

Final dates and topics are subject to minor changes. In case of any changes, updates will be sent out to all Participants.

#	Date	Time		
1	Aug 20	4 - 7 PM	Business Strategy	This session will provide necessary information and resources for the business leader who is looking to grow, enhance and build her/his business.
2	Aug 27	4 - 7 PM	Navigating Procurement (NJDOT & State)	Navigating and finding opportunities with NJDOT. BidX & SBN Overview
3	Sep 3	4 - 7 PM	Marketing 101	Engaging your customers is key to increasing your market share. The session will introduce effective tools to stay on top of your customers' minds.
4	Sep 10	4 - 7 PM	Leadership for the CEO	An entrepreneur's guide to becoming a leader. Let your vision guide you to establish the culture, make smart decisions, nurture talent, build your team & create a legacy.
5	Sep 17	4 - 7 PM	Scheduling & Time Management	As a business owner, you are constantly managing multiple projects. Learn how to optimize your project performance, delegate, schedule and effectively manage your time
6	Sep 24	4 - 7 PM	Technology for back-office	Streamline your construction operations with effective use of office and field technology plus learn about advanced tools that are being used today.
7	Oct 01	4 - 7 PM	Organizational Development & HR	To grow your business, you need the right people. How do you find and retain talent? Have a structure and basic HR polices to guide you while you develop your team
8	Oct 08	4 - 7 PM	Business Plan Development	A written business plan is an essential document for a business that is looking to grow. It serves as a roadmap for you, the business owner. Learn about key components of a business plan.
9	Oct 15	4 - 7 PM	Marketing & BD Strategy	Learn how an effective marketing & sales strategy helps your business to scale up and can have a direct result on your bottom line.
10	Oct 22	4 - 7 PM	Bidding, Qualifications & Proposals	How to successfully pursue and win bid opportunities, proposal management and writing, and how to position your firm for success.
11	Oct 29	4 - 7 PM	Construction Project Management	An in-depth guide to optimize performance of your construction projects. A CCM will provide a closer look at the entire construction project process from preconstruction through close-out - general conditions, Bidding and contracts, Scheduling, safety, quality, Payment reqs, project controls, change order management.
12	Nov 5	4 - 7 PM	Construction Project Management	
13	Nov 12	4 - 7 PM	Construction Project Management	

Final dates and topics are subject to minor changes. In case of any changes, updates will be sent out to all Participants.

#	Date	Time		
14	Nov 19	4 - 7 PM	CUF, Certifications, Forms	What is CUF? What are your responsibilities as a Prime and as a certified small business to comply with CUF? NJDOT Civil Rights forms and documentation
	<i>Nov 26</i>			<i>No Workshop - Thanksgiving</i>
15	Dec 3	4 - 7 PM	Accounting & Financial Management 1	Fundamentals of financial management and Accounting for a business owner - learn about Financial statements; monitoring financial performance; project profitability; cash flow; access to credit and capital; forecasting; monitoring personal & business credit.
16	Dec 10	4 - 7 PM	Accounting & Financial Management 2	
17	Dec 17	4 - 7 PM	Personal Financial Management	This topic will provide useful tips on managing personal finances. How does personal credit impact your business growth, and why is it important to keep business, project and personal finances strictly separate.
	<i>Dec 24</i>			<i>No Workshop - Christmas Eve</i>
	<i>Dec 31</i>			<i>No Workshop - New Year's Eve</i>
18	Jan 7	4 - 7 PM	Bonding & Insurance	Acquiring/growing bonding capacity; Insurance requirements for contractors
19	Jan 14	4 - 7 PM	Access to Credit and Capital	Capital is the lifeblood of any businesses, and especially small businesses. This session will provide information on the various sources of obtaining project financing and capital essential for the growth of your business.
20	Jan 21	4 - 7 PM	Legal/Contracts	Types of construction contracts, Ts&Cs of contracts & subcontracts, change orders, liquidated damages, claims & liens, dispute resolution
21	Jan 28	4 - 7 PM	Networking & Communications	A guide to effective business communication strategies. Network and networking is important to growing your business.