

VTrans Training Center Bulletin

Issue No. 4, November 14, 2013



Employee Development

AOT Fundamentals of Supervision

This six-day course introduces supervisors, team and crew leaders, and specialists to supervisory roles and expectations, how to foster an environment that motivates employees to excel and communicate effectively. Participants will complete an *Individual Development Project Plan (IDPP)* to be completed by graduation.

Course Dates:

- Group 3:** December 3, 2013 - Day 1
January 15, 2014 - Day 2
January 23, 2014 - Day 3
February 4, 2014 - Day 4
February 25, 2014 - Day 5
June 18, 2014 - Day 6 IDPP Presentations & Graduation
- Group 4:** December 10, 2013 - Day 1
January 21, 2014 - Day 2
January 30, 2014 - Day 3
February 13, 2014 - Day 4
March 4, 2014 - Day 5
June 24, 2014 - Day 6 - IDPP Presentations & Graduation

Time: 8:30 to 3:15

Location: VTTC

Instructor: O'Shea Consulting

Audience: Supervisors, Team and Crew Leaders / Specialists

Pre-requisites: Participants must attend the following classes to graduate:

- Managing Under the Contract Parts: I, II, III, IV
- Interviewing & Hiring for Success
- Mandatory EEO for Supervisors and Managers
- Ethics

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: December 5, 2013, January 9, 2014, February 4, 2014, or March 13, 2014

Time: 8:00 to 3:30

Location: Vermont Technical College—Langevin House

Instructor: Greg Hessel, ReGeneration Resources

Audience: All Employees & FOS participants

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: December 11, 2013; January 14, 2014, February 12, 2014, or March 25, 2014

Time: 8:00 to 3:30

Location: Vermont Technical College—Langevin House

Instructor: Greg Hessel, ReGeneration Resources

Audience: All Employees & FOS participants

Ethics

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

Course Dates: January 16, 2014 or February 20, 2014

Time: 8:30 to 12:00

Location: VTTC

Instructor: VTTC Instructor / General Counsel

Audience: All employees & FOS Participants

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.

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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 principals 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, overtime, Vermont Labor Relations Board (VLRB) case law, court and arbitration decisions.

Course Dates: January 22, 2014

Time: 8:00 to 3:30

Location: VTTC

Instructor: John Berard, Labor Relations Specialist, DHR

Audience: All Employees & FOS participants

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: January 29, 2014

Time: 8:00 to 3:30

Location: VTTC

Instructor: John Berard, Labor Relations Specialist, DHR

Audience: All Employees & FOS participants

Interviewing & Hiring for Success SUP 202

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: December 4, 2013, February 5, or March 5, 2014.

Time: 8:30 to 3:30

Location: VTTC

Instructor: Colleen Montague, EEO, Civil Rights

Audience: All employees who anticipate sitting on an interview panel

Mandatory EEO for Supervisors and Managers

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: November 19, or December 12, 2013

Time: 9:00 to 2:30 - **Note new time (full day)**

Location: VTTC

Instructor: Civil Rights Staff

Audience: All designated managers and supervisors & FOS participants

Employee Development

Engaging Your Audience with Finesse

This two day workshop is highly participative with each attendee giving several types of "real world" presentations. Individual critique is used after each presentation, where positive aspects of each presentation are reinforced and options are given for turning negatives into positives.

Course Dates: January 14, 2014 Day 1 **and** January 28, 2014 Day 2

or
April 10, 2014 Day 1 **and** April 24, 2014 Day 2

Time: 8:30 to 3:15

Location: VTTC

Instructor: O'Shea Consulting

Audience: Employees expected to present training, and supervisors and managers with limited public speaking experience.

"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 is supported by the supervisors' comments.

Course Dates: January 7, 2014

Time: 9:30 to 4:00

Location: VTTC

Instructor: Chris McConnell, DHR Field Services Director

Audience: Managers, Supervisors, employees seeking to promote into a supervisory role.

Contract Administration "Core" Curriculum

This 1.5-day course has been prepared by the Federal Highway Administration (FHWA), Contract Administration Group. This Group is located within the Office of Program Administration (HIPA) office, which is a part of the Office of Infrastructure.

This course is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their applicability to construction contracts. There will also be discussion about the detection and reporting of fraud to the Office of the Inspector General (OIG), U.S. Department of Transportation.

Course Dates: December 17, 2013 Time: 8:00—4:30 **and**
December 18, 2013 Time: 8:00 to 12:00

Location: VTTC

Instructor: Jeff Lewis and Douglas Townes, NHI Trainers

Audience: All AOT personnel that must interpret and apply federal regulations that effect the administration of federal-aid contracts.



The Problem of Stormwater Runoff

Registration deadline: 12/02/2013

To register click the link below:

<https://docs.google.com/forms/d/15wAWlOEXv1AvOLqHmBW1OdE1Y5FelrITi7Wgjd5vJCg/viewform>

Contacts:



VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION
WATERSHED MANAGEMENT DIVISION
GREEN INFRASTRUCTURE INITIATIVE

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VTrans
Jon Armstrong, Stormwater - Management Engineer
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Montpelier, VT
05633-5001



Thursday, December 5, 2013

8:30 AM - 4:30 PM

109 State Street
Pavilion Auditorium
Montpelier, VT

Who Should Attend?

This workshop is primarily geared towards agency staff who either design, install, maintain, or regulate stormwater systems.

Staff who are generally interested in LID and GSI concepts are also welcome to attend.

Cost*

Free of charge for ANR, BGS, and VTrans employees. Please receive approval from your supervisor to attend.

*Lunch will not be provided.

Workshop Overview

The Problem of Stormwater Runoff

Gray versus Green

Low Impact Development
Principles and Process

Green Stormwater Infrastructure
Principles
Types of Systems
Sizing, Designing, and Locating
Construction and Maintenance
Cost

Case Studies

Presented By

Steve Trinkaus
Principal
Trinkaus Engineering



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Safety & Health



VTC Construction Safety Awareness (CSA 110)

The purpose of this course is to promote workplace professionalism that supports safe, respectful, competent work performance. This course also provides employees with an awareness level of job-related safety issues in compliance with OSHA regulations.

Course Date: December 16-20, 2013 **Time:** 8:30 to 4:00 each day

Location: VTC

Instructor: CSA Instructors

Audience: Employees hired after May 13, 2013.

Meth Lab Awareness

Course focuses on the dangers and sometime lethal and unpredictability of the drug methamphetamine or "meth" and the harmful affects if someone is exposed.

Course Date: March 25, 2014 **Time:** 9:00 to 11:30 or
12:00 to 2:30

Location: VTC

Instructor: Chris Herrick

Audience: Supervisors' discretion

OSHA 300 Log

This 2-hour training will review the current federal and state laws relative to the administration of completing reportable injuries on the OSHA 300 Log.

Course Dates: December 5, 2013

Time: 10:00 to 12:00 **or** 1:00 to 3:00

Location: VTC

Instructor: Scott Meyer, Project Work Safe

Audience: All agency personnel responsible for tracking reportable injuries on OSHA 300 Logs.

The VTC welcomes your suggestions and comments.

Your input is important to us - Tell us how we're doing.

If you have a class you'd like offered at the VTC and/or are interested in instructing a class, visit our website at:

http://vtransoperations.vermont.gov/training_center

and complete the "Suggest a Class" or "Instruct a Class" form.

**LEARNING IS NOT
ATTAINED BY CHANCE, IT
MUST BE SOUGHT FOR
WITH ARDOR AND
ATTENDED TO WITH
DILIGENCE.**

ABIGAIL ADAMS

To register, visit the VTC 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.

