

VTrans Training Center Bulletin

Issue No. 6, December 17, 2013

Employee Development

AOT Fundamentals of Supervision

This six-day course introduces supervisors, team and crew leaders, and specialists to supervisory roles and expectations, and how to foster an environment that motivates employees to excel and communicate effectively. Participants will complete an **Individual Development Project Plan (IDPP)** which must be completed prior to graduation.

Course Dates: PLEASE NOTE "UPDATED SCHEDULE" FOR GROUPS 3 & 4:

Group 3: January 15, 2014 - Day 1
January 23, 2014 - Day 2
February 4, 2014 - Day 3
February 25, 2014 - Day 4
March 13, 2014 - Day 5
June 18, 2014 - Day 6 - IDPP Presentations & Graduation

Group 4: January 21, 2014 - Day 1
January 30, 2014 - Day 2
February 13, 2014 - Day 3
March 6, 2014 - Day 4
March 18, 2014 - Day 5
June 24, 2014 - Day 6 - IDPP Presentations & Graduation

Participants must also successfully complete the following classes to graduate:

- Managing Under the Contract Parts: I, II, III, IV
- Interviewing & Hiring for Success
- Mandatory EEO for Supervisors and Managers
- Ethics

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

Location: VTTC

Instructor: O'Shea Consulting

Audience: Supervisors, Team and Crew Leaders/ Specialists

Cost: N/A

Education = future

Training coming to you....

- *What's your problem?*
- *Walking through the contract*

VTTC 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: January 9, 2014, February 4, 2014 or March 13, 2014.

Time: 8:00 to 3:30

Location: Vermont Technical College—Langevin House

Instructor: Greg Hessel, ReGeneration Resources

Audience: All Employees & FOS participants

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: January 14, 2014, February 12, 2014 or March 25, 2014

Time: 8:00 to 3:30

Location: Vermont Technical College—Langevin House

Instructor: Greg Hessel, ReGeneration Resources

Audience: All Employees & FOS Participants

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.



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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 principals 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 22, 2014

Time: 9:00 to 3:30

Location: VTTC

Instructor: John Berard, DHR Labor Relations Specialist

Audience: All Employees & FOS Participants

Cost: N/A

Engaging Your Audience with Finesse

This two-day workshop is highly participative with attendees giving several types of "real world" presentations. Individual critique is offered after each presentation, with positive aspects reinforced and options given for turning negatives into positives. Participants will learn how to portray a positive image during presentations; self evaluate; control nervousness; interact with audiences of different backgrounds; explore tools to adjust to audiences' needs; organize presentation content; explore the effectiveness of visual aids and group interaction; understand what the audience is telling you through their body language.

Course Dates: January 14, 2014 Day 1 and January 28, 2014 Day 2
Or
April 10, 2014 Day 1 and April 24, 2014 Day 2

Time: 8:30 to 3:15

Location: VTTC

Instructor: O'Shea Consulting

Audience: Employees expected to present trainings and supervisors, managers or project leaders involved with leading public meetings and/or interacting with the general public.

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: January 29, 2014.

Time: 9:00 to 3:30

Location: VTTC

Instructor: John Berard, DHR Labor Relations Specialist

Audience: All Employees & 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: January 16, 2014 or February 20, 2014

Time: 8:30 to 12:00

Location: VTTC

Instructor: VTTC Instructor / General Counsel

Audience: All Employees & FOS Participants

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" forms.

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Project Management Fundamentals

This one-day workshop focuses on the conceptual underpinnings that participants must know in order to use any project management software application effectively. Participants will examine the phases of the Project Management Life Cycle and the 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 teams; list and discuss elements of a Risk Management Plan and techniques for planning and sequencing project activities, including the Work Breakdown Structure and Network Logic Diagram; identify Critical Path for completing a project on schedule; discuss cost elements that should be included in a project budget.

Course Dates: December 19, 2013

Time: 9:00 to 4:00

Location: VTTC

Instructor: Panurgy

Audience: All employees planning to lead a project or serve on a project team.

Cost: \$95.00 per participant (includes workbook) *Price may be lower depending upon final enrollment.*

Contract Administration "Core" Curriculum

This 1.5-day course has been prepared by the Federal Highway Administration (FHWA), Contract Administration Group. This Group is located within the Office of Program Administration (HIPA) office, which is part of the Office of Infrastructure.

This course is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Section 230, 633 and 635; and their applicability to construction contracts. There will also be discussion about the detection and reporting of fraud to the Office of the Inspector General (OIG), U.S. Department of Transportation.

Course Dates: December 17, 2013 Time: 8:00 - 4:30 **and**
December 18, 2013 Time: 8:00 - 12:00

Location: VTTC

Instructor: Jeff Lewis and Douglas Townes, NHI Trainers

Audience: AOT personnel that must interpret and apply federal regulations that affect the administration of federal-aid contracts, to include project managers.

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 is supported by the supervisors' comments.

Course Dates: January 7, 2014

Time: 9:30 to 4:00

Location: VTTC

Instructor: Chris McConnell, DHR Field Services Director

Audience: Managers, Supervisors, employees seeking to promote into a supervisory role.

Cost: N/A

Fraud Awareness

This one-hour workshop consists of an overview of the areas of fraud — including at the criminal level — and bribery. It includes examples of actual cases the OIG investigated at the criminal level. Q&A session after presentation.

Course Dates: January 8, 2014 Time: 10:00 to 11:00

Location: VTTC

Instructor: Frank Italia, Office of the Inspector General

Audience: Financial Services, business managers, and Contract Administration personnel

Cost: N/A

Mandatory EEO Training for Agency

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 23, 2014

Time: 9:00 to 2:30

Location: VTTC

Instructor: Civil Rights Staff

Audience: All designated managers and supervisors & FOS participants

Cost: N/A

To register, visit the VTTC website at: http://vtransoperations.vermont.gov/training_center
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VTrans Training Center Bulletin

Technical Services

2014 Road Ecology; Highways and Habitat Training

Wildlife crossings and habitat connectivity continue to be an increasingly important concern for transportation on a local, regional, national, and global scale. It is estimated that well over two million animals are killed on American roadways every day. In addition to the human safety and environmental implications of wildlife and vehicle collisions, there is a staggering economic toll in excess of \$1 billion in property damage resulting annually.



Huntington, Vermont

Transportation agencies are being called upon to address habitat impacts when planning, designing, and constructing roadway improvements.

As Vermont becomes more densely populated and the number of vehicle miles we all drive continues to increase, the resulting habitat fragmentation is becoming more and more critical. VTrans has identified habitat connectivity as an important consideration in the development of transportation projects. With financial support from FHWA, VTrans is hosting a series of trainings and seminars to help VTrans staff, and our colleagues at the VT Dept. of Fish and Wildlife, better understand the relationship between transportation and habitat.

VTrans has been recognized as a leader in the emerging field of road ecology. This agency has successfully demonstrated that, with forward-thinking and careful planning, habitat and transportation can coexist.

The emerging field of road ecology looks at how highways, roads, bridges, and other infrastructure can be designed, and engineered to minimize their impact on wildlife and habitat.

This series of trainings will engage participants in a dialog that focuses on road ecology issues in the northeast. It will be a mixture of classroom seminars and field excursions exploring the habitat and natural history of focal species mammals, reptiles, and amphibians.

Please bear in mind that much of this training will be during the winter. Field sessions will consist of hiking in some rugged conditions – up to 5 miles in all types of weather and varied terrain.

- If you have additional questions, contact Chris Slesar, VTrans Environmental Section at (802) 828-5743 (or via email at chris.slesar@state.vt.us).
- For VTrans employees the Environmental Section (Chris Slesar) has an EA number for the project to charge your work hours.
- Class size will be limited to 15 participants on a first-come-first-serve basis.

We ask that participants plan on attending all sessions.

Session 1: Tuesday, January 21st, 8:30 am – 4:30 pm with Sue Morse, John Austin, Jim Andrews, and Chris Slesar: Introduction and focal species mammals and habitat identification - **classroom**.

Session 2: Friday, February 14th, 8:30 am – 4:30 pm with Sue Morse and Jim Andrews: Wetland habitat in late winter. Introduction to recognizing tracks and sign of area-sensitive carnivores including bobcat, black bear, river otter, fisher, mink, moose, and deer – **full day in the field** at Wolf Run in Jericho.

Session 3: Tuesday, March 6th, 8:00 am – 2:00 pm with Jim Andrews and Sue Morse: Introduction to amphibians, their habitat, night time road searches, and calls – in Berlin at VTrans Training Center.

Session 4: Friday, March 14th, 8:30 am – 4:30 pm with Sue Morse and Jim Andrews: Upland habitat in late winter/early spring including habitat core refugia in cliffy and ledge terrain – **full day in the field** at Wolf Run in Jericho.

Session 5: Tuesday, April 22nd, 9am – 4:30 pm with Jim Andrews and Sue Morse: Introduction to reptiles and their habitat – half day in classroom at Proctor Maple Research Center in Underhill. Amphibian habitat, breeding pools, egg masses – **half day in field** at Proctor Maple Research Center in Underhill.

Session 6: Tuesday, May 13th, 9 am – 5:00 pm with Jim Andrews and Sue Morse: Reptiles and their habitat a **full day in the field** in West Haven.

Session 7: Tuesday, June 17th, 8:30 – 4:30 pm with ANR Fisheries Biologist Rich Kirn, Jim Andrews, Sue Morse, VTrans Gil Newbury, and ANR Staff: Aquatic organism passage and highway edge; a synthesis of the course with focus on highway edge context. This will be a full-day field session. Location details TBA.

Snow/sleet/blizzard back-up date: Please hold Friday, April 11th open in case we need to make up one of the winter field outings because of inclement weather.



Otter and mink tracks under Circ Highway



Glenn Gingras (VTrans) with black rat snake

Register with VTrans Training Center: http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/Class%20Registration%20Form.pdf



VTrans Training Center Bulletin

Safety & Health

Now that winter is upon us, it seems an opportune time to reinforce the importance of the Agency's Idle-Free policy, see link ~

<https://inside.vermont.gov/agency/vtrans/VTransIntranetHome/Ops/Policy%20and%20Procedures%20Manual/IdlingPolicy7004.pdf>

Meth Lab Awareness

Course focuses on the dangers and sometime lethal and unpredictability of the drug methamphetamine or "meth" and the harmful effects if someone is exposed.

Course Date: March 25, 2014
Time: 9:00 to 11:30 **or** 12:00 to 2:30
Location: VTTC
Instructor: Chris Herrick
Audience: Supervisors' discretion
Cost: N/A

Fall Protection

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.

Course Date: March 19, 2014
Location: Traffic Shop
Instructor: M. Labounty
Audience: Safety Specialists & others at supervisors' discretion
Cost: N/A

Bloodborne Pathogens

Shares and explains information on Exposure Control Program and Procedures.

Course Date: February 12, 2014
Location: VTrans Training Center
Instructor: Vermont Department of Health
Audience: Safety Specialists
Cost: N/A

*Live as if you were
to die tomorrow.
Learn as if you were
to live forever.*

Mahatma Gandhi

Mine Safety and Health Admin. (MSHA)

The Mine Safety and Health Administration (MSHA), is an agency of the United States government that is responsible for overseeing working conditions in mines throughout the country. The MSHA is organized under the Department of Labor, and like the Occupational Safety and Health Administration, the MSHA sets rules governing safety and health in the workplace. In order to achieve its goals, the MSHA focuses on a number of areas of concern to the mining industry, including gravel pits.

Course Date: March 25, 2014
Location: VT AGC Montpelier
Instructor: AGC
Audience: Employees exposed to gravel pit dangers
Cost: N/A

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