

TRAINING & PROFESSIONAL DEVELOPMENT RESOURCE CATALOG

2011 Winter/Spring



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, you are making a sound investment in the development of your business. The training topics offered in this 2011 Winter/Spring issue are broken down into categories that apply directly to your business. 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:

Course Duration

Many of the courses offered are designed for 1-2 day (s) in length to ensure you are able to take advantage of the training, as well as continue to effectively manage your day-to-day functions.

Flexibility

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

Excellent Instructors

Courses are taught by instructors who bring a wealth of knowledge and many years of experience within the transportation industry.

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.

2011 WINTER/SPRING SCHEDULE

COURSE/WORKSHOP	DATE	LOCATION	PAGE
Highway Entrepreneurship Development Program (EDP)	January 14 – February 17	Morrisville, NC	8
OSHA—30 Hour	January 24-27	Charlotte, NC	3
Pavement Marking Rodeo	February 1, 2	Raleigh, NC	5
Doing Business with NCDOT	February 16	Raleigh, NC	9
OSHA—10 Hour	February 21-22	Raleigh, NC	3
Flagger Instructor	March 4	Greensboro, NC	4
Highway GC Exam Preparation	March 9, April 13	Matthews, NC	6
OSHA—10 Hour (Spanish)	March 14-15	Raleigh, NC	3
Flagger Person (Spanish)	March 15	Raleigh, NC	4
Truckers Entrepreneurship	March 21-23	Raleigh, NC	7
Doing Business with NCDOT	March 31	Castle Hayne, NC	9
Quick Books Beginners	April 9	Raleigh, NC	11
Microsoft Office Series	April 13-14	Raleigh, NC	12
Quick Books Advanced	April 16	Raleigh, NC	11
Doing Business with NCDOT	April 28	Winston-Salem, NC	9
Doing Business with NCDOT	May 5	Charlotte, NC	9

Risk Management/Safety Training

2011 Winter/ Spring

OSHA 10-Hour Competent Person

This OSHA **10-Hour** outreach course is designed for construction workers, job supervisors, and anyone involved in the construction industry. Learn the regulations to be in compliance, as well as the hazard recognition necessary in providing an acceptable safety and healthful workplace.

OSHA 10-HOUR Card upon completion

Instructor:

Manuel Rosas,
PinPoint Safety, LLC

Location:

313 Chapanoke Rd.
Raleigh, NC

ENGLISH

Cost: \$25.00

Training Date (s): February 21 , 2011

Time: 8:30 AM— 4:30PM

Training Date (s): February 22, 2011

Time: 8:30–11:00am

Registration Deadline: February 14, 2011

\$50 With Overnight Accommodations

SPANISH

Cost: \$25.00

Training Date (s): March 14 , 2011

Time: 8:30 AM— 4:30PM

Training Date (s): March 15, 2011

Time: 8:30–11:00am

Registration Deadline: March 7, 2011

\$50 With Overnight Accommodations

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:

2327 Tipton Dr.
Charlotte, NC

Cost: \$75.00

Training Date (s): January 24-27, 2011

Time: 8:30 AM—4:30 PM

Registration Deadline: January 17, 2011

\$150 With Overnight Accommodations



Risk Management/Safety Training

2011 Winter/ Spring

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:
201 South Chimney Rock Rd.
Greensboro, NC

Cost: \$100.00

Training Date (s): March 4, 2011
Time: 8:00 AM—5:00PM

Registration Deadline: February 25, 2011

Flagger Training (Spanish)

This course is now offered in Spanish and 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

Cost: \$50.00

Training Date (s): March 15, 2011
Time: 12:00 PM—5:00 PM

Registration Deadline: March 8, 2011



Technical Training

Winter/ Spring 2011

NCDOT Pavement Marking Rodeo

The Pavement Marking Rodeo is a one day training course. Pavement Marking contractors will have to attend this one day course to begin the NCDOT Pavement Marking certification process. It will feature hands-on training using NCDOT specifications and standard drawings focused on the following subject areas:

- Paint and Heated in Place Thermoplastic
- Molten Thermoplastic
- Polyuria and Profiled Marking
- Pavement Marking Tape and Markers
- Glass Beads, Inspection Procedures, and Retro reflective Meters
- Traffic Control for Pavement Marking

Instructor:

Work Zone Traffic Control Staff

Location:

James B. Hunt Horse Complex
NCSU Fairgrounds
Raleigh, NC

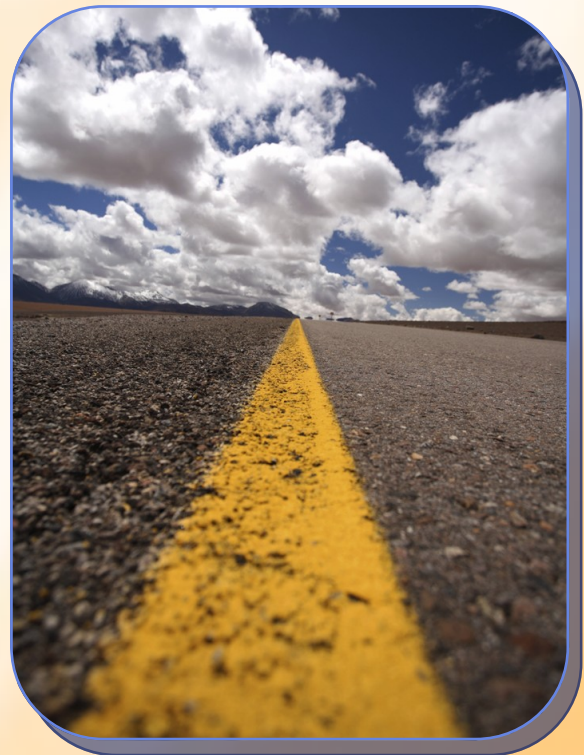
Cost: \$30.00

Lunch and Refreshments are provided

Training Date (s): February 1 and 2, 2011*

Time: 8:30 AM—4:00 PM

Registration Deadline: January 7, 2011



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

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

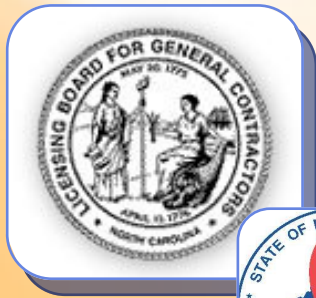
Technical Training

Winter/ Spring 2011

Highway General Contractors License Exam Preparation

This one-day course will prepare students to take the Highway General Contractor license exam. The Highway classification covers all types of highway construction activity including but not limited to: grading, paving of all types, installation of exterior artificial athletic surfaces, relocation of public and private utility lines ancillary to the principal project, bridge construction and repair, parking decks, sidewalks, curbs, gutters and storm drainage.

It includes installation and erection of guard rails, fencing, signage and ancillary highway hardware. It covers paving and grading of airport and airfield runways, taxiways, and aprons including the installation of signage, runway lighting and marking. *The license also covers work done under the specialty classifications of Boring and Tunneling, Concrete, Marine, and Railroad construction.*



Instructor:

Scott Query

Alderidge Consulting, Inc.

Location:

10737 Independence Pointe Parkway

Matthews, NC

Cost: \$150.00

Training Date (s): March 9, April 13, 2011

Time: 8:00 am - 5:00 pm

Registration Deadline (s): March 2, April 6, 2011

Entrepreneurial Development Training

Winter/ Spring 2011

Truckers Entrepreneurial Development Program (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:

New Hope Center
4101 Capital Blvd.
Raleigh, NC

Cost: \$75.00

Training Date (s): March 21-23, 2011
Time: 9:00AM—5:00PM each day

Registration Deadline: March 14, 2011

\$100 With Overnight Accommodations

Entrepreneurial Development Training

Winter/ Spring 2011

Highway Entrepreneurship Development Program (Highway EDP)

This training program is designed to equip firms with the knowledge and skill set which will increase its 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.

Instructors:

Roberto Nunez, P.E., MBA
Michael Lemming, PhD
Bobby Downes, P.E.
Kevin O' Dell, P.E.

Location:

Holiday Inn
930 Airport Blvd.
Morrisville, NC



Cost: \$50.00 per course
For overnight accommodations
please include an additional \$25

Time: 9:00AM—5:00PM each day

Registration Deadline (s): 7 days prior to the start of each class.

Training Date (s):

- January 14, 2011** -Highway Plan Reading
- January 20, 2011** -Highway Plan Reading
- January 21, 2011** - Understanding NCDOT Specifications
- January 27, 2011** -Marketing to Prime Contractors
- January 28, 2011** -Estimating and Bidding
- February 3, 2011** -Project Management: Planning and Scheduling
- February 4, 2011** -Financial Management: Cost and Cash Flow
- February 16, 2011**-Bonding and Risk Management
- February 17, 2011**-Human Resources and Business Administration



General Business Training

Winter/ Spring 2011

Doing Business with 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.

Topics Include:

- 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 source (s)
- Project forecasting

Instructors:
NCDOT Staff

Various Locations:
Raleigh
104 Fayetteville St.
Raleigh, NC

Castle Hayne
5504 Barbados Blvd.
Castle Hayne, NC

Winston-Salem
375 Silas Creek Pkwy.
Winston-Salem, NC

Charlotte
2327 Tipton Dr.
Charlotte, NC



Cost: \$15.00

Training Date (s):

February 16, 2011 (Raleigh)

March 31, 2011 (Castle Hayne)

April 28, 2011 (Winston-Salem)

May 5, 2011 (Charlotte)

Time: 9:00AM—1:00PM

Registration Deadlines:

February 13, March 28 , April 25
and May 2, 2011

Executive Training

Winter/ Spring 2011

Construction Executive Management Program

The Construction Executive Management Program (CEMP) provides an intensive series of courses geared toward the Construction Industry. This course has been 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 is a residential training program. All Participants are encouraged to reside at the facility throughout the program.

Topics Include:

- ❑ Optimizing Performance through Strategic Operations Management
- ❑ Traits of a Successful Business Enterprise
- ❑ Small Business Leadership and Management
- ❑ Road to Mega-Success: Strategies for Enriching the Bottom Line
- ❑ Entrepreneurship: The Color of Opportunity
- ❑ Marketing Strategy and Building a Successful Brand
- ❑ Leading Your Business in a Changing World

Instructors/Speakers:

Benson Rosen PhD
Louis Hutt, CPA, Esq.
James Johnson, PhD
Roberto Nunez, P.E., MBA
Dr. Melvin Gravely PhD
Nicholas Didow, PhD

Location:

Rizzo Conference Center
150 DuBose House Ln.
Chapel Hill, NC



SEVERAL FACTORS WILL BE CONSIDERED BEFORE ACCEPTANCE INTO THE PROGRAM. APPLICANTS WILL BE REQUIRED TO PROVIDE PROOF OF THE FOLLOWING:

- ❑ Business stability and commitment to growth.
- ❑ Annual revenues in excess of \$300,000
- ❑ An active involvement in the construction industry
- ❑ Minimum of three years in operation
- ❑ Successful track record

Cost: \$600 includes tuition, books, most meals, and accommodations.

Date: February 20-25, 2011

Registration Deadline: February 6, 2011

Application Instructions:

Firms must apply for admission into CEMP online at: www.ncimed.com/constructionemp



Financial Management Training

Winter/ Spring 2011

Quick Books Beginner

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,
The Roper Group, Inc.

Location:

242 W. Millbrook Rd.
Raleigh, NC

BEGINNER

Cost: \$25.00

Training Date (s): April 9, 2011

Time: 9:00AM—4:00PM

Registration Deadline: April 2, 2011

Quick Books Advanced

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,
The Roper Group, Inc.

Location:

242 W. Millbrook Rd.
Raleigh, NC

ADVANCED

Cost: \$25.00

Training Date (s): April 16, 2011

Time: 9:00AM—4:00PM

Registration Deadline: April 9, 2011



Financial Management Training

Winter/ Spring 2011

Microsoft Office Series

This two day course will allow participants to learn about MS Excel and MS Project, use spreadsheets to increase their work efficiency and quality, and enhance their value to any organization. These courses are developed by professors at North Carolina State University (NCU).

Topics Include:

- ❑ Operations: Calculate labor burden and equipment costs
- ❑ Financial: Calculate company financial ratios
- ❑ Marketing: Highlight company cost breakdown
- ❑ Entering tasks, durations, logic, and schedules

Instructor:

Roberto Nunez, P.E., MBA

Location:

New Hope Center
4101 Capital Blvd.
Raleigh, NC

Cost: \$50.00

Training Date (s): April 13-14, 2011

Time: 8:00-5:00 each day

Registration Deadline: April 6, 2011





Mail-in Registration Form

Winter / Spring 2011

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

Highway Entrepreneurship	January 14–	Morrisville, NC	50.00/per	
OSHA—30 Hour	January 24-27	Charlotte, NC	75.00*	
Pavement Marking Rodeo	February 1, 2	Raleigh, NC	30.00	See page 5
Doing Business with NCDOT	February 16	Raleigh, NC	15.00	
OSHA—10 Hour	February 21-22	Raleigh, NC	25.00*	
Flagger Instructor	March 4	Greensboro, NC	100.00	
Highway GC Exam Preparation	March 9, April 13	Matthews, NC	150.00	
OSHA—10 Hour (Spanish)	March 14-15	Raleigh, NC	25.00*	
Flagger Person (Spanish)	March 15	Raleigh, NC	50.00	
Truckers Entrepreneurship	March 21-23	Raleigh, NC	75.00*	
Doing Business with NCDOT	March 31	Castle Hayne, NC	15.00	
Quick Books Beginners	April 9	Raleigh, NC	25.00	
Microsoft Office Series	April 13-14	Raleigh, NC	50.00*	
Quick Books Advanced	April 16	Raleigh, NC	25.00	
Doing Business with NCDOT	April 28	Winston-Salem, NC	15.00	
Doing Business with NCDOT	May 5	Charlotte, NC	15.00	

****For overnight accommodations, please include an additional \$25 per night***



Mail-in Registration Form

Winter / Spring 2011

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 Mrs. Nona Stell at (919) 508-1808 or by email at ncbowd_info@ncdot.gov

REGISTRANT INFORMATION

Course (s) Registered: _____

Name (s): _____

Company/ Organization: _____

Email: _____

Phone: _____ Fax: _____

Please Circle Certification Type: **DBE** **SBE** **WBE** **HUB**

PAYMENT INFORMATION

Check #: _____ Check Amount: _____

Please Note: Credit Card payments are accepted by registering online at www.ncbowd.com

OVERNIGHT ACCOMODATION INFORMATION

*Please note additional cost associated with overnight accommodations
(up to two occupants per room)*

Please indicate if you require overnight accommodations: **YES** **NO**

Date (s) _____ Room Type preference: _____

Number of rooms: _____ Number of occupants per room: _____



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

2011 Transportation Conference

BEYOND THE LIMITS:

Small Business In a New Era of Transportation

8AM - 4PM
Mckimmon Center
Raleigh NC



For information call:
919-508-1804
or visit www.ncbowd.com