

# VTrans Training Center Bulletin

Issue No. 11, February 7, 2014

## Employee Development

### Engaging Your Audience with Finesse

This two-day workshop is highly participative with attendees learning how to make 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:** April 10, 2014 Day 1 **and** April 24, 2014 Day 2

**Time:** 8:30 to 3:15

**Location:** VTrans Training Center

**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.

Education = future

*Training coming to you....*

- *Microsoft Office 2010 computer training (see pages 6 & 7)*

*V-TTC Staff*

### SHOWCASE

*Some comments we've received from you— Thank you!*

#### Engaging Your Audience with Finesse

**Q:** *Would you recommend this class to others?*

- *"Yes. Excellent knowledge to convey VTrans projects."*
- *"Yes, to anyone that does public meetings."*

**Q:** *What did you like?*

- *"Small and engaging. Extremely helpful exercises."*

#### *General Comments:*

- *"Great class & recommend to others!"*
- *"Thank you, Terri, for a great class!"*
- *"This was extremely valuable."*

#### AOT Fundamentals of Supervision

**Q:** *Would you recommend this class to others?*

- *"Yes. Communication skills—crucial @ all levels."*
- *"Yes. All supervisors should take."*
- *"Yes. Very informational & Instructor makes learning fun."*

**Q:** *What did you like?*

- *"Group interaction."*
- *"Open communication and having a safe environment to discuss topics openly."*

### SHOWCASE (cont.):

#### Managing Under the Contract Part III

**Q:** *Would you recommend this class to others?*

- *"Yes. Very beneficial."*
- *"Yes, need to know how this affects our job & what we're responsible for."*
- *"Yes, every supervisory should be required to take this class."*

#### *General Comments:*

- *"Very good & useful class with an excellent instructor with deep knowledge and practical examples."*
- *"John did a great job getting the point across and keeping everyone's attention."*

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/sites/aot\\_operations/files/documents/VTTC/Class%20Registration%20Form.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/Class%20Registration%20Form.pdf) 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

### 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:** March 13, 2014 or April 15, 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:** February 12, 2014, March 25, 2014 or April 22, 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

### Ethics

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

**Course Dates:** February 20, 2014, April 15, 2014 or May 20, 2014

**Time:** 8:30 to 12:00

**Location:** VTrans Training Center

**Instructor:** VTTC Instructor / Legal Division

**Audience:** All Employees & FOS Participants

**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:** February 20, 2014, March 20, 2014 or April 14, 2014

**Time:** 9:00 to 2:30

**Location:** VTrans Training Center

**Instructor:** Civil Rights Staff

**Audience:** All designated managers and supervisors & FOS participants

**Cost:** N/A

### 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:** March 11, 2014 or April 16, 2014

**Time:** 9:00 to 3:30

**Location:** VTrans Training Center

**Instructor:** John Berard, DHR Labor Relations Specialist

**Audience:** All Employees & FOS Participants

**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:** February 27, 2014, March 27, 2014 or April 23, 2014

**Time:** 9:00 to 3:30

**Location:** VTrans Training Center

**Instructor:** John Berard, DHR Labor Relations Specialist

**Audience:** All Employees & FOS participants

**Cost:** N/A

### 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 5, 2014, March 12, 2014, April 2, 2014 or June 4, 2014

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

**Location:** VTrans Training Center

**Facilitator:** Colleen Montague, EEO, Civil Rights

**Audience:** All employees who anticipate sitting on an interview panel & FOS participants

**Cost:** N/A

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.



Continued on next page...



# VTrans Training Center Bulletin

## Safety & Health

### Defensive Driving

This program is designed for the experienced operator who understand 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://firstnetcampus.com/SOV/entities/Vermont/logon.asp>

**Target Audience:** All employee 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)

### Accident Investigation

Accidents occur because of the failure of people, equipment, supplies, or surroundings to behave or react as expected. Accident investigations determine how and why these failures occur. By using the information gained through the investigation a similar, or perhaps more disastrous, accident may be prevented.

**Course Date:** February 19, 2014

**Time:** 9:00 to 2:30

**Location:** VTrans Training Center

**Instructor:** VOSHA

**Cost:** N/A

### Bloodborne Pathogens

Shares and explains information on Exposure Control Program and Procedures.

**Course Date:** Winter and/or Spring 2014

**Location:** VTrans Training Center

**Instructor:** Vermont Department of Health

**Cost:** N/A

### 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:** VTrans Training Center

**Instructor:** Chris Herrick

**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 5, 2014 & March 6, 2014 **(Note: New dates)**

**Time:** 9:00 to 2:30

**Location:** VTrans Training Center

**Instructor:** TBD

**Cost:** N/A

### Flagger Train-the-Trainer

This one-day course is designed to prepare participants to be able to present a 4-hour flagger course.

At the conclusion of the course an exam will be taken. The successful completion of the course, including the exam, will result in certification as an certified flagger instructor.

Upon successful completion students are certified to train flaggers for a period of 4 years. To recertify, a student must pass a recertification exam.

**Course Date:** February 10, 2014

**Time:** 9:00 to 2:30

**Location:** VTrans Training Center

**Instructor:** FHWA

**Cost:** N/A

To register, visit the VTTC website at: [http://vtransoperations.vermont.gov/sites/aot\\_operations/files/documents/VTTC/Class%20Registration%20Form.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/Class%20Registration%20Form.pdf) 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

### Mine Safety and Health Admin. (MSHA)

The MSHA (Mine Safety & Health Administration) 8 hour refresher is a course designed to meet the needs of the mining community for the required MSHA annual training. Topics include: review of accidents, accident prevention, fall protection, transportation and ground controls and other topics as applicable and as time allows.

This inspection season, MSHA will be focusing on air and noise contamination. Learn as much as you can about these requirements, and fix such hazards at your site. Also of interest has been the new Hazard Communication standard.

Other focuses for this year include the following areas, and tickets are being written in these areas:

56.9101 – Operating Speeds and Control of Equipment

56.12017 – Work on Power Circuits 56.14101 (a) – Brake Performance

56.14105 – Procedures During Repairs or Maintenance

56.14130 (g) & 56.1413 (a) – Seat Belt Use

56.14205 – Machinery, Equipment, & Tools Used Beyond Design 56.14207 – Parking Procedures for Unattended Equipment 56.15005 – Safety Belts and Lines 56.16002 – Bins, Hoppers, Silos, Tanks and Surge Piles

**Course Date:** March 7, 2014

**Time:** 8:00 to 4:00

**Location:** Holiday Inn  
476 Holiday Drive  
Rutland, VT 05701

**Instructor:** AGC - VT

**Contract:** Debbie Armstrong (802) 223-2374

e-mail: [debbie@agcvt.org](mailto:debbie@agcvt.org)

**Register for this class:**

[http://www.agcvt.org/ai1ec\\_event/msha-refresher-2-2-3/?instance\\_id=](http://www.agcvt.org/ai1ec_event/msha-refresher-2-2-3/?instance_id=)

**Course Date:** March 20, 2014

**Time:** 8:00 to 4:00

**Location:** Comfort Inn & Suites  
99 Miller Road  
East Greenbush, NY 12061

**Instructor:** AGC - VT

**Register for this class:**

<http://catamountconsultingllc.com/>

**Cost:** \$99.00 paid by district

**Course Date:** April 22, 2014

**Time:** 8:00 to 4:00

**Location:** Fireside Inn  
25 Airport Road  
Colonial Plaza  
Lebanon, NH 03784

**Instructor:** AGC - VT

**Contract:** Debbie Armstrong (802) 223-2374 e-mail:

[debbie@agcvt.org](mailto:debbie@agcvt.org)

**Register for this class:**

[http://www.agcvt.org/ai1ec\\_event/msha-refresher-2-2-6/?instance\\_id=](http://www.agcvt.org/ai1ec_event/msha-refresher-2-2-6/?instance_id=)

**Cost:** \$99.00 paid by district

### Mine Safety and Health Admin. (MSHA) REFRESHER

**Course Date:** May 29, 2014

**Time:** 8:00 to 4:00

**Location:** NERSA,  
1 Graves Street,  
Montpelier, VT 05602,

**Instructor:** AGC - VT

**Contact:** Debbie Armstrong (802) 223-2374

E-mail: [debbie@agcvt.org](mailto:debbie@agcvt.org)

**Register for this class:** [http://www.agcvt.org/ai1ec\\_event/msha-refresher-2-2-5/?instance\\_id=](http://www.agcvt.org/ai1ec_event/msha-refresher-2-2-5/?instance_id=)

**Cost:** \$99.00 paid by district

### Securing & Transporting Loads

To transport heavy equipment from one location to another, you have to secure it in the proper manner. When you adhere to the rules the Federal Motor Carrier Safety Administration (FMCSA) sets, you can move the various items under your care in the safest way.

**Course Date:** May 7, 2014

**Time:** 9:00 to 11:30 or 12:00 to 3:00

**Location:** VTrans Training Center

**Instructor:** Derek Fenby, DMV Enforcement

**Audience:** CDL Operators

**Cost:** N/A

### Electrical Safety

Class/Workshop Objectives:

- Performs electrical hazard inspections, based on check-list.

**Course Date:** April 8, 2014

**Time:** 9:00 to 12:00

**Location:** VTrans Training Center

**Instructor:** Kevin LaCoss, AOT Occupational Safety Technician

**Audience:** Safety Specialist

**Cost:** N/A



Continued on next page...



**Date:** March 6, 2014

**Registration deadline:** 02/23/2014

To register click the link below:

<http://www.intelligentcompaction.com/learn/workshops/current/2014-icdm-workshop-vt-01/>

**Contacts:**

**Local Contact:**

Mark Woolaver, VAOT Paving Engineer  
Mark.woolaver@state.vt.us  
Cell: 802-522-6951

**Host:**

Kim Persons, Employee Development Mngr.  
Kim.persons@state.vt.us  
Cell: 802-777-0400

**Workshop Location:**

VTrans Training Center  
1716 US Route 302  
Berlin, VT 05602

**FHWA COTR:**

Antonio Nieves Torres  
FHWA Office of Infrastructure  
Construction Management Team  
1200 New Jersey Ave. SE E73-446  
Washington DC 20590  
Antonio.Nieves@dot.gov  
Phone: 202-366-4597

**Instructor:**

Dr. George K. Chang, P.E.  
The Transtec Group, Inc.  
6111 Balcones Dr.  
Austin, TX 78731  
Phone: 512-451-6233

**Cost:** N/A

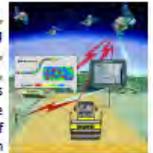


## ICDM Workshop

Intelligent Compaction Data Management

### What is Intelligent Compaction

Intelligent Compaction (IC) refers to the compaction of road materials, such as soils, aggregate bases, or asphalt pavement materials, using vibratory rollers equipped with an integrated measurement system, Global Positioning System (GPS), onboard computer reporting system, and (for asphalt) non-contact thermal sensors. The use of IC rollers allow for real-time monitoring and just-in-time corrections in the compaction process. IC rollers also maintain a continuous record of roller passes, IC measurement values (relating to stiffness), vibration frequency/amplitude, and roller speeds.



### Benefits of Intelligent Compaction

- Improved rolling patterns
- Better QC: Uniformity and consistency
- Increased productivity
- Reduction of highway repair costs
- Continuous record of material stiffness values
- Identification of non-compactable areas
- Fewer passes, fuel savings, operation savings, reach target of compaction, not over-rolled.
- Improve long term performance. Documentation of data (results), encourage best practices.



### ICDM Training with Veda

Veda (pronounced as "Vehda"-meaning "knowledge") is a powerful software for viewing and analyzing geospatial data. It is developed by The Transtec Group and sponsored by the Minnesota Department of Transportation (MnDOT).

Veda can import data from various intelligent compaction (IC) machines and MOBA PAVE-IR thermal profile to perform viewing, editing, point tests correlation, and statistical analysis. Veda is essential for standardization of IC technologies.

Training and data management is critical when implementing IC. Training workshops built around IC technologies and Veda will bridge gaps in IC implementation at any levels.



**All attendees need to bring their own (laptop) computers for hands-on exercises. Further instructions and a download link to the Veda workshop software and examples will be emailed to all registrants.**

Who should attend? DOT Construction Engineers, QC/QA Personnel, Spec Writers, Roller operators, Paving Managers / Superintendent, Earthworks Managers, IC/GPS dealers and technical support.

To view the full brochure: [http://www.fhwa.dot.gov/construction/ictssc/icdm\\_workshop.pdf](http://www.fhwa.dot.gov/construction/ictssc/icdm_workshop.pdf)



# 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.

**Prerequisites:** Windows XP Professional: Level I  
Windows XP: Introduction

**Course Date:** March 25, 2014 or April 8, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

## Technical Services

### 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.

**Prerequisites:** Windows XP Level I course or have basic skills and knowledge of Windows applications.

**Course Date:** March 18, 2014 or April 16, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### File Management / Windows 7

This course will provide students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 operating system. Students will also learn how to manage files by learning how to create a document, organize files, and work with the Desktop.

Objectives include:

- Log on to Windows 7, explore its interface and identify the different components present in the interface.
- Manage files and folders, create an efficient work environment, and clean up your system.

**Prerequisites:** Windows XP Professional: Level I  
Windows XP: Introduction

**Course Date:** March 19, 2014 or March 27, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### PowerPoint 2010 - Level I

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Objectives include:

- Create a presentation and format text on slides.
- Add and modify graphical objects.
- Work with tables, add charts and prepare to deliver presentation.

**Prerequisites:** Windows XP Introduction, XP Professional: Level I & II,  
Windows 2000 Introduction

**Course Date:** March 20, 2014 or April 9, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### Word 2010 - Level I

Word processing is the use of computers to create, revise and save documents for printing and future retrieval. This course will provide you with the basic concepts required to produce basic business documents.

Objectives include:

- Identify and work with basic Word 2010 tools and features.
- Edit text, modify the appearance of text in a Word document, organize data in tables, and proof a Word document.

**Prerequisites:** Windows XP Professional: Level I  
Windows XP: Introduction

**Course Date:** April 15, 2014 or May 1, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A



Continued on next page...



# VTrans Training Center Bulletin

## Technical Services

### 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.

**Prerequisites:** Microsoft Office Excel® 2010: Level I

**Course Date:** April 3, 2014 or April 17, 2014

**Time:** 9:00 to 4:00

**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.

**Prerequisites:** Windows XP Level I or have the basic skills and knowledge of Windows application. Outlook Level I or have equivalent knowledge and skills.

**Course Date:** March 26, 2014 or April 23, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### Excel: Maximizing Pivot Tables in Excel 2007 / 2010

This course provides students with the knowledge and skills to examine and manipulate raw data through the use of Microsoft Office excel PivotTables and PivotCharts. This course is aimed at information workers who need to learn more in-depth techniques of using PivotTables.

Objectives include:

- Understand the benefits of PivotTable Reports.
- Convert raw data in an Excel worksheet into meaningful PivotTables and PivotCharts.
- Create custom calculations, use formulas and create formulas outside of a report.

**Prerequisites:** Windows XP Level I or have the basic skills and knowledge of Windows application. Be an intermediate user of Microsoft Excel.

**Course Date:** April 22, 2014 or May 5, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### PowerPoint 2010 - Level II

This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Objectives include:

- Customize a design template, add SmartArt graphics to a presentation, add special effects to a presentation, customize a slide show, and secure and distribute a presentation.

**Prerequisites:** Microsoft® Office PowerPoint® 2010 : Level 1, or have equivalent knowledge and skills.

**Course Date:** April 2, 2014 or April 24, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

### Word 2010 - Level II

This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, and need to know how to create or modify complex business documents and customize Word efficiency tools.

Objectives include:

- Manage lists, customize tables and charts, customize the formatting of a document using styles and themes, modify pictures in a document and create customized graphic elements.
- Control text flow, use templates to automate document creation and use the mail merge function.

**Prerequisites:** Ability to use Microsoft Word 2010 to create, edit, format, save and print basic business documents containing text, tables and graphics.

**Course Date:** April 29, 2014 or May 15, 2014

**Time:** 9:00 to 4:00

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

**Instructor:** Panurgy Instructor

**Cost:** N/A



Continued on next page...



# VTrans Training Center Bulletin

## Technical Services

### Incident Command System - 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.

#### Objectives include:

- Explain how NIMS command and management component supports management of expanding incidents.
- Describe the incident / event management process for expanding incidents as prescribed by ICS.
- Implement the incident management process on a simulated Type 3 incident.
- Develop an Incident Action Plan for a simulated incident.

**Prerequisites:** ICS 100 & ICS 200

**Course Date:** February 25 & 26, 2014

**Time:** 8:00 to 5:00 each day (participants must attend both days)

**Location:** VTrans Training Center

**Instructor:** VT State Policy Academy

**Audience:** Senior management (section heads) and directors

**Cost:** N/A

February 25 & 26:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Announcement/ICS300%20-%20022614%20-%20Berlin%20-%20Registration%20Form.pdf>

Email registration form to: [andrea.young@state.vt.us](mailto:andrea.young@state.vt.us)

### Incident Command System - 400

This course will train personnel on advanced applications of ICS during major statewide catastrophic events.

#### Objectives include:

- Describe how Unified Command functions on a multi-jurisdiction multi-agency incident.
- Define the advantages of the Unified Command and the kinds of situations which may call for it.
- List the major steps involved in the planning process.
- Dissect issues that influence incident complexity and the tools available to analyze complexity.
- Review the primary guidelines and responsibilities of the command and general staff positions.
- Describe the purposes and responsibilities of agency representatives or technical specialists, reporting relationships and how they can be effectively used within the incident organization.

**Prerequisites:** ICS 100, ICS 200 & ICS 300

**Course Date:** March 11 & 12, 2014 or March 25 & 26, 2014

**Time:** 8:00 to 5:00 each day (participants must attend both days)

**Location:** VTrans Training Center

**Instructor:** VT State Policy Academy

**Audience:** Senior management (section heads) and directors

**Cost:** N/A

To register for this class:

March 11 & 12:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Registration/ICS400%20-%20031214%20-%20Berlin%20-%20Registration%20Form.pdf>

March 25 & 26:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Registration/ICS400%20-%20032614%20-%20Berlin%20-%20Registration%20Form.pdf>

Email registration form to: [andrea.young@state.vt.us](mailto:andrea.young@state.vt.us)



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).

