

VTrans Training Center Bulletin

Issue No. 9, January 27, 2014

Education = future

Training coming to you...

- *Business Management:
Curriculum under development -
See below:*

V TTC Staff

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.

Business Management Program

We have received requests for more business-related trainings and are considering developing and offering a Business Curriculum. Areas of focus may include:

- **Professional development:** Time management and organizational skills; communication skills; customer service skills, team building, professional writing skills.
- **Contract administration and procurement processes:** Learn about our internal contracting process and when to utilize Buildings and General Services to procure goods or services.
- **Personnel:** Learn about various provisions of the State/VSEA collective bargaining agreements, such as types of leave, overtime categories, etc.
- **Financial processes:** invoice processing, coding, opening expenditure accounts.
- **Technology:** Excel (Macros & Pivot Tables), Word, Outlook, Access, Query DB, Vision, STARS, MATS, Payroll, etc.

Please contact the VTTC with suggested classes and/or ideas for a business curriculum that meets your needs. Contact:

http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/SuggestaClass.pdf

The Vermont Labor Relations Board is offering training sessions in February and March 2014. The training sessions are:

- Presenting Unit Determination/Representation Cases to the Vermont Labor Relations Board
- Presenting Unfair Labor Practice Cases to the Vermont Labor Relations Board
- Dealing with Discipline and Other Difficult Issues in Administering Contracts

Please refer to Page 2 for more information about each session, dates, costs and how to register.

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 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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VLRB Training Sessions

The following training sessions offered by the Vermont Labor Relations Board are designed to provide labor relations practitioners with a working knowledge of substantive law as well as practice and procedure. Board Executive Director Timothy Noonan will be the trainer. The sessions will be held in the Labor Relations Board hearing room, 13 Baldwin Street, Montpelier. The training sessions are:

Presenting Unit Determination/Representation Cases to the Vermont Labor Relations Board, February 10, 2014, 9:15 a.m. – 4:00 p.m. – Case law precedents in unit determination/representation cases, and practices and procedures before the Vermont Labor Relations Board in these types of cases, will be addressed. Among the topics covered in the session will be representation election petitions, exclusions from bargaining units due to supervisory or confidential designations, appropriate bargaining units, elections, and unit clarifications.

Presenting Unfair Labor Practice Cases to the Vermont Labor Relations Board, February 24, 2014, 9:15 a.m. – 4:00 p.m. – Case law precedents in unfair labor practice cases, and practices and procedures before the Vermont Labor Relations Board in these types of cases, will be addressed. Among the topics covered in the session will be refusal to bargain in good faith/unilateral change cases, discrimination due to union activities, interference with employee rights, union representation at meeting which may lead to discipline, duty of fair representation, and discrimination based on sex, race, national origin and other characteristics.

Dealing with Discipline and Other Difficult Issues in Administering Contracts, March 10, 2014, 9:15 a.m. – 4:00 p.m., and March 17, 2014, 9:15 a.m. – 4:00 p.m. (Select one of the two dates. Two dates are being offered due to the past popularity of this session) – Difficult substantive and procedural issues that arise in administering collective bargaining contracts will be the focus of this training session. Grievances will be discussed generally, including standards that apply to grievances, timeliness requirements and principles of contract construction. Substantial time will be devoted to dismissals and lesser disciplinary actions. Due process considerations, such as right to union representation at a meeting that may lead to discipline and right to a pre-termination hearing, will be addressed, as well as substantive just cause standards in discipline cases. Among the other topics covered in the session will be protected activity and discrimination claims in grievances, resignations and performance evaluations. Case law precedents from Vermont Labor Relations Board grievance decisions, court decisions and arbitration decisions will be addressed.

REGISTRATION FORM - Vermont Labor Relations Board 2014 Training Sessions

Name: _____ e-mail: _____

Organization: _____

Address: _____

_____ I would like to attend the February 10, 2014, **Presenting Unit Determination/Representation Cases to the VLRB** session. There is a \$25 registration fee for this session, which includes a catered lunch and training booklet.

_____ I would like to attend the February 24, 2014, **Presenting Unfair Labor Practice Cases to the VLRB** session. There is a \$25 registration fee for this session, which includes a catered lunch and training booklet.

_____ I would like to attend the March 10, 2014, **Dealing With Discipline and Other Difficult Issues in Administering Contracts** training session. There is a \$25 registration fee for this session, which includes a catered lunch and a training booklet.

_____ I would like to attend the March 17, 2014, **Dealing With Discipline and Other Difficult Issues in Administering Contracts** training session. There is a \$25 registration fee for this session, which includes a catered lunch and a training booklet.

Make \$25, \$50, or \$75 check, as applicable, payable to: Vermont Labor Relations Board (note: State agencies can make payment by processing an inter-unit transfer to BU 01270). Mail to: Vermont Labor Relations Board, 133 State Street, Montpelier, VT 05633-6101. You must register for the February 10 training session by February 3. You must register for the February 24 training session by February 18. You must register for the March 10 training session by March 3. You must register for the March 17 training session by March 10. If you have any questions, contact the VLRB at (802) 828-2700.



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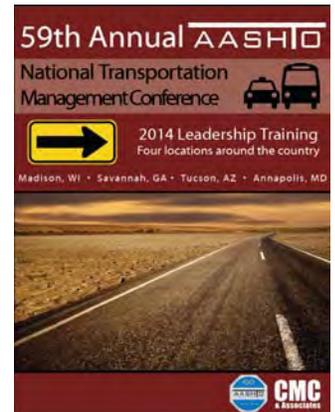


VTrans Training Center Bulletin

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



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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



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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: 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: 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. & Mgrs.

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: February 19, 2014, 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: January 29, 2014, 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

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 participants

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.



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VTrans Training Center Bulletin

Safety & Health

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

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

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

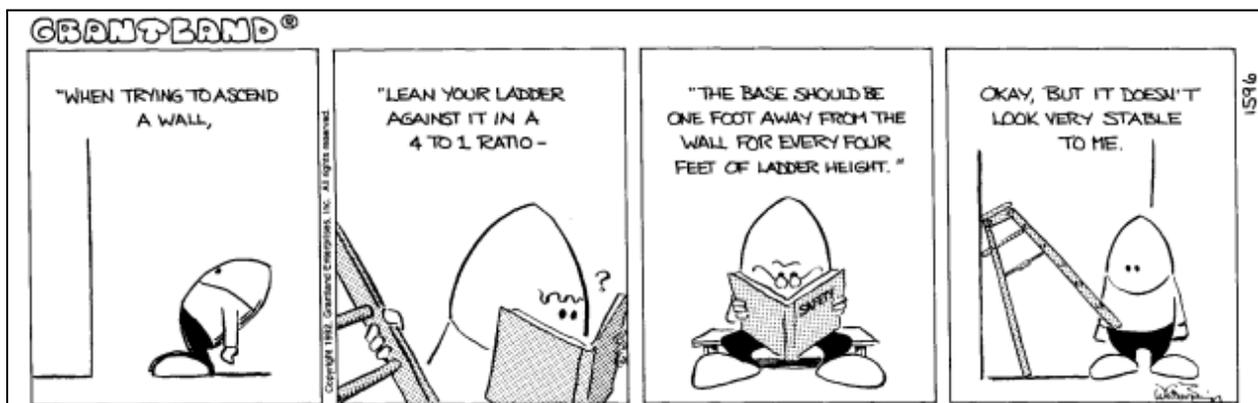
This is an interactive, multi-media, hands-on course to get participants involved in designing solutions for preventing falls and reducing fall risks in their workplace. Through use of lecture, discussions, hands-on demonstrations, case studies and design application activities, participants will learn to understand and apply principles, code, and standards to real-life fall protection situations.

Course Date: March 4, 2014 & March 5, 2014
Time: 9:00 to 2:30
Location: VTrans Training Center
Instructor: TBD
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 VTTC website at: 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.



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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: 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

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

To register, visit the VTTC website at: 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.



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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



VTrans Training Center Bulletin

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 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

Technical Services

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



The VTC 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 VTC, and/or are interested in instructing a class, visit our website and complete the "Suggest a Class" or "Instruct a Class" form(s).

