



## TRAINING CENTER BULLETIN

Issue No. 67, September 29, 2016



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

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

**LOCATION: 1716 US Route 302 Berlin, VT 05633-5002 (802) 828-3768**

To request a training or class, visit  
VTTC's new Learning Management System (LMS) at:  
<https://vermont.csod.com/samldefault.aspx?oid=2>

# VTrans Training Center Bulletin

## 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 10 and January 24, 2017

**Time:** 8:30 to 3:30

**Location:** VTrans Training Center

**Instructor:** O'Shea Consulting

**Audience:** Employees expected to present trainings and supervisors, managers or project leaders involved with leading public meetings and/or interacting with the general public.

**Cost:** N/A



## Health & Safety

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** October 18, October 19 and October 20, 2016

**Time:** 9:30 to 2:30

**Location:** D3 Mendon

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** December 13, December 14 and December 15, 2016

**Time:** 9:30 to 2:30

**Location:** D3 Mendon

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** November 15, November 16 and November 17, 2016

**Time:** 9:30 to 2:30

**Location:** Vtrans Training Center

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a safe and healthy workplace to all new employees. This course also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety training. Subjects cover the "OSHA Four" hazards of fall protection, electrical safety, struck by and caught between (FESC).

**Course Dates:** January 24, January 25 and January 26, 2017

**Time:** 9:30 to 2:30

**Location:** VTTC

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

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# VTrans Training Center Bulletin

## Health & Safety

### Defensive Driving

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

Class/Workshop Objectives:

- Use proper driving skills.
- Obey all applicable traffic regulations.

**Course Date:** Anytime

**Location:** Online Course

**Instructor:** <http://firstnetcampus.com/SOV/entities/Vermont/logon.asp>

**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



## Technical Services

### Lean - White Belt

The focus of this ½-day training is an introduction to the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training (s).

**Course Dates:** October 27, 2016 (**FULL**)

**Time:** 8:00am—12:00pm

**Location:** VTrans Training Center

**Instructor:** Ms. Kate McGovern, PhD – DPA Lean Instructor

**Audience:** Open to all employees – maximum class size 28

**Cost:** N/A

### Lean - Yellow Belt

The focus of this 3-day training is a hands-on learning of Lean techniques and thinking, and testing these techniques and building understanding of Lean process improvement concepts in a project team environment. Participants will apply learned techniques to an actual work process and construct an implementation plan to enact the improvements. Curriculum further develops Lean skills and prepares participants for advancement to Lean Green Belt training.

**Course Dates:** October 11, 13 **and** 18, 2016

**Time:** 9:00 a.m. – 4:00 p.m.

**Location:** VTrans Training Center

**Instructors:** Ms. Kate McGovern, PhD – DPA Lean Instructor

Ms. Lee Joyce, MPA – DPA Lean Instructor

**Prerequisite:** Lean White Belt

**Audience:** Open to all employees – maximum class size 20

**Cost:** N/A

### Rivers & Roads 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/Location:**

October 4 **and** October 5, 2016 Rutland Town Garage

October 18 **and** October 19, 2016 Wilmington Town Garage

**Time:** 8:30 to 4:00

**Instructor:** Todd Menees

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

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

To request a training or class, visit  
VTTC's new Learning Management System (LMS) at:  
<https://vermont.csod.com/sam/default.aspx?oid=2>

# VTrans Training Center Bulletin

## Technical Services

### Winter Maintenance

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

**Course Date:** October 4, 2016

**Time:** 8:30 to 2:30

**Location:** District 5 Main Office (The "Fort")

**Instructors:** Bruce Nichols, Bill Jewel, Brian Roberts

**Audience:** TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

**Cost:** N/A

### Winter Maintenance

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

**Course Date:** October 18, 2016

**Time:** 8:30 to 2:30

**Location:** VTTC

**Instructors:** Bruce Nichols, Bill Jewel, Brian Roberts

**Audience:** TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

**Cost:** N/A

### Winter Maintenance

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

**Course Date:** October 13, 2016

**Time:** 8:30 to 2:30

**Location:** Mendon District Office

**Instructors:** Bruce Nichols, Bill Jewel, Brian Roberts

**Audience:** TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

**Cost:** N/A

### Lean - Green Belt

The focus of this 3-day training is developing organizational Lean leaders. Curriculum will prepare participants for the multi-level responsibility of strategically applying Lean tools, guiding projects from charter to implementation, identifying new project opportunities linked with organizational goals, and fostering a culture of continuous improvement. Upon completion, participants will have the ability to utilize Lean tools with minimal assistance, facilitate Lean events, and train and educate others about Lean concepts.

**Course Dates:** November 15, 16 and 17, 2016

**Time:** 9:00 a.m. – 4:00 p.m.

**Location:** VTrans Training Center

**Instructors:** Ms. Kate McGovern, PhD – DPA Lean Instructor  
Ms. Lee Joyce, MPA – DPA Lean Instructor

**Prerequisite:** Lean Yellow Belt; written pre-assignment

**Audience:** Open to all employees – maximum class size 20

**Cost:** N/A



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# VTrans Training Center Bulletin

The Excavator Simulator is headed off to another district.

If you are interested in having this training in your district office, please contact Camille Erwin at [camille.erwin@vermont.gov](mailto:camille.erwin@vermont.gov)

Municipalities are now able to register and participate in ALL classes offered through this VTTC Bulletin!



The VSP Clandestine Lab Team will offer an awareness training in the newest drug lab trends. Specifically we will discuss and show what materials and set-ups you can expect to see at a certain lab and how to handle a lab if you encounter one. Discussions will include— pot methamphetamine labs, hash oil and other labs. We will discuss safety and notification procedures as well. These trainings will be scheduled around the state. If interested, please contact Lt. Reg Trayah at [Reg.trayah@vermont.gov](mailto:Reg.trayah@vermont.gov) Scheduling will be based on interest.

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