

# VTrans Training Center Bulletin

Issue No. 18, August 22, 2014

## 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:** August 26, 2014, September 4, 2014 or October 23, 2014

**Time:** 8:30 to 4:00 **Note: New begin / end time**

**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:** August 27, 2014, September 9, 2014 or September 16, 2014

**Time:** 8:30 to 4:00 **Note: New begin / end time**

**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:** October 2, 2014, October 30, 2014 or December 2, 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

**Special Note:** This class is intended for supervisors / lead workers and is specific to State of Vermont (SOV) contractual provisions.

Education = future  
Coming Soon...

- Grammar Skills
- Effective Business Communication
- E-mail netiquette
- New VTTC electronic registration form  
- see more on page 4.

*VTTC Staff*

### Towns 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:** September 4, 2014; October 23, 2014 or November 4, 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

**Special Note:** This class is intended for supervisors / lead workers and is specific to State of Vermont (SOV) contractual provisions.

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](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

Towns

## Ethics

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

**Course Dates:** September 9, 2014, October 2, 2014, October 29, 2014  
**Time:** 8:30 to 12:00

**Location:** VTrans Training Center  
**Instructor:** VTrans / 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:** September 18, 2014 (FULL)  
October 16, 2014, November 13, 2014 or December 11, 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

Towns

## 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:** September 3, 2013 (FULL)  
October 1, 2014, November 4, 2014 or December 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:** September 9, 2014 (FULL) October 7, 2014 (FULL)  
November 6, 2014 or December 18, 2014  
**Time:** 9:00 to 3:30

**Location:** VTTC  
**Facilitator:** Chris McConnell, DHR Field Services Director

**Audience:** Mandatory for designated managers, supervisors and FOS participants. Open to all employees.  
**Cost:** N/A

## Employee Development

### Grammar Skills - DMV ONLY

In this one-day workshop, students learn how to use grammar effectively within their organization. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

**Course Dates:** October 8, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** To be determined by DMV.

**Cost:** N/A

### Grammar Skills

In this one-day workshop, students learn how to use grammar effectively within their organization. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

**Course Dates:** October 14, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** Anyone looking to advance professionally in their field.

**Cost:** N/A

### Effective Business Communication - DMV ONLY

This one-day workshop is for those who need to learn how to communicate through writing either on paper or on the computer in a business setting.

**Course Dates:** October 15, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** To be determined by DMV.

**Cost:** N/A

### Effective Business Communication

This one-day workshop is for those who need to learn how to communicate through writing either on paper or on the computer in a business setting.

**Course Dates:** October 29, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** Anyone looking to improve their written communication, revisit the rules of good grammar and clear communication and improve sentence construction and paragraph development.

**Cost:** N/A

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# VTrans Training Center Bulletin

## Employee Development

### Email Netiquette - DMV ONLY

This one-day workshop teaching students common courtesy, social graces and socially acceptable behavior. Workshop is designed to instill credibility, level of professionalism and ethics, and how others judge you based on how well you communicate online.

**Course Dates:** October 22, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** To be determined by DMV.

**Cost:** N/A

### Email Netiquette

This one-day workshop teaching students common courtesy, social graces and socially acceptable behavior. Workshop is designed to instill credibility, level of professionalism and ethics, and how others judge you based on how well you communicate online.

**Course Dates:** November 12, 2014

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

**Location:** VTrans Training Center - Computer Training Room

**Instructor:** Panurgy Instructor

**Audience:** Anyone looking to advance professionally in their field.

**Cost:** N/A

## Safety & Health

Towns

### 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.
- Obey 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

## Safety & Health

Towns

### Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote 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:** September 16, 2014, September 17, 2014 **and** September 18, 2014

**Time:** 8:00 to 12:00

**Location:** SW Region: Mendon

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

**Audience:** New, temporary and seasonal field employees

**Cost:** N/A

Towns

### Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote 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 21, 2014, October 22, 2014 **and** October 23, 2014

**Time:** 8:00 to 12:00

**Location:** NE Region: Derby

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

**Audience:** New, temporary and seasonal field employees

**Cost:** N/A

### Working Over Water "WOW" (VTrans Supervisors Only)

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

**Course Dates:** September 10, 2014 **and** September 11, 2014

**Time:** 9:00 to 2:00

**Location:** VTrans Training Center

**Instructor:** Chad Poston, District 4 and Rob Gentle, VTTC Safety Instructor

**Audience:** VTrans Supervisors

**Cost:** N/A

### *Chainsaw Safety*

This one-day class will focus on job safety analysis (JSA) plan, each tree, introduce bore and face cuts, identify hinge and trigger wood, wedge and tree placement, limbing and blocking, spring pole relief and tree hang-up procedures.

Training will offered in October 2014.

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



# VTrans Training Center Bulletin

## Excel 2010 - Level I

This course is designed for students who desire to gain the necessary skills to create, edit, format, and print basic Microsoft Office Excel 2010 spreadsheets.

Objectives include:

- Create a basic worksheet; perform calculations in an Excel worksheet.
- Modify an Excel worksheet; modify the appearance of data within a worksheet.
- Manage Excel workbooks, and print the contents of an excel worksheet.

**Course Date:** October 1, 2014

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

**Location:** VTrans Training Center - Traffic Shop Computer Room

**Instructor:** Panurgy Instructor

**Cost:** N/A

## Announcements:

### 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 has been working to update its registration process by developing a new **electronic signature** registration form. This new registration form should limit the time it has taken to register for a class. We will be launching the new form next week.

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](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.

## 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.**

### Towns

## 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 **and** August 27, 2014 Note: 2-day training

**Time:** 8:30 to 4:30 **Note: New begin time**

**Location:** VTrans Training Center & on-site

**Instructor:** Shayne Jaquith, ANR

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

**Cost:** N/A

### Towns

## 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:** November 20, 2014 **and** November 21, 2014

**Time:** 8:30 to 4:30 **Note: New begin time**

**Location:** VTrans Training Center & on-site

**Instructor:** Shayne Jaquith, ANR

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

**Cost:** N/A

