

# VTrans Training Center Bulletin

Issue No. 25, January 16, 2015

## 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

**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

**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 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 25, 2015, March 25, 2015 or April 23, 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.

## Education = future

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

- Rivers and Roads, Tier II coming in May 2015.

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:** February 12, 2015, March 12, 2015 or April 7, 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](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

## 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 17, 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

## Employee Development

Towns

### 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:

- Send and respond to mail, compose & organize e-mail messages into folders, manage contacts & contact information, and schedule appointments and meetings.

**Course Date:** February 26, 2015

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

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

Towns

### 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.

**Course Date:** February 5, 2015

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

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

Towns

### 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 & table data, create & modify charts.
- Analyze data using PivotTables, Slicers, and PivotCharts, insert & modify graphic objects in a worksheet.

**Course Date:** January 29, 2015 or February 17, 2015

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

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

**Instructor:** Panurgy Instructor

**Cost:** N/A

Towns

### Email Netiquette

This one-day workshop teaching students common courtesy, social graces and socially acceptable behavior. Workshop is designed to instill credibility, level of professionalism and ethics, and how others judge you based on how well you communicate online.

**Course Dates:** February 19, 2015

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

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

**Instructor:** Panurgy Instructor

**Audience:** Anyone looking to advance professionally in their field.

**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:** February 11, 2015, March 11, 2015 or April 15, 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

### 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

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:** February 19, 2015 or March 19, 2015

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

**Location:** VTrans Training Center

**Instructor:** DHR Instructor

**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.



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# VTrans Training Center Bulletin

## 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

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

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

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

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

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

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

**Location:** NE Region: District 9, Derby

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal field employees

**Cost:** N/A

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

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

**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:** May 19, 2015; May 20, 2015 and May 21, 2015

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

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

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

**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

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.

