

VTrans Training Center Bulletin

Issue No. 14, April 30, 2014

Employee Development

AOT Fundamentals of Supervision (FOS)

This six-day course has been customized by a team of agency representatives to deliver the fundamentals of supervisory responsibilities to a targeted audience of designated supervisors, team and crew leaders, and specialists within the Agency of Transportation. Participants will complete an *Individual Development Project Plan (IDPP)* to be completed by graduation.

Course Dates:

Group 5: May 6, 2014 - Day 1 (Upstairs)
May 13, 2014 - Day 2 (114A)
May 28, 2014 - Day 3 (114A)
June 3, 2014 - Day 4 (114A)
June 17, 2014 - Day 5 (114A)
September 23, 2014 - Day 6 & -
Graduation (114A)

Group 6: May 8, 2014 - Day 1 (114B)
May 14, 2014 - Day 2 (114A)
May 29, 2014 - Day 3 (114B)
June 10, 2014 - Day 4 (Upstairs)
June 26, 2014 - Day 5 (114B)
October 7, 2014 - Day 6 & -
Graduation (114A)

Time: Days 1-5: 8:30 - 3:15
Day 6: 8:30 - 1:15

Location: VTrans Training Center

Instructor: Terri O'Shea

Audience: Mandatory for designated managers and supervisors, TMW V/VI's and available to employees seeking to promote into a supervisory role.

Cost: N/A

Education = future

- *Fundamentals of Supervision Page 9*
- *See "Announcements" Page 4*

VTTTC Staff

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 2014 "Wait List"

Time: 8:00 to 3:30

Location: VTrans Training Center (New Location)

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to employees seeking to promote into a supervisory role.

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 2014 "Wait List"

Time: 8:00 to 3:30

Location: VTrans Training Center (New Location)

Instructor: Greg Hessel, ReGeneration Resources

Audience: Mandatory for designated managers and supervisors and FOS participants. Open to employees seeking to promote into a supervisory role.

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.



Continued on next page...



VTrans Training Center Bulletin

Employee Development

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: All Employees & FOS Participants
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 and supervisors and FOS participants. Open to employees seeking to promote into a supervisory role.
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: May 15, 2014, 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 and supervisors & FOS participants
Cost: N/A

Ethics

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

Course Dates: May 20, 2014, June 25, 2014, July 22, 2014 or August 19, 2014
Time: 8:30 to 12:00
Location: VTrans Training Center
Instructor: VTTC Instructor / Legal Division
Audience: Designated managers and supervisors & FOS participants
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: May 13, 2014, June 4, 2014, July 2, 2014 or September 3, 2014
Time: 9:00 to 3:30 (New begin time)
Location: VTrans Training Center
Instructor: Colleen Montague, EEO, Civil Rights
Audience: Designated managers and supervisors & FOS participants
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: May 6, 2014, June 17, 2014, September 9, 2014 or October 7, 2014
Time: 9:00 to 3:30
Location: VTTC
Facilitator: Chris McConnell, DHR Field Services Director
Audience: Designated managers and supervisors & FOS Participants
Cost: N/A

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.



Continued on next page...



VTrans Training Center Bulletin

Safety & Health

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.
- Obeys all applicable traffic regulations.

Course Date: Anytime

Location: Online Course

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

Target Audience: All employee 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

Electrical Safety

Class/Workshop Objectives:

- Performs electrical hazard inspections, based on check-list.

Course Date: May 1, 2014

Time: 9:00 to 12:00

Location: District 9 - Derby

Instructor: Kevin Lacoss, AOT Occupational Safety Technician

Audience: Safety Specialist - Northern Region

Cost: N/A

CDL Reasonable Suspicion Training

Reasonable Suspicion Testing is a procedure based on United States Laws and Federal Regulations directed at identifying employees by "personal observation" that are believed to be impaired and may be under the influence of a "controlled substance" (alcohol or drugs). This training teaches supervisors of Commercial Drivers License (CDL) operators how to observe behavior, appearance, conduct, etc. of employees suspect of being under the influence and how to remove the employee from safety sensitive duties and order a "Reasonable Suspicion Test."

Course Date: May 9, 2014

Time: 9:30 to 12:30

Location: VTrans Training Center

Instructor: Tom Trahant, VTTC & Wesley Davis, Occupational Drug Testing - Vendor / Representative

Audience: Supervisors of CDL Holders

Cost: N/A

Fall Protection I/II/III - Qualified

This is an interactive, multi-media, hands-on course to get participants involved in designing solutions for preventing falls and reducing fall risks in their workplace. Through use of lecture, discussions, hands-on demonstrations, case studies and design application activities, participants will learn to understand and apply principles, code, and standards to real-life fall protection situations.

Objectives:

- Applies the basic fall protection procedure
- Solve and resolve fall hazard situations
- Understand regulatory basis for fall protection
- Design and implement a fall protection job plan
- Use quantifiable techniques for appraising risk
- Understand rescue considerations
- Quantify maximum arresting forces
- Understand the physics of a fall
- Design anchor points for the attachment of personal fall arrest systems
- Design Horizontal/Vertical Lifeline and Rigid Rail fall arrest systems and their anchorages
- Supervise the installation and use of Horizontal/Vertical Lifeline and Rigid Rail fall arrest systems

Course Dates: May 9, 2014; May 23, 2014 & May 30, 2014

Time: 9:00 to 2:30 (**New Time**)

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC S&H Project Mgr & Mike LaBounty, Bridge Work IV, District 6

Cost: N/A

Securing & Transporting Loads

To transport heavy equipment from one location to another, you have to secure it in the proper manner. When you adhere to the rules the Federal Motor Carrier Safety Administration (FMCSA) sets, you can move the various items under your care in the safest way.

Course Date: May 7, 2014

Time: 9:00 to 11:30 (**Note afternoon session cancelled**)

Location: VTrans Training Center

Instructor: Derek Fenby, DMV Enforcement

Audience: CDL Operators

Cost: N/A

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.



Continued on next page...



VTrans Training Center Bulletin

Technical Services

Word 2010 - Level II

This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, and need to know how to create or modify complex business documents and customize Word efficiency tools.

Objectives include:

- Manage lists, customize tables and charts, customize the formatting of a document using styles and themes, modify pictures in a document and create customized graphic elements.
- Control text flow, use templates to automate document creation and use the mail merge function.

Prerequisites: Ability to use Microsoft Word 2010 to create, edit, format, save and print basic documents containing text, tables and graphics..

Course Date: May 15, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A



What do you see? A woman strolling towards a bridge? Look closely (maybe move away from the screen) and a human face will appear.

Announcements:

Transportation Maintenance Workers V and VI are required to attend a supervisory development program such as the AOT Fundamentals of Supervision offered at the VTrans Training Center, as outlined in their job specifications. As part of attending FOS, TMW V/VI's also need to attend the critical contract classes as follows:

- Managing Under the Contract Parts I-IV
- Ethics
- Interviewing & Hiring for Success
- Mandatory EEO Training for Supervisors & Managers
- Writing the Performance Review

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

All of the computer training classes can be made available by sending a completed registration form to the VTTC. You name will be placed on a "wait List" 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).

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.

