Small Business Development & Capacity Enhancement Program

North Carolina Department of Transportation, Office for Historically Underutilized Businesses, North Carolina State University and Johnson C. Smith University

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: **August 27, 2014** from 8:30am-5pm

Where: **Johnson C. Smith University at Mosaic Village 1601 W. Trade Street Charlotte, NC 28216.**

RSVP: By August 18, 2014 to Nellie Yang Maurer via email nymaurer@ncdot.gov (919)508.1805 Surveys can also be mailed to NCDOT at 104 Fayetteville St. Raleigh, NC 27699

♦ Evaluate the competiveness 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 <u>participated</u> in and <u>completed</u> 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 <u>not</u> participated in and completed the full (one day) business assessment, then please register for the business assessment workshop (course #1) on August 27, 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
HOW?	Turn the page, look at the attached list of programs, and **register as follows:**		
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 (August 27, 2014).		
B	If your firm has NOT completed the full NCDOT business assessment, then you MUST register for the Day 1 training (August 27, 2014) before you can participate in any of the additional training sessions.		

Complete this survey and submit along with registration information to Administrative Assistant Nellie Yang Maurer via email nymaurer@ncdot.gov, fax (919) 508-1814 or regular mail to 104 Fayetteville St. Raleigh, NC 27601. Pre-registration is required.

REGISTRATION INFORMATION		**My firm would like to register for the following NCDOT training sessions and workshops:**									
Company:		1		2		3		4		5	
Contact Person:		6		7		8		9		10	
Phone & Fax No:											
Email Address:											

NCDOT/NCSU Small Business Development & Capacity Enhancement Program
Johnson C. Smith University –Charlotte NC SCHEDULE

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8/27/2014 **BUSINESS ASSESSMENT** Fundamentals	9/2/2014 **WORKING with NCDOT** Fundamentals	9/10/2014 **WORKING with GC** Fundamentals	9/17/2014 **Construction Accounting** Fundamentals
1 8:30am– 5pm	2 8:30am-5pm	3 8:30am– 5pm	4 8:30am-5pm
9/24/2014 **ESTIMATING** Fundamentals	10/1/2014 **Scheduling** Fundamentals	10/8/2014 **Operational Management & Risk** Fundamentals	10/22/2014 **Legal** Fundamentals
5 8:30am-5pm	6 8:30am– 5pm	7 8:30am-5pm	8 8:30am– 5pm
10/29/2014 **Human Resources** Fundamentals	11/5/2014 **Business Management** Fundamentals	11	12
9 8:30am– 5pm	10 8:30am– 5pm		
13	14	15	16
17	18	19	20