16/2014</b> <b>1st QUARTER MEETING</b> Workshop
<b>5</b> Estimating Structure Direct Costs Indirect Costs Project Overhead Company Overhead Markup Class length: 7.5 hours	<b>6</b> Quantity Take-offs Labor Costs Equipment Costs Material Costs Crew Costs Bid Preparation Class length: 7.5 hours	<b>7</b> Labor Burden Equipment Leasing Equipment Ownership Productivity Risk Contingency Profits and Bid Strategy Class length: 7.5 hours	<b>8</b> Time Management Goal Setting Goal Measurement Assessing the GC Managing the GC Grading the GC Class length: 7.5 hours
<b>5/19/2014</b> <b>SCHEDULING</b> Fundamentals	<b>6/2/2014</b> <b>SCHEDULING</b> Intermediate	<b>6/9/2014</b> <b>FINANCIAL CONTROLS</b> Fundamentals	<b>6/13/2014</b> <b>FINANCIAL CONTROLS</b> Intermediate
<b>9</b> Project Breakdown Activity Selection Activity Duration Logic Lead Lag Networks Class length: 7.5 hours	<b>10</b> MS Project Software Base Line Schedule Logic Changes Resources Updates Class length: 7.5 hours	<b>11</b> Business Activities Accounting in Construction Balance Sheet Profit and Loss Sheet Cash Flow Sheet Your Company Review Class length: 7.5 hours	<b>12</b> Schedule of Values Pay Applications Change Orders Accounts Payable Accounts Receivable Cost Allocations Class length: 7.5 hours
<b>6/23/2014</b> <b>OPERATION MANAGEMENT</b> Advanced	<b>6/27/2014</b> <b>2nd QUARTER MEETING</b> Workshop	<b>6/30/2014</b> <b>LEGAL</b> Fundamentals	<b>7/7/2014</b> <b>LEGAL</b> Intermediate
<b>13</b> Financial Ratios Cost-Volume-Profit Work in Progress Working Capital Earned Value Bankers and Sureties Class length: 7.5 hours	<b>14</b> TBD  Class length: 7.5 hours	<b>15</b> Contracts Delivery Methods Changes Pricing Insurance Indemnification Class length: 7.5 hours	<b>16</b> Damages Acceleration Liens Lien Agent Notice of Contract Bonds Class length: 7.5 hours
<b>7/11/2014</b> <b>RISK MANAGEMENT</b> Advanced	<b>7/14/2014</b> <b>HUMAN RESOURCES</b> Fundamentals	<b>7/18/2014</b> <b>HUMAN RESOURCES</b> Intermediate	<b>7/21/2014</b> <b>BUSINESS MANAGEMENT</b> Advanced
<b>17</b> Insurance Coverage Bonding Capacity Workers Compensation OSHA Safety Recordkeeping Multiple Employer Sites Class length: 7.5 hours	<b>18</b> Employee Selection Job Descriptions Hiring Process Retaining/Promoting Firing Process Employee Manuals Class length: 7.5 hours	<b>19</b> E-verify Fleet and Drivers Certified Payroll Healthcare Reform Healthcare Options Conflict Management Class length: 7.5 hours	<b>20</b> Business Planning Strategic Planning Vision Mission Goals and Objectives Benchmarks Class length: 7.5 hours