## SCDOT BDC Training Courses
### July – December 2020

### Classes by Quick View

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<th>DATE</th>
<th>COURSE</th>
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<td>The Company You Keep</td>
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<td>Virtual Training via Zoom</td>
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<tr>
<td>July 30, 2020</td>
<td>Back to Basics – Financial Webinar</td>
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<td>Bookkeeping 101</td>
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<td>August 13, 2020</td>
<td>How to Find Work</td>
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<td>August 19th &amp; 26th, 2020</td>
<td>Professional Services &amp; Construction Contract Acquisition</td>
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<td>Temporary Traffic Control- Design &amp; Supervision</td>
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<td>On-site Southeastern National Safety Council</td>
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<td>Irmo, SC</td>
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<tr>
<td>September 14-15, 2020</td>
<td>Fundamentals of Project Management</td>
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<td>On-site University of SC – Columbia Campus</td>
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South Carolina Dept. of Transportation/ Minority & Small Business Affairs/
Business Development Center/ 955 Park Street, Room 107 Columbia, SC 29201/
Administrative Coordinator: Natalie Diaz (803) 737-6426 or DiazNS@scdot.org
https://www.eventbrite.com/organizations/events
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<td>October 29, 2020</td>
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<td>November 2, 2020</td>
<td>QuickBooks- Online Version</td>
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<td>On-site SCDOT Headquarters Building</td>
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SCDOT BDC Training Courses
July – December 2020

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Dear DBE/SBE,

The SCDOT Minority & Small Business Affairs Unit Business Development Center in partnership with the Federal Highway Administration continue to strive to assist the Disadvantaged/Small Business Enterprise (DBE/SBE) firms by introducing them to classes that will allow them to excel and expand their knowledge for growth capacity.

This is your Certified Disadvantaged & Small Business Enterprise (DBE/SBE) training calendar from July thru December 2020. Some of the classes are paid per person others as a group, therefore we ask your commitment and consideration in registering for our DBE training events. Some classes have limits, no shows will prevent you from attending future trainings, please be sure you want and will attend each class you registered. Also surveys and feedback is essential to us continuing this service.

Thank you

Juanita P. Campbell
Training Coordinator

Email: Campbelljp@scdot.org/Telephone: (803) 737-1371/Fax: (803) 737-4681

South Carolina Dept. of Transportation/ Minority & Small Business Affairs/ Business Development Center/ 955 Park Street, Room 107 Columbia, SC 29201/ Administrative Coordinator: Natalie Diaz (803) 737-6426 or DiazNS@scdot.org/ https://www.eventbrite.com/organizations/events
VIRTUAL TRAINING – “THE COMPANY YOU KEEP”

July 15, 2020
5:00 pm - 06:30 pm

In business, as in life, you are known by the Company You Keep. In order to be successful and understand the importance of quickly adjusting and aligning with this new normal it helps to surround yourself with successful business owners that are doing just that. Tom Sawyer Co., will provide a multimedia call with successful business leaders who talk about how they have responded to the new normal in today’s business climate and come out...still standing.

The list of business professionals will span of a variety of sectors that have been certified through various DBE or minority certification programs. The business owners that will be featured represent staffing, IT, finance, and healthcare. Learn how they are prospering in a pandemic.

Listed on the Panel:
*Avis Yates Rivers, IT, Technology Concepts Group International
*Omar Maden, IT, Maden Technologies
*Jerome Russell, HJR Construction
*Valerie Aiken, Healthcare
*Tentative: Connie Evans, Staffing, Ancon

As a bonus for attending, Ms. Sawyer will provide free copies of her best seller E-book, “Forget the Glass Slipper, Build Your Own Castle: 10 Traits to Build a Million Dollar Business.”

https://www.eventbrite.com/organizations/events
Participants will:

- Learn the 2 top Survival Tactics put into play by each entrepreneur.
- Hear how survivors are still standing, not reading a playbook that may not work.
- Gain knowledge by a questions and answers session.

**VIRTUAL TRAINING: BACK TO BASICS**

Conducted by Mr. Tony Grant of Grant Business Advisors

A financial guidance webinar

July 30, 2020

5:00 pm – 6:30 pm

- Need for Financial Organization
- Selecting a Bookkeeper
- Selecting Financial Software
- Organizing your chart of accounts
- Tracking and entering your expenses
- What are Accounts Receivables?
- What are Account Payables?

Link to register for training class:


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[https://www.eventbrite.com/organizations/events](https://www.eventbrite.com/organizations/events)
VIRTUAL TRAINING - “HOW TO FIND WORK”

Training provided by Ms. Carolyn Milliron of Keystone Safety Services, Raleigh Durham, NC.

(Construction & Hauling)

August 13, 2020

10:30 am-11:30am

This class is aimed at 10 DBE Construction or Hauling Oriented area of work. Presentation for 30 – 45 minutes of information, delivery and discussion. Included in this event will be a 1-on-1 follow up discussion with each individual attendee by phone/email about what is going well and what is not and how we can help. Keystone Safety Services will cover finding work via the following areas:

- On your own
- Referral / Networking
- Being the expert / Partnering
- Networking
- Public
- State
- Federal
- Military
- Institutional
- Associations / Agencies / Municipalities

Link to register for training class:

https://www.eventbrite.com/e/scdot-dbe-event-how-to-find-work-tickets-113497141004
VIRTUAL TRAINING: Small Business Capital Funding Webinar

Subtitle: Funding Options/Tools for Consideration

Grant Business Advisors

A financial guidance webinar

August 13, 2020

5:00 pm – 6:30 pm

This webinar will outline financial products available to small businesses to fund their operations. The webinar will discuss the tools/options and their relevancy.

What the participants will learn:

- Traditional Bank Lending Products available for small businesses.
- Specific underwriting criteria for each of the lending products.
- Obtain critical feedback from a former bank executive who has approved these loan products in the past for one of the largest banks in the country.
- Who is likely approving or considering your loan package for approval? (Local vs. Loan Decisioning Centers)

Link to register for training class:

https://www.eventbrite.com/e/small-business-capital-funding-webinar-scdot-dbesbes-only-tickets-114682859520
SCDOT BDC Training Courses  
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VIRTUAL TRAINING:

Professional Services and Construction Contract Acquisition  
Two-part Series  
August 19th & 26th, 2020  
4:00 pm - 5:30 pm

Today’s business owners are challenged to develop additional knowledge and skills so they can competitively compete for opportunities that will contribute to the success and growth of their business. The training is structured to provide information needed to understand both basic professional services and construction contracts acquisition from start to finish—from contract formation to contract completion.

Learn How To:

August 19th:

• Analyze the Solicitation … Is the opportunity a fit for your firm?
• Interpret contracts and recognize terms and conditions that can support/sabotage your success.

August 26th:

• Successfully manage the Scope of Work.
• Identify contact delivery method(s) most advantageous to increasing capacity of subcontractors.

**Zoom Address to be provided prior to the event.**

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SCDOT BDC Training Courses
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*FUNDAMENTALS OF PROJECT MANAGEMENT*

Fundamentals of Project Management is a two-day, hands-on introductory class for professionals who have little or no experience with Project Management.

USC’s Fundamentals of Project Management course will enable you to identify scope, risks and resources efficiently – empowering you with a highly sought after skillset most companies are seeking. This program is designed to introduce you to the Project Management Certificate which is a gateway to earning your Project Management Professional (PMP®) credential.

This course will cover:
- Project life cycle
- Defining scope
- Scheduling logistics
- Project risks
- Maintaining control
- Execution

September 14, 2020 – September 15, 2020
9:00 am -4:00 pm

Held onsite at the USC Columbia Campus

Once registered you will be notified of logistics
VIRTUAL TRAINING: Discover the Power of Social Media for Your Company
A Series for Small Businesses Presented by ForeSight Communications

Discover the Power of Social Media for Your Company – The Fundamentals
October 7, 2020 | 9:30 – 11 am

Social Media Fundamentals: Understanding the basic social media functionalities and theory creates the foundation to work from. This course will look at why great content is so powerful and the mechanisms at play when it comes to reaching new audiences.

Strategy Development (Basic): Will address the role social media should be playing in your marketing strategy and identify the actions and tactics required to make it happen.

Discover the Power of Social Media for Your Company – Strategy, Content and Ad Buying
October 8, 2020 | 9:30 – 11 am

Strategy Development Advanced: Will determine the role social media should be playing in your marketing strategy and identify the actions and tactics required to make it happen.

Social Media Ad Buying: Will cover the marketing theory behind paid advertisements versus organic plus ad types, setup and management.

Content Creation: Content creation is at the heart of a business’ social media strategy. Social content including graphics, video and written articles are the cornerstone of your online presence. This course will help improve your digital content.

Wednesday & Thursday, October 7-8, 2020
Time: 9:30 am – 11 am

Register at https://discoverthepowerofsocialmediaforyourcompany.eventbrite.com
SCDOT BDC Training Courses
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*BASIC WORK ZONE

How to recognize and utilize the federal guidelines in The Manual on Uniform Traffic Control Devices (MUTCD)

• How to recognize the parts of a temporary traffic control zone
• The different types of tapers and how to set them up
• The different types of temporary traffic control devices and how to set up basic work zones based on the MUTCD and SCDOT guidelines
• Mobile Operations MUTCD and SCDOT requirements
• Flagging Operations MUTCD and SCDOT requirements

Worker Safety requirements: Attendees participate in tabletop exercises to practice setting up temporary work zones.

Previous Work Zone Experience is NOT required to attend this course. Completion of the course and a passing exam grade are required for a certificate of completion.

This is an 8-hour course.

Session I: July 9, 2020 cancelled
Next Class: October 29, 2020

Time: 9:00 am – 4:00 pm

Location: The Southeastern Chapter National Safety Council Training Facility
421 Mission Court, Irmo, SC

*Note: Final paperwork required two weeks before training.
SCDOT BDC Training Courses
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*FLAGGER NOVICE

This four-hour training objective is to train flaggers to provide safe passage of traffic through construction work areas and to minimize confusion by bringing standard flagging procedures to our nation's highways.

This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher. All attendees receive a certificate of course completion.

You will learn:

• Thorough understanding of flagging procedures and proper use of required equipment.
• Improved flagging skills from hands-on training, classroom activities and a flagging skills test.
• Increased ability to coordinate traffic movement through the work zone.

Held at the
Southeastern Chapter National Safety Council Training Facility
Irmo, SC

Two Options:
Session I: Thursday, September 17, 2020: 8:30 am - 12:30 pm
Or
Session II: Friday, December 4, 2020: 8:30 am – 12:30 pm

*Note: Final paperwork required two weeks before training.

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**TEMPORARY TRAFFIC CONTROL - DESIGN & SUPERVISION**

A two-day course which prepares work zone supervisors to interpret, adapt, and implement Traffic Control Plans. It focuses on specific job responsibilities and covers information in parts I, V, and VI of the Federal Highway Administration’s Manual of Uniform Traffic Control Devices (MUTCD).

Traffic Control is based on the most current federal regulations, and reviewed by the leading industry experts. It’s based on real-world situations.

Experienced instructors lead students through problem-solving exercises, using the MUTCD and state guidelines. You can include state and local regulations as well as federal guidelines. Temporary Traffic Control is for workers responsible for:

- Establishing and maintaining traffic control devices in or near vehicle right-of-way
- Keeping workers safe while in or near vehicle right-of-way
- Installing signs and warning devices
- Controlling traffic flow in construction, maintenance, or utility work zones.

Anyone with at least one year of documented experience in work zone traffic control can attend. It’s also useful for project engineers who want to understand requirements imposed on site supervisors and outside contractors.

Temporary Traffic Control participants will:

- Become familiar with the MUTCD and learn to use it as a reference
- Get the skills and knowledge to interpret a Traffic Control Plan (TCP)
- Learn to verify the accuracy of existing TCPs and adapt or modify them using the MUTCD
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*Held at the*
Southeastern Chapter National Safety Council Training Facility
Irmo, SC

**Two Sessions:**

**Session I:** August 20, 2020 – August 21, 2020: 9:00 am – 5:00 pm
Or
**Session II:** November 16, 2020 – November 17, 2020: 09:00 am – 05:00 pm

Final paperwork required two weeks before training.

*Please note: Seats in this class are limited to 10 participants.*

**QUICKBOOKS-ONLINE**

*Scheduled for November 2, 2020*
9:00 am – 3:00 pm

QuickBooks Online is a subscription-based product that gives you the freedom to work on the go. You can access and sync data across all your devices – computer, tablet and smartphone. The instructor, Allison Ford of Burkett, Burkett & Burkett, CPA PA will guide you through the online programs. The online version allows you to have instant access to the latest product and feature updates. Additionally, you can connect QuickBooks Online to over 300 apps you already use and save even more time.

**Onsite- SCDOT Headquarters Building**
Conference Room G-22
955 Park Street
Columbia, SC

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DBE Orientation 101

This is a one-day session to familiarize Disadvantaged Business Enterprise and Small Business Enterprise firms with information and guidelines concerning the Unified Certification program. You will meet management in the Construction, Maintenance & Procurement Offices as well as meet the Minority & Small Business Affairs staff.

We will cover:

- DBE/SBE Regulations
- Fraud Preventions
- SCDOT Extranet
- SCDOT Business Opportunities
- Business Development Center initiatives.

Wednesday, December 9, 2020
9:00 am – 3:30 pm

SCDOT Headquarters Building
G-10
955 Park Street
Columbia, SC
Please note: Several of the trainings are designated as virtual trainings vs onsite. For that purpose we ask if you accept a virtual session that you ensure your PC requirements are checked/met prior to the event.

Due to classes being limited in size, we ask that you limit your registration to two persons unless otherwise approved.

DBE Email address:

DBEBusinessDevelopmentCenter@scdot.org or contact Ms. Natalie Diaz DiazNS@scdot.org / (803)737-6426.

*Class is paid per person.*