



TRAINING CENTER BULLETIN

Issue No. 65, August 4, 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

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: September 13, September 14 , and September 15, 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: 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: 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

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

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

Lock-out/Tag-out Part 2

This follow up class consists of a Question & Answer session from those who attended the previous workshop. In the previous workshop, employees were given a spreadsheet to complete for their work area and return with any questions or guidance they may need.

Course Dates/Locations: September 8, 2016

Time: 9:00 am—11:00 am

Instructors: Rob Gentle

Audience: Open to all employees

Prerequisite: Lock-out/Tag-out Part 1

Cost: N/A

GO TO OR CLICK ON LINK TO REGISTER: <http://localroads.vermont.gov/>

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VTrans Training Center Bulletin

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: September 8, 2016 (**FULL**) or October 27, 2016
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: September 20, 22 **and** 27 or 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: October 18 **and** October 19, 2016
Time: 8:30 to 4:00
Location: Wilmington Garage
Instructor: Todd Menees
Audience: Maintenance workers, equipment operators, towns and design and construction oversight engineers.

Incident Command Level 300

This course focuses on management of expanding incidents and is intended for those who will be serving in the following positions: command staff, section chiefs, strike team leaders, unit leaders, division and group supervisors, branch directors, multi-agency coordination system staff, and Emergency Operations Center staff.

Prerequisite: ICS Level 100 & 200

Course Date: November 1, November 2, **and** November 3, 2016

Time: 8:00 to 4:30 each day

Location: VTrans Training Center

Instructor: DEMHS

Audience: Senior managers are mandatory, consists of: Bureau Directors and Deputies, Maintenance & Operations Bureau Section Heads, Project Delivery Bureau Section Heads, District Administrator and Division Directors.

Transportation Others **may** attend with their manager's approval and **must** attend if directed by their manager.

Cost: N/A

To register: http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf



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
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<https://vermont.csod.com/sam/default.aspx?oid=2>

VTrans Training Center Bulletin

Technical Services

Excel Tips & Tricks

This half day course offers valuable tips and tricks to maximize the capabilities of Excel. You will learn shortcuts that are sure to speed up application development with Excel and take your skills to the next level. A few things to be covered are:

- Creating "impossible" charts
- Tweaking Pivot Tables
- Copying print settings across sheets
- Taming "automatic" toolbars
- Sort on more than three columns
- Attach toolbars to worksheets
- Apply custom functions

Course Date: Wednesday, September 14, 2016

Time: 12:30 pm—3:30 pm

Location: Vtrans Training Center

Instructor: Panurgy

Prerequisite: To ensure your success, we recommend you have some basic experience using Excel with data and familiarity with basic concepts of data analysis such as working with tables, filtering, sorting, using formulas and performing calculations.

Excel Formulas & Functions

This half day course provides students with the knowledge and skills on the usage of useful formulas and functions in Microsoft Excel. Some of the skills that will be explored are:

- Basic Formulas and Functions
- Look Up and Reference Formulas
- Text, Date and Time Formulas
- Array and Database Functions
- Efficiency Tips

Course Date: Wednesday, September 14, 2016

Time: 8:30 am—11:30 am

Location: Vtrans Training Center

Instructor: Panurgy

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

TRENCHING AND EXCAVATING ATTENDEES:

Please remember to bring your PPE to class:

hard hat, safety eyewear, high visibility vest or shirt, safety gloves, and safety footwear. Optional, but a good idea, suntan lotion, bug spray, sunglasses and rain gear.

Trenching and Excavating Safety

This two-day "competent" level training focuses on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping. NOTE: Attendees need to bring PPE to class each day.

Course Dates/Locations:

August 10 & 11, 2016 Shoreham Town Garage

August 17 & 18, 2016 Irasburg VTrans Garage

August 31 & September 1, 2016 Johnson Town Hall

Time: 9:00 to 1:30

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: Competent Level Training for both AOT and Municipal employees.

Cost: N/A

PLEASE NOTE: VLR will be providing lunch.

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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

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. Scheduling will be based on interest.

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