

VTrans Training Center Bulletin

Issue No. 8, January 10, 2014

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:

GROUPS 3 & 4:

Group 3: January 15, 2014 - Day 1 - **FULL**

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: VTrans Training Center

Instructor: O'Shea Consulting

Audience: Supervisors, Team and Crew Leaders/ Specialists

Cost: N/A

Education = future

Training coming to you....

- *Interviewing & Hiring, page 3*
- *ICDM Workshop, page 4*
- *MSHA, page 6*

VTTTC Staff

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: 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.

Cost: N/A

The VTTTC 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 VTTTC website at: http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTTC/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...

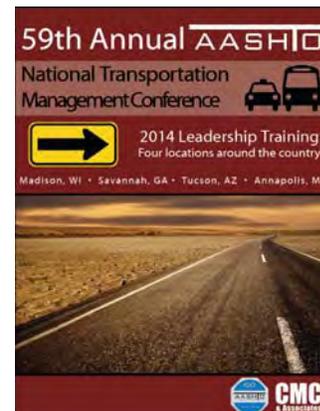


VTrans Training Center Bulletin

Employee Development

To learn more and to view the 59th Annual AASHTO National Transportation Management Conference:

<http://mmsd.transportation.org/pdf/59th%20annual%20ntmc%20brochure.pdf>



MICHAEL W. HANCOCK, P.E., PRESIDENT
SECRETARY, KENTUCKY TRANSPORTATION CABINET

BUD WRIGHT, EXECUTIVE DIRECTOR



444 NORTH CAPITOL STREET NW, SUITE 249 • WASHINGTON, DC 20001
(202) 624-5800 FAX: (202) 624-5806 • TRANSPORTATION.ORG • CENTENNIAL.TRANSPORTATION.ORG

January 6, 2014

We are pleased to announce that planning for the 2014 series of one-week National Transportation Management Conferences (NTMC) is now complete. The Conferences are sponsored by the American Association of State Highway and Transportation Officials (AASHTO) and are conducted by CMC & Associates.

This program has proven to be an effective way to increase essential management skills and to develop leadership abilities. It has been extremely useful to middle managers as they transition from technical work to primarily managerial responsibilities. Consistently positive reviews from recent participants attest to the continuing effectiveness of this program.

The 2014 conferences will be under the direction of Dr. William D.S. Smitley, the lead instructor, and Thomas Barry and Eugene Conti will comprise the remaining staff. In addition, the conferences include presentations from top leaders in the FHWA and AASHTO.

The brochure describing the 2014 AASHTO National Transportation Management Conferences is attached. Please carefully review the information contained in the brochure before selecting nominees and mailing the form. Four, one-week conferences have been scheduled in 2014 as follows: July 21-24 in Madison, Wisconsin; September 8-11 in Savannah, Georgia; September 22-25 in Tucson, Arizona, and October 13-16 in Annapolis, Maryland. The nomination form should be submitted to CMC & Associates by the dates listed in the brochure. You can also register online at www.cmc-associates.com

We urge you to take advantage of this concentrated opportunity to nurture the talent that you need to continue to be successful in future years. If you have any questions or need further information, please contact Fred Crawford at fcrawford@cmc-associates.com.

Sincerely,

Bud Wright
Executive Director



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: 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

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: 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: January 23, 2014, February 20, 2014, March 20, 2014 or April 2, 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: January 22, 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: January 29, 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 SUP 202

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 5, 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

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...



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



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



VTrans Training Center Bulletin

Technical Services

Incident Command System - 200

This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources. This course is designed to provide overall incident management skills rather than tactical expertise.

Course Date: January 15 & 16, 2014

Time: 8:00 to 2:30 (participants must attend both days)

Location: VTrans Training Center

Instructor: VT State Policy Academy

Audience: Pool members, managers and directors

Cost: N/A

To register for this class:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Registration/ICS200%20-%20011614%20-%20Berlin%20-%20Registration%20Form.pdf>

Email registration form to: andrea.young@state.vt.us

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.

Course Date: February 5 & 6, 2014 or 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

To register for this class:

February 5 & 6:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Announcement/ICS300%20-%20020614%20-%20Berlin%20-%20Registration%20Form.pdf>

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

Safety & Health

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 4, 2014 & March 5, 2014

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

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

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

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: February 4, 2014

Time: 8:00 to 4:00

Location: NERSA

1 Graves Street
Montpelier, VT 05602

Instructor: AGC - VT

Contract: Debbie Armstrong (802) 223-2374

e-mail: debbie@agcvt.org

Register for this class:

http://www.agcvt.org/ai1ec_event/msha-refresher/?instance_id=

Cost: \$99.00 paid by district

Course Date: February 6, 2014

Time: 8:00 to 4:00

Location: Holiday Inn Resort

2223 State Route 9
Lake George, NY 12845

Instructor: AGC - VT

Register for this class:

http://www.agcvt.org/ai1ec_event/msha-refresher-2/?instance_id=

Cost: \$99.00 paid by district

Course Date: February 27, 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

Register for this class:

http://www.agcvt.org/ai1ec_event/msha-refresher/?instance_id=

Cost: \$99.00 paid by district

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

Register for this class:

http://www.agcvt.org/ai1ec_event/msha-refresher-2-2-3/?instance_id=

Cost: \$99.00 paid by district

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

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://www.agcvt.org/ai1ec_event/msha-refresher-2-2-3-2/?instance_id=

Cost: \$99.00 paid by district

