

VTrans Training Center Bulletin

Issue No. 17, August 9, 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

Towns 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: August 19, 2014; October 2, 2014 or October 30, 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

VTC 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 VTC 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 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.



VTrans Training Center Bulletin

Employee Development

Safety & Health

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 or 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: August 14, 2014, September 18, 2014 or October 16, 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, 2014, October 1, 2014 or November 4, 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: 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

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: August 19, 2014, August 20, 2014 and August 21, 2014

Time: 8:00 to 12:00

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

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



VTrans Training Center Bulletin

Safety & Health

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

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 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

Towns

Trenching and Shoring - SW Region

This 2-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.

Course Dates: August 13, 2014 and August 14, 2014
Time: 8:30 to 3:00

Location: District 3 - Mendon

Instructor: Dave Berard, WSSI

Audience: Safety Specialist and "lead" persons assigned to excavation work.

Cost: N/A

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.

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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

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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VTrans Training Center Bulletin

Announcements:

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.

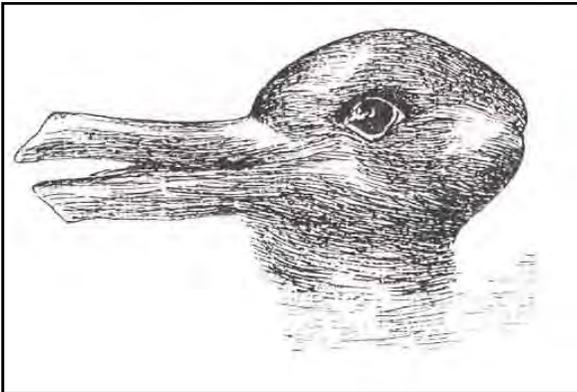
Training will offered in October 2014.

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

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.



Above: Do you see a duck or a rabbit?

Project Management Training

Fall 2014

Project Management Fundamentals Course Objectives (1-Day):

- Discuss the phases of the Project Management Life Cycle and a project manager's role in each phase.
- List and discuss basic project success criteria and common reasons for project failure.
- Discuss techniques for setting up a strong project team.
- List and discuss elements of a Risk Management Plan.
- Discuss techniques for planning and sequencing project activities, including the Work Breakdown Structure and the Network Logic Diagram.
- Identify the Critical Path for completing a project on schedule.
- List and discuss the cost elements that should be included in a project budget.
- Discuss techniques for controlling for deviation from budgets and schedules.
- Discuss key elements of project management communications and reporting tools.
- Discuss key activities of project close-out.

Project Management Essentials Course Objectives (3-Days):

- Identify the basic concepts and terminology of professional project management.
- Lunch a project
- Estimate project work
- Create a project schedule
- Plan project costs
- Plan for project risks
- Plan for project quality and compliance
- Manage human resources for your project.
- Manage project procurements
- Plan for change management and monitor the project scope.
- Monitor and optimize project schedule and cost.
- Monitor quality of project work and the risks involved.
- Plan communication strategies and manage stakeholder relationships.

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.

