
Business Opportunity and Workforce Development

Training Resource Catalog

2010 Summer/Fall



BOWD Training Opportunities Take You Where You Want to Go

By taking advantage of the training resources offered by NCDOT's Office of Business Opportunity and Workforce Development (BOWD), you are making a sound investment in the development of your business. The training topics offered in this 2010 Summer/Fall issue include: Entrepreneurial Development, Financial Management, Human Resources, Safety and a variety of other courses. Please consider training and development services offered by the BOWD Unit by reviewing the information provided in this catalog, and returning to our website often to learn about new opportunities to build your business.

Advantages:

Flexibility

Certified firms can apply for reimbursement for training and development opportunities not listed in this catalog. See the form at the end of the catalog to apply for tuition/training reimbursement.

Course Duration

Many of the courses we offer are designed with duration of 1-2 days to ensure you are able to take full advantage of the training, as well as continue to effectively manage your day-to-day business functions.

Affordability

Courses listed in our resource catalog are offered to certified firms at a reduced cost.

Location

We offer courses in locations across the state of North Carolina to provide opportunities to businesses from the mountains to the coast.

Excellent Instructors

We offer courses taught by instructors who bring a wealth of knowledge and many years of experience within the transportation industry in their particular area of expertise.

2010 SUMMER/FALL SCHEDULE

DATE	COURSE/WORKSHOP	LOCATION	PAGE
June 18	Flagger Instructor	Raleigh, NC	4
June 30	DBE 101	Raleigh, NC	7
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July 21	Level II Soil/Erosion	Concord, NC	6
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July 23	Work Zone Traffic Control	Raleigh, NC	3
August 6	OSHA 10-Hour	Greensboro, NC	5
August 18	DBE 101	Greensboro, NC	7
September 22-24	OSHA 30-Hour	Greensboro, NC	5
October 9	Quick Books Beginners	Raleigh, NC	8
October 13	DBE 101	Charlotte, NC	7
October 16	Quick Books Advanced	Raleigh, NC	8
November 8	Human Resources	Morrisville, NC	10
December 8-10	EDP for Truckers	Charlotte, NC	9
Winter/Spring	Coming Soon		12

Work Zone Traffic Control

This course is a one-day training course which will provide an overview of safety regulations using NCDOT specifications and standard drawings focused on the following subject areas: Passive Work Area Protection (Stationary), Passive Work Area Protection (Moving and Mobile), Advance Warning Signs, Traffic Control Devices, Positive Work Area Protection (Barrier and Guardrail), TMIA's, and Crash Cushions.



Instructor:
Jim Kellenberger, P.E.
Kellenberger Engineering, Inc.

Location:
Method Maintenance Yard
Raleigh, NC

\$25.00
Training Date (s): July 23, 2010
Time: 8:30 AM—4:00 PM
Registration Deadline: July 16, 2010

Instructor:
Work Zone Traffic Control
Staff

Location:
James B. Hunt Horse Complex
NCSU Fairgrounds
Raleigh, NC

\$30.00
Proposed Training Date (s):
November 30, 2010*
December 1, 2010*
December 2, 2010*
Time: 8:30 AM—4:00 PM

***For more information and to register for these courses, please visit:**

http://www.ncdot.org/doh/preconstruct/wztc/Rodeo/info_wz.html

Flagger Instructor (formerly “Train the Trainer”)

This course is a NCDOT approved course and was developed to provide the ability to conduct Flagger Training in your company. Students will learn the techniques, knowledge, information and awareness to perform their jobs safely. Upon successful course completion, a written exam, and demonstration of teaching/presentation techniques students will become a Safety Licensed Instructor for three years.

Instructor:
Manuel Rosas,
PinPoint Safety, LLC

Location:
313 Chapanoke Rd
Raleigh, NC

\$100.00
Training Date (s): June 18, 2010
Time: 8:00 AM—5:00PM
Registration Deadline: June 15, 2010

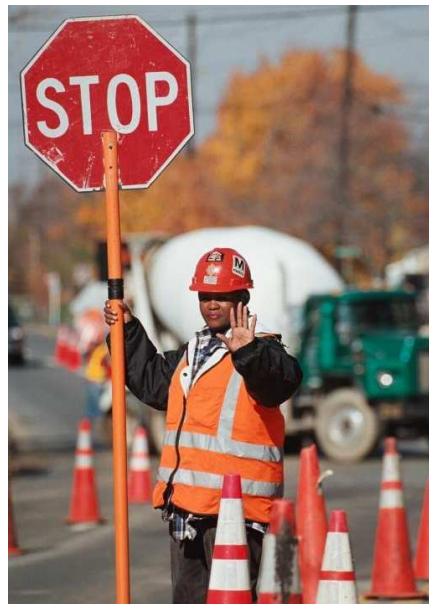
Flagger Training

This course is designed to certify a person to perform Flagger duties as required by the North Carolina Department of Transportation. The certification is for three years.

Instructor:
Manuel Rosas
PinPoint Safety, LLC

Location:
313 Chapanoke Rd
Raleigh, NC

\$50.00
Training Date (s): July 16, 2010
Time: 8:00 AM—5:00 PM
Registration Deadline: July 9, 2010



OSHA 10-Hour Competent Person

This **10-HOUR** course is designed for construction workers, job supervisors, and anyone involved in the construction industry. Learn how regulations comply with safety and health as well as understanding the requirements and programs necessary in providing an acceptable safety and health program for the workplace.

OSHA 10-HOUR Card upon completion

Instructor:
Manuel Rosas,
PinPoint Safety, LLC

Location:
201 South Chimney Rock Road
Greensboro, NC

\$25.00
Training Date (s):
August 6, 2010
Time: 7:30 AM— 6:30PM
Registration Deadline:
July 30, 2010

OSHA 30-Hour Competent Person

This **30-Hour** course is a comprehensive safety program designed for the construction industry. Specifically devised for safety directors, foremen, and field supervisors; the program provides complete information on OSHA compliance issues. All students will receive a complete OSHA 29 CFR 1926 reference manual.

OSHA 30-HOUR Card upon completion

Instructor:
Manuel Rosas,
PinPoint Safety, LLC

Location:
201 South Chimney Rock Road
Greensboro, NC

\$75.00
Training Date (s):
September 22-24, 2010
Time: 7:30 AM—6:30 PM
Registration Deadline:
September 15, 2010

**\$125 With Overnight
Accommodations**



Level I Erosion and Sediment Control/Stormwater Inspector/Installer

A series of courses conducted by NCSU providing instruction on the function and proper installation of best management practices used by NCDOT to minimize or control erosion and sedimentation; permit requirements; the basics of soil erosion, vegetation establishment, and stream restoration; implementation of erosion/sediment control plans; requirements of various regulatory agencies; and consequences of permit violations.

Designed for those who directly supervise crews and who install erosion and sediment control on construction sites.

Instructors:
NCSU Faculty

Location:
715 Cabarrus Ave. West
Concord, NC

\$50.00*
Training Date (s):
July 22, 2010
Time: 7:30 AM— 5:00PM

Registration Deadlines:
July 8, 2010

***Late Cost-\$75.00**
(later than 2 weeks before the training course)

Level II Erosion and Sediment Control/Stormwater Management

Designed for those who supervise, run or direct grading work, culvert replacement work, and bridge construction work over rivers and streams.

Instructors:
NCSU Faculty

Location:
715 Cabarrus Ave. West
Concord, NC

\$50.00*
Training Date (s):
July 21, 2010
Time: 7:30AM—5:00PM

Registration Deadlines:
July 7, 2010

***Late Cost-\$75.00**
(later than 2 weeks before the training course)

DBE 101:Introduction to NCDOT

This course will introduce newly certified firms to the various areas within NCDOT that provide contract and procurement opportunities. Firms will gain information on how to market their business and how to take advantage of Business Opportunity and Workforce Development (BOWD) technical and business assistance programs.



Instructors:
NCDOT Staff

Various Locations:
Raleigh
104 Fayetteville St
Raleigh, NC

Greensboro
201 South Chimney Rock Rd
Greensboro, NC

Charlotte
2327 Tipton Drive
Charlotte, NC

\$15.00

Training Date (s):

June 30, 2010 (Raleigh)

August 18, 2010 (Greensboro)

October 13, 2010 (Charlotte)

Time: 9:00AM—2:00PM

Registration Deadlines:

June 23 , August 11, and October 6, 2010

What You'll Learn:

- Overview of NCDOT Structure
- Multi-modal Opportunities Within NCDOT
- Letting process (Central & Division)
- Division Overview
- Overview Standards/Specifications
- M/W/DBE Clarifications
- Reporting requirements based on funding sources
- Project forecasting

Quick Books Beginners

This course will provide an overview of the basic functions of Quick Books which allow firms to better manage their financial operations. Participants will learn how to design sales receipts, create and use an invoice, enter and pay bills, reconcile bank statements, and create reports.

Instructor:
Jess McLamb,
Roper Group, Inc.

Location:
242 W. Millbrook Rd
Raleigh, NC

\$25.00
Training Date (s):
October 9, 2010
Time: 9:00AM—4:00PM

Registration Deadline:
October 2, 2010



Quick Books Advance

This course is designed for students who have some experience with Quick Books. Topics in this course include, but are not limited to various tracking methods, budgeting, various payroll functions, and developing a cash flow projection.

Instructor:
Jess McLamb,
Roper Group, Inc.

Location:
242 W. Millbrook Rd
Raleigh, NC

\$25.00
Training Date (s):
October 16, 2010
Time: 9:00AM—4:00PM

Registration Deadline:
October 9, 2010

Required Prerequisite:
QuickBooks Beginners

Truckers EDP

This training program is for trucking and hauling business owners interested in doing business with NCDOT. Truckers who participant in this program will receive business development training in the following areas:

- Estimating techniques
- DMV requirements
- Requirements for hauling on NCDOT projects
- Marketing strategies
- Financial management
- Networking strategies



Instructors:

Roberto Nunez, P.E., MBA
Michael Lemming, PhD

Location:

2327 Tipton Dr
Charlotte, NC

**\$100 with Overnight
Accommodations**

**\$75 without Overnight
Accommodations**

Training Date (s):

December 8-10, 2010

Time: 9:00AM—5:00PM each day

Registration Deadline:

December 1, 2010

Human Resources Management

Firms interested in this one-day training course will gain knowledge relative to human resource management tailored to the construction industry. Participants will learn essential skills to effectively manage its daily human resource operations. The topics covered in this training session include, but are not limited to the following:

- ❑ Employee (personnel) Recordkeeping
- ❑ Employment
- ❑ Personnel Policies and Procedures (Employee handbook)
- ❑ Compensation and Benefits
- ❑ Training and Development
- ❑ Performance Management
- ❑ Employee Relations



Instructor:
Ben Ramsey,
GLM Management
Consulting Group, LLC

Location:
930 Airport Blvd.
Morrisville, NC

\$ 50.00
Training Date (s):
November 8, 2010
Time: 9:00AM—4:00PM
Registration Deadline:
November 1, 2010

2010 Summer/ Fall

General Business Training

2011 Transportation Conference

The 2011 Transportation Conference will focus on providing a forum for small businesses to learn strategies to thrive in the current economic climate; and a venue for businesses to market themselves to potential customers. Next year's conference will feature insightful keynote speakers, an agency expo, and educational breakout sessions.

This year's Transportation Conference, held in January 2010, featured over 200 business owners and 170 representatives from organizations seeking contractors & suppliers. We are expecting an even larger turnout in 2011.

NC State University
McKimmon Center
February 10, 2011

Executive Management Program

The Executive Management Program (EMP) provides an intensive series of courses designed to provide cutting-edge training to business owners and managers in areas critical to business success. The EMP aims to build business capacity through the enhancement of strategic management techniques and business leadership skills. This training is geared toward the Construction industry.

UNC Chapel Hill
Keenan-Flagler School of Business
February 20–25, 2011

Highway EDP

This training program is designed to equip firms with the knowledge and skill set which will increase it's potential for success in the highway industry. Highway EDP training is for business owners and supervisors managing highway projects. Training topics include: plan reading, bidding & estimating, doing business with NCDOT, project management, marketing, finance, and contracts. **Participants that complete all classes in the Highway EDP series will receive a Construction Management Certificate from NC State University.**



Mail-in Registration Form

2 0 1 0 S u m m e r / F a l l

FOR CERTIFIED DOT FIRMS ONLY

Mail or Fax Completed Forms to:

1511 Mail Service Center

Raleigh, NC 27699-1511

Fax: (919) 508-1814

Make Checks payable to: NCDOT-BOWD

If you have questions regarding any of the training courses listed in this catalog, please contact Nona Stell at (919) 508-1808 or by email at ncbowd_info@ncdot.gov

Name (s): _____

Company/ Organization: _____

Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please indicate which course (s) you are registering for with a check mark (s):

Flagger Instructor Course	June 18	Raleigh, NC	100.00	
DBE 101	June 30	Raleigh, NC	15.00	
Flagger	July 16	Raleigh, NC	25.00	
Soil/Erosion Level II	July 21	Concord, NC	50.00	
Soil/Erosion Level I	July 22	Concord, NC	50.00	
Work Zone Traffic Control	July 23	Raleigh, NC	25.00	
OSHA 10-Hour	August 6	Greensboro, NC	25.00	
DBE 101	August 18	Greensboro, NC	15.00	
OSHA 30-Hour	September 22-24	Greensboro, NC	75.00	
Quick Books Beginners	October 9	Raleigh, NC	25.00	
DBE 101	October 13	Charlotte, NC	15.00	
Quick Books Advanced	October 16	Raleigh, NC	25.00	
Human Resource Management	November 8	Morrisville, NC	50.00	
EDP for Truckers	December 8-10	Charlotte, NC	75.00	

Technical Training/Reimbursement Form Information

If you are interested in enrolling in additional training courses not offered in this catalog. We welcome you to complete the form on page 14 and submit it to our office. Based on the criteria listed below NCDOT/BOWD may be able to fund all or a portion of the training course your company is interested in attending. For more detail, please read the approval criteria and instructions below.

Training Reimbursement Approval Criteria:

- ❑ Firms participating in the training courses must be certified as a DBE, SBE, SPSF or HUB firm. Some of the courses are only open to DBE firms based on federal funding requirements.
- ❑ Firms participating in the training courses must be actively engaged in the highway design or construction industry (i.e. bidding on NCDOT projects).
- ❑ Prior attendance records at previous pre-registered courses will be taken into consideration before training reimbursement is approved or rejected.
- ❑ The previous number and cost of courses taken by employees or the DBE/SBE/SPSF/HUB firm will be taken into consideration before training reimbursement is approved or rejected.
- ❑ Determination of approval will be based upon available budget for course subsidies based on federal and state supportive service funds.
- ❑ The BOWD supportive services manager will determine the amount of funds available to assist with training needs and respond within 5 business days to confirm the amount of financial support.

Instructions:

Once you have read through the training reimbursement approval criteria, please complete the DBE Technical Support/Reimbursement form (page 14) and submit it for approval no later than 10 business days prior to the training date (s). The DBE Technical Support/Reimbursement form must be accompanied by supporting documentation (i.e. training description/advertisement). Once the form is complete, please fax it along with a W-9 form (<http://www.ncdot.org/doh/forms/files/w-9.doc>), and training registration forms to (919) 508-1814 or mail to Tamika Hackney, 1511 Mail Service Center, Raleigh, NC 27699.

Please Note:

NCDOT will allow reimbursement to certified DBE, WBE/MBE, SBE, and SPSF firms who wish to enroll in training with the Institute for Transportation Research and Education (ITRE), Carolinas Association of General Contractors (AGC), North Carolina Community Colleges, or other agencies offering training to small businesses.

Registration for these courses will be different from all the other courses listed in this catalog. Each firm will have to register and pay for the course directly through ITRE, Carolinas AGC, or NC Community Colleges. All firms will be **REQUIRED** to complete and submit the NCDOT BOWD Technical Training/Reimbursement Form (included-pg. 14) 10 days prior to attending training.

Please understand that initially firms will be responsible for the full cost of the course. Once the training course are complete, firms will submit the appropriate documentation for full or partial course reimbursement.

Additional Training Websites:

ITRE- <http://www.itre.ncsu.edu/LTAP/education/selection.asp>

Carolinas AGC- http://www.cagc.org/edu_training/calendar_edu.cfm

North Carolina Community Colleges- http://www.ncccs.cc.nc.us/colleges_map.htm



Technical Training/ Reimbursement Form

Company & Training Information

Company Name: _____

Company Number: _____

Company Fax: _____

Company Address: _____

Please circle all NCDOT Certifications that apply: DBE/MBE/WBE SBE SPSF HUB

List any additional certifications not listed above: _____

Training Topic: _____

Training Conducted by: _____

Training Dates: From _____ To _____

Justification for financial assistance:

You must submit requests for training 10 business days prior to the first day of the training course.

Owner Signature

Date

Training Approval Section for Office Use Only

Amount of Financial Assistance Approved: \$ _____

Comments:

Manager Signature

Date



North Carolina Department of Transportation
Business Opportunity and Workforce Development
1511 Mail Service Center
Raleigh, NC 27601-1511

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Business Opportunity and Workforce Development Contact Information

Main Number: (919) 508-1808 or (800) 522-0453 toll free □ Fax Number: (919) 508-1814
Website: www.ncdot.org/business/ocr □ www.ncbowd.com

Director—Shelton Russell □ sarussell@ncdot.gov

Administrative Officer—Tamika Hackney □ tdhackney@ncdot.gov

Administrative Assistant—Nona Stell □ nstell@ncdot.gov

Business Development Specialist (Divisions 1, 2, 4, 5)—Eric Miller □ eemiller@ncdot.gov

Business Development Specialist (Divisions 3, 6, 8)—Kathy Lindsey □ klindsey@ncdot.gov

Business Development Specialist (Divisions 7, 9, 11)—Tami Gabriel □ tgabriel@ncdot.gov

Business Development Specialist (Divisions 10, 12, 13, 14)—Rachelle Latimer □ rllatimer@ncdot.gov

NCDOT Historically Underutilized Business Program

HUB Program Coordinator—Rodney Renix □ rdrenix@ncdot.gov

On the Job Training Program

Program Manager—Marvin Butler □ mbutler@ncdot.gov

Administrative Assistant—Kathy Lopez □ kalopez@ncdot.gov