

VTrans Training Center Bulletin

Issue No. 15, May 20, 2014

Education = future

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V TTC Staff

Employee Development

Managing Under the Contract Part I

This one-day workshop will introduce participants to Diversity, Harassment, Discrimination - Personality Styles. The focus is on building skills in these areas to support continuous behavioral improvements to the overall workplace.

Course Dates: May 29, 2014; June 5, 2014 or July 22, 2014

Time: 8:00 to 3:30

Location: VTrans Training Center

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Managing Under the Contract Part II

This one-day workshop will introduce participants to the skills used to mediate through tough situations, learn and develop conflict management skills and explore the consequences when your supervisor is also your friend.

Course Dates: May 27, 2014; June 18, 2014 or July 24, 2014

Time: 8:00 to 3:30

Location: VTrans Training Center

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Managing Under the Contract Part IV

This one-day workshop will examine the requirements, responsibilities and interplay between the Federal Family Medical Leave Act (FMLA), the Vermont Parental and Family Leave Act (PFLA), the Americans with Disabilities Act (ADA), the ADA Amendments Act (ADAAA) and Workers' Compensation.

Course Dates: May 27, 2014; July 31, 2014 or August 19, 2014

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: John Berard, DHR Labor Relations Specialist

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Managing Under the Contract Part III

This workshop focuses on Discipline, Corrective Action and Grievance Handling. It will examine substantive and procedural issues that can arise while administering the collective bargaining agreements. Grievances will be discussed, including the standards that apply to grievances, timeliness requirements, and principles of contract construction. Substantial time will be devoted to lesser disciplinary actions and dismissals. Due process considerations, such as right to union representation at a meeting that may lead to discipline and right to a pre-termination meeting, will also be discussed. Other topics of discussion include protected activities, discrimination claims in grievances, resignations, performance evaluations, just cause standards, layoffs, and overtime. VT Labor Relations Board (VLRB) case law, and court and arbitration decisions.

Course Dates: June 5, 2014; July 17, 2014, or August 5, 2014

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: John Berard, DHR Labor Relations Specialist

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.

Cost: N/A

The VTTC has adopted the training competencies developed by the Transportation Curriculum Coordination Council (TCCC), a committee of AASHTO. TC3:

- Level I Entry / Awareness
- Level II Intermediate / Qualified
- Level III Advanced / Competent
- Level IV - Project Management (Administrator, Superintendent)

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.



VTrans Training Center Bulletin

Employee Development

Ethics

This half-day workshop will introduce participants to the tools needed to build strong ethical behavior in the workplace.

Course Dates: June 25, 2014; July 22, 2014 or August 19, 2014

Time: 8:30 to 12:00

Location: VTrans Training Center

Instructor: VTC Instructor / Legal Division

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to all employees.

Cost: N/A

Mandatory EEO Training for Agency Supers. & Mngrs.

This training will review the EEO Policy Statement, the Affirmative Action Plan (AAP), federal and state laws relative to EEO, the administration of the Agency's EEO Program, policies, procedures, and manager and supervisor responsibilities relative to implementing the AAP.

Course Dates: June 19, 2014; July 17, 2014 or August 14, 2014

Time: 9:00 to 2:30

Location: VTrans Training Center

Instructor: Civil Rights Staff

Audience: Designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Interviewing & Hiring for Success

This one-day workshop explains the State's hiring process and practice in detail. Course includes interviewing concepts necessary to identify and select qualified applicants, avoid legal pitfalls, learn skills for better interview preparation, learn effective interviewing techniques, streamline the decision-making process, and welcome the new employee.

Course Dates: June 4, 2014; July 2, 2014 or September 3, 2014

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: Colleen Montague, EEO, Civil Rights

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

"Writing" the Performance Review

This one-day workshop teaches participants each step in completing the State's Performance Evaluation Report (AA-PER-6C) — completing the cover page, reviewing major job duties and expectations, writing supervisor's notes and setting goals for the next rating period. Participants will work in groups to examine sample performance evaluations and discuss how, or if, the overall rating in the samples are supported by the supervisors' comments.

Course Dates: June 17, 2014, September 9, 2014 or October 7, 2014

Time: 9:00 to 3:30

Location: VTC

Facilitator: Chris McConnell, DHR Field Services Director

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees.

Cost: N/A

Safety & Health

Commercial Driver License (CDL) Class B

This three-day class will prepare participants for taking their Class B CDL permit. Training will focus on general knowledge, air brakes and on-the-road driving skills. Participants will learn how to perform pre-trip, during trip and post trip inspections on CDL equipment, basic vehicle control, hazards, and securing loads, etc.

Course Date: July 1, 2014; July 2, 2014, and July 3, 2014

Time: 8:30 to 2:30

Location: VTrans Training Center

Instructor: Tom Trahant, VTC Instructor, CG Representatives

Audience: New or existing employees looking to obtain a Class B Commercial Driver's permit.

Cost: N/A

Tractor Mower Safety Training (TMOST)

This one-day training covers the following objectives:

- Becoming a responsible operator
- Safely managing hazards and risks
- Pre-operations safety
- Operations safety
- Equipment shutdown safety
- Maintenance safety practices
- Equipment walk-arounds and pre-operation safety inspections
- Safely mounting and removing equipment to and from your tractor
- Using personal protective equipment

Training also includes mowing in the 'right of way' (in traffic)/highway, in town/rural et al, -all the best practices in all tractor/mower environments to keep operators safer while working with equipment.

Course Date: June 3, 2014

Time: 8:00 to 4:30

Location: VTrans Training Center

Instructor: Jim Green, Alamo Group

Audience: District personnel expected to operate tractor and mowing equipment.

Cost: N/A

Defensive Driving

This program is designed for the experienced operator who understands the basics of handling a vehicle and equipment.

Class/Workshop Objectives:

- Uses proper driving skills
- Obeyes all applicable traffic regulations

Course Date: Anytime

Location: Online Course

Instructor: <http://humanresources.vermont.gov/training/classroom/online>

Target Audience: All employees who operate State owned vehicles or all employees who operate their private vehicles for greater than 2,000 reimbursable miles annually. (Governor's Fleet Safety Executive Order No. 04-93).

Cost: \$20.00



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HazWoper

The HazWoper 24 hour refresher course is for those persons who need the 24 hour training or need to maintain certification at the Hazwoper Operator Level.

The course is designed for general site workers who may be exposed to hazardous substances while performing construction tasks on brownfield sites, or similar hazardous waste sites.

The course includes refresher topics on: hazardous material health and safety issues, PPE, HASP requirements, site characterization, response, decontamination, medical surveillance, and HazWoper emergencies. Workshop style training will engage students in a tabletop hazardous waste event.

Course Date: June 17, 2014; June 18, 2014 and June 19, 2014

Time: 8:00 to 4:30

Location: Associated General Contractor, Montpelier, VT

Instructor: AGC Instructor

Audience: HazMat Specialist

Cost: N/A



Training Coming Soon ~
See additional "Announcements" Page 5

Trenching & Shoring

This 2-day training will be held at each region to be scheduled July / August 2014.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.

Construction Safety Awareness (CSA)

Construction Safety Awareness training coming back as a condensed 3-day refresher training, covering CPR / First Aid / AED, Workzone Safety and Flagger training, Fall Protection, etc.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.

Working Over Water "WOW"

This one-day training will focus on JSB base WOW and will include practice using boats and buoys.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.

Accident Investigation

Accidents occur because of the failure of people, equipment, process or surroundings to behave or react as expected. Accident investigation determine how and why these failures occur. By using the information gained through the investigation, a similar, or perhaps more disastrous, accident may be prevented. This one-day training covers prevention and problem correction; trend reporting; cause, fault and liability; compliance with safety regulations, but leaves out the people to avoid HR and Union issues.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.

Construction Safety Awareness (CSA Lite)

This two-day training is for temporary employees and will focus on flagging and workzones. Additional training "customized" to meet your needs.

If you would like to bring this training to your location, please contact Camille Erwin at camille.erwin@state.vt.us or by phone at 802-595-1636.



VTrans Training Center Bulletin

Technical Services

Roads and Rivers participants should be prepared for weather events. Wear tall rubber boots, hats, sunscreen, sun glasses; have rain gear available, and make sure you are protected against ticks.

Bring your lunch each day, and have plenty of drinking water available during site visits.

Roads and Rivers Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure.

Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: June 10, 2014; June 11, 2014, and June 12, 2014

Time: 8:00 to 4:30

Location: VTrans Training Center & Field Location

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A

Roads and Rivers Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure.

Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: July 8, 2014; July 9, 2014 and July 10, 2014

Time: 8:00 to 4:30

Location: VTrans Training Center & Field Location

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A

Roads and Rivers Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure.

Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: August 26, 2014; August 27, 2014 and August 28, 2014

Time: 8:00 to 4:30

Location: VTrans Training Center & Field Location

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A



Above: Berlin Pond

www.vermontpaddling.com/2010/03/berlin-pond-case-headed-to-courtroom.html

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.



VTrans Training Center Bulletin

Announcements:

Mandatory Supervisor Training, Policy #2029:

As a reminder the Agency's "Mandatory Supervisor Training," Policy #2029, approved November 20, 2013, outlines specific timeframes for newly hired supervisors, stating: "Supervisor will be identified by Human Resources. Managers will ensure that Supervisors under their supervision shall schedule the required mandatory training within 30 days of their identification or appointment as a supervisor. Division Directors (or Department Commissioners) shall be responsible for the compliance of their supervisors with this policy."

Click the link below for a full review of the policy:

<http://vtrans.vermont.gov/sites/aot/files/documents/policies/20292-Supervisory-Training.pdf>

Computer Training

- Outlook 2010 Level I / Level II
- Word 2010 Level I / Level II
- Excel 2010 Level I / Level II
- Excel: Maximizing Pivot Tables
- File Management 2007 / 2010
- Powerpoint Level I / Level II

If you would like to attend any of these classes please send a completed registration form to the VTTC and you will be notified as soon as the course becomes available.

The VTTC welcomes your suggestions, comments and honest feedback. Your input is important to us - Tell us how we're doing.

If you have a class you'd like to see available at the VTTC, and/or are interested in instructing a class, visit our website and complete the "Suggest a Class" or "Instruct a Class" form(s).

Project Management Training

Summer 2014

Project Management Fundamentals Course Objectives (1-Day):

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Project Management Essentials Course Objectives (3-Days):

- Identify the basic concepts and terminology of professional project management.
- Launch a project.
- Estimate project work.
- Create a project schedule.
- Plan project costs.
- Plan for project risks.
- Plan for project quality and compliance.
- Manage human resources for your project.
- Manage project procurements.
- Plan for change management and monitor the project scope.
- Monitor and optimize project schedule and cost.
- Monitor quality of project work and the risks involved.
- Plan communication strategies and manage stakeholder relationships.

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center Click on "Class Registration Form", complete your information including your supervisor / manager authorization signature and following the instruction at the bottom of the form.

