

VTrans Training Center Bulletin

Issue No. 23, December 12, 2014

Education = future

Towns are welcome to attend training sessions advertised with the  insignia included in the class title.

- See new dates for most of the eight critical contract classes on Pages 1 & 2.
- See Construction Safety Awareness (CAS 55/ Lite) schedule on Pages 4 & 5.

VTC Staff

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: Coming soon (wait list)

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: Coming soon (wait list)

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 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: January 8, 2014; February 12, 2015; March 12, 2015

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.



Continued on next page...



VTrans Training Center Bulletin

Employee Development

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: January 13, 2015; February 25, 2015 or March 25, 2015

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.

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: January 7, 2015, March 4, 2015 or May 12, 2015

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

Ethics

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

Course Dates: January 14, 2015, February 11, 2015 or March 11, 2015

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

Towns

"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: December 18, 2014 (**FULL**); January 6, 2015 or February 19, 2015

Time: 9:00 to 3:30

Location: VTTC

Facilitator: DHR Instructor

Audience: Mandatory for 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: February 4, 2015, April 2, 2015 or June 10, 2015

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 - Special Note:

This class is intended for supervisors / lead workers and is specific to the State of Vermont (SOV) contractual provisions and (SOV) Department of Human Resources (DHR) policies and procedures specific to the performance evaluation process.

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

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: January 15, 2015 (FULL)

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Excel 2010 - Level II

Gain advanced skill sets necessary for calculating data using functions and formulas, sorting and filtering data, using PivotTables and PivotCharts for analyzing data and customizing workbooks.

Objectives include:

- Use advanced formulas, organize worksheet and table data, create and modify charts.
- Analyze data using PivotTables, Slicers, and PivotCharts.
- Insert and modify graphic objects in a worksheet.

Course Date: January 29, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Outlook 2010- Level I

This course is intended for students who have a basic understanding of Microsoft Windows and want to know how to use Outlook to manage their time and information.

Objectives include:

- Explore the Outlook interface, send and respond to mail.
- Compose e-mail messages, organize e-mail messages into folders, manage contacts and contact information, and schedule appointments and meetings.

Course Date: January 8, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Outlook 2010 - Level II

In this course, you will customize your Outlook environment, calendar, mails, folders and also track, share, assign and quickly locate various Outlook items.

Objectives include:

- Customize calendar by setting various calendar options.
- Track work activities using the Journal, assign and track tasks, share folder information, and sort, find and color-code items in your mailbox and calendar.

Course Date: January 22, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

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.



Continued on next page...



VTrans Training Center Bulletin

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: January 20, 2015; January 21, 2015 and January 22, 2015

Time: 9:00 to 1:30 **New time**

Location: VTrans Training Center, Berlin

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: March 17, 2015; March 18, 2015 and March 19, 2015

Time: 9:00 to 1:30 **New time**

Location: NE Region: District 9, Derby

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: January 27, 2015, January 28, 2015 and January 29, 2015

Time: 9:00 to 1:30 **New time**

Location: NW Region: District 5, Colchester

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: April 21, 2015; April 22, 2015 and April 23, 2015

Time: 9:00 to 1:30 **New time**

Location: SE Region: District 4, White River Junction

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: February 24, 2015; February 25, 2015 and February 26, 2015

Time: 9:00 to 1:30 **New time**

Location: SW Region: District 3, 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: May 19, 2015; May 20, 2015 and May 21, 2015

Time: 9:00 to 1:30 **New time**

Location: NW Region: District 5, Colchester

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

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

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: June 23, 2015; June 24, 2015 and June 25, 2015

Time: 9:00 to 1:30 **New times**

Location: VTrans Training Center, Berlin (**Upstairs classroom**)

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field 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:

- 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

Workplace Violence - Level I

Workplace violence class is aimed at office settings or general business settings. In this 2-hour session, folks will review a short presentation that explains how workplace violence utilizes emergency action plans.

Course Dates: December 19, 2014

Time: 10:00 to 12:00

Location: Dewey Building, Room NRB 206

Instructor: George Walker, Sr. Compliance Officer/ Investigator

Audience: Anyone who works in office or general business settings.

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.

