

## TRAINING CENTER BULLETIN

Issue No. 62, June 9, 2016



The VTTC has adopted the training competencies developed by the Transportation Curriculum Coordination Council (TC3), a committee of AASHTO.

- Level I Entry / Awareness
- Level II Intermediate / Qualified
- Level III Advanced / Competent
- Level IV - Project Management (Administrator, Superintendent)

LOCATION: 1716 US Route 302 Berlin, VT 05633-5002 (802) 828-3768

To register, visit the VTTC website at:  
[http://vtransoperations.vermont.gov/training\\_center](http://vtransoperations.vermont.gov/training_center) Click on "Class Registration Form", enter your information including your supervisor / manager authorization signature and follow the instructions at the bottom of the form.

## Employee Development

### Office 365

Lessons include the following:  
Login and explore the Office 365 web-based environment  
Create, edit, and share documents with team members using the online apps, Word Online and Excel Online

- Navigate and understand the Outlook online apps, Mail, Calendar, People and Tasks
- An overview of SharePoint and OneDrive, including best practices
- Explore and discover new features of the Office 2016 desktop applications,
- Microsoft Word, Microsoft Outlook and Microsoft Excel
- Collaborate and co-author in real time with others
- An overview of Skype for Business
- An introduction to Office 365 on the iPhone

Course Dates: June 13, 2016 (other dates pending)

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: KnowledgeWave

Audience: All employees

Cost: N/A

NEW



### New Online Training Available!!

The State of VT, Department of Information and Innovation, has contracted with KnowledgeWave to provide Office 365 online training for all State Employees.

The Online Training assists users with the new capabilities of Office 365, including but not limited to Outlook, Word, Excel & PowerPoint. In addition, training videos are available for other programs like Adobe. These training will help you, our users, **take advantage of Office 365's great potential.**

All State employees are now members of the KnowledgeWave training and will have access to the KnowledgeWave Learning Site (KLS).

For more information, please contact Colleen Montague at 802-777-2654.

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## Health & Safety

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a 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 21, June 22, and June 23, 2016

Time: 9:00 to 1:30

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal AOT and Municipal employees.

Cost: N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a 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: July 12, July 13 and July 14, 2016

Time: 10:00 to 2:30

Location: D3 Mendon

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal AOT and Municipal employees.

Cost: N/A

### Construction Safety Awareness (CSA 55)

The focus of this training is to promote a 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: October 18, October 19 and October 20, 2016

Time: 10:00 to 2:30

Location: D3 Mendon

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal AOT and Municipal 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:

- Use proper driving skills.
- Obey all applicable traffic regulations.

Course Date: Anytime

Location: Online Course

Instructor: <http://firstnetcampus.com/SOV/entities/Vermont/logon.asp>

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

### Lock-out/Tag-out Part 2

This follow up class consists of a Question & Answer session from those who attended the previous workshop. In the previous workshop, employees were given a spreadsheet to complete for their work area and return with any questions or guidance they may need.

Course Dates/Locations: June 15, 2016 Wilmington Town Garage

June 29, 2016 Groton Town Hall

June 30, 2016 Milton Fire Station

Time: 10:00 am—2:00pm

Instructors: Rob Gentle

Audience: Open to all employees

Prerequisite: Lock-out/Tag-out Part 1

Cost: N/A

GO TO OR CLICK ON LINK TO REGISTER: <http://localroads.vermont.gov/>



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# VTrans Training Center Bulletin

## Technical Services

### Lean - White Belt

The focus of this ½-day training is an introduction to the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training (s).

Course Dates: July 12 (FULL), or September 8, 2016 (FULL)

Time: 8:00am—12:00pm

Location: VTrans Training Center

Instructor: Ms. Kate McGovern, PhD – DPA Lean Instructor

Audience: Open to all employees – maximum class size 28

Cost: N/A

### Lean - Yellow Belt

The focus of this 3-day training is a hands-on learning of Lean techniques and thinking, and testing these techniques and building understanding of Lean process improvement concepts in a project team environment. Participants will apply learned techniques to an actual work process and construct an implementation plan to enact the improvements. Curriculum further develops Lean skills and prepares participants for advancement to Lean Green Belt training.

Course Dates: June 14, 16 and 21 (FULL); September 20, 22 and 27; or October 11, 13 and 18, 2016

Time: 9:00 a.m. – 4:00 p.m.

Location: VTrans Training Center

Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor  
Ms. Lee Joyce, MPA – DPA Lean Instructor

Prerequisite: Lean White Belt

Audience: Open to all employees – maximum class size 20

Cost: N/A

### Rivers & Roads Tier Two

As Tropical Storm Irene and many floods before have demonstrated, Vermont's transportation infrastructure is highly vulnerable to erosion, deposition and inundation hazards associated with river flooding.

Tier Two of the Rivers and Roads Training Program targets a wide range of state, municipal and private sector transportation infrastructure. Participants leave the training with the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a rivers response to alternative structural treatments and build those treatments.

Course Date: October 18 and October 19, 2016

Time: 8:30 to 4:00

Location: Wilmington Garage

Instructor: Todd Menees

Audience: Maintenance workers, equipment operators, towns and design and construction oversight engineers.

### Incident Command Level 200

ICS for Single Resources & Initial Action Incidents—ICS 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.

Objectives include:

- Describe the Incident Command System (ICS) organization appropriate to the complexity of the incident or event.
- Use ICS to manage an incident or event.

Target Audience:

First responder supervisors, Emergency Management Directors and Coordinators, key decision makers and those who would likely be assigned as unit leaders and above within an ICS structure, or as directed by the chief executive of the agency.

Participants must attend both sessions of the course.

Prerequisite: ICS 100

Course Dates:

When: June 23 & 24, 2016

Where: Department of Public Safety—VT State Police Williston Barracks, Williston, VT

Time: 8:00am—4:00pm

Instructor: Peter Coffey

When: June 29 & 30, 2016

Where: Department of Public Safety—VT State Police St. Albans Barracks, St. Albans, VT

Time: 8:00am—4:00pm

Instructor: Tim Stetson

When: July 7 & 8, 2016

Where: St. Johnsbury School, St. Johnsbury, VT

Time: 8:00am—4:00pm

Instructor: TBD

When: July 11 & 12, 2016

Where: Department of Public Safety—VT State Police Rockingham Barracks, Rockingham, VT

Time: 8:00am—4:00pm

Instructor: Lt. Tim Oliver

When: July 14 & 15, 2016

Where: Department of Public Safety—VT State Police New Haven Barracks, New Haven, VT

Time: 8:00am—4:00pm

Instructor: Peter Coffey

To register: [http://vtransoperations.vermont.gov/sites/aot\\_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf)

**Rivers & Roads** participants should be prepared for weather events. Wear tall rubber boots, hats, sun-screen, sun glasses; have rain gear available, and make sure you are protected against ticks.

To register, visit the VTTC website at:  
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## Technical Services

### Trenching and Shoring Safety

This two-day "competent" level training focuses on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping.

#### Course Dates/Locations:

July 27 & 28, 2016 East Dorset VTrans Garage  
August 3 & 4, 2016 Hartford Public Works Garage  
August 10 & 11, 2016 Shoreham Town Garage  
August 17 & 18, 2016 Irasburg Town Garage  
August 31 & September 1, 2016 Johnson Town Hall

Time: 9:00 to 1:30

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: Competent Level Training for both AOT and VLR employees.

Cost: N/A

### Lean - Green Belt

The focus of this 3-day training is developing organizational Lean leaders. Curriculum will prepare participants for the multi-level responsibility of strategically applying Lean tools, guiding projects from charter to implementation, identifying new project opportunities linked with organizational goals, and fostering a culture of continuous improvement. Upon completion, participants will have the ability to utilize Lean tools with minimal assistance, facilitate Lean events, and train and educate others about Lean concepts.

#### Course Dates:

July 19, 20 and 21 or November 15, 16 and 17, 2016

Time: 9:00 a.m. – 4:00 p.m.

Location: VTrans Training Center

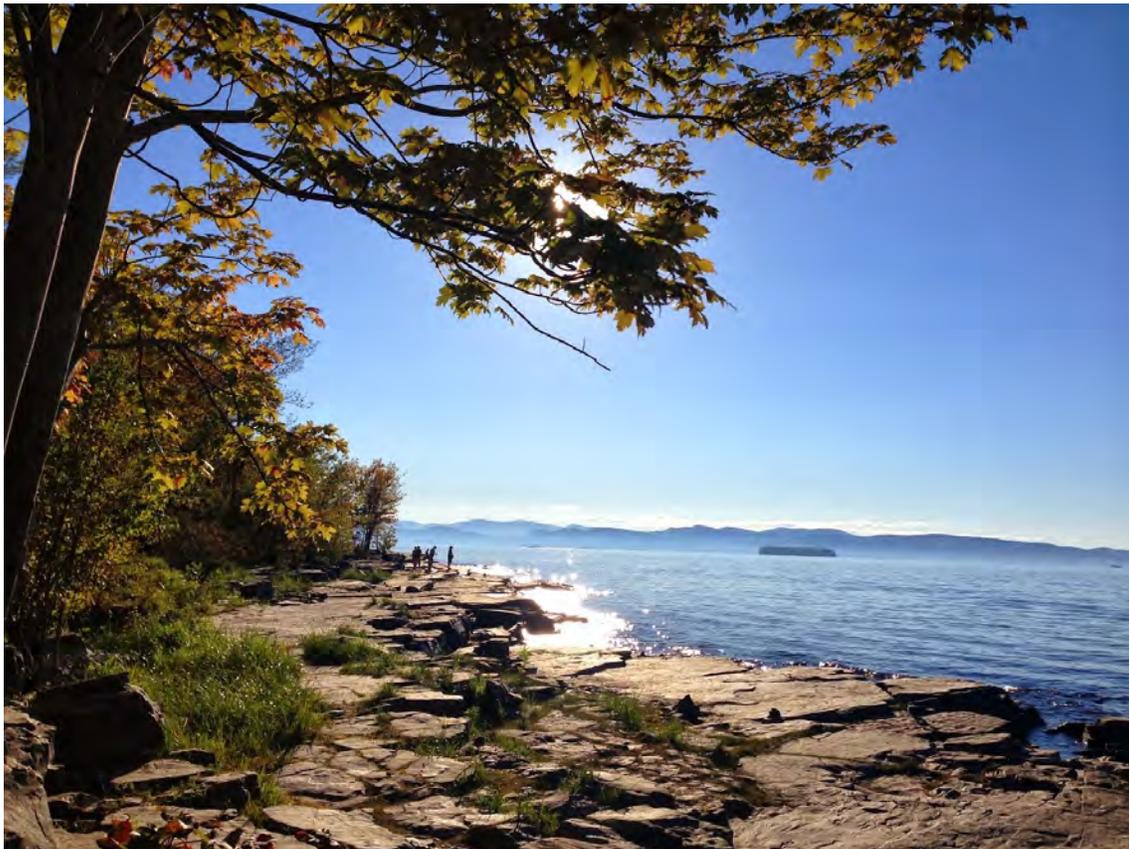
Instructors: Ms. Kate McGovern, PhD – DPA Lean Instructor

Ms. Lee Joyce, MPA – DPA Lean Instructor

Prerequisite: Lean Yellow Belt; written pre-assignment

Audience: Open to all employees – maximum class size 20

Cost: N/A



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Competent Person Trenching and Excavation classes will be held from late July through September 1, 2016. Locations are currently being confirmed. Registrations will be handled through Vermont Local Roads. Classes will be held over a two day period.

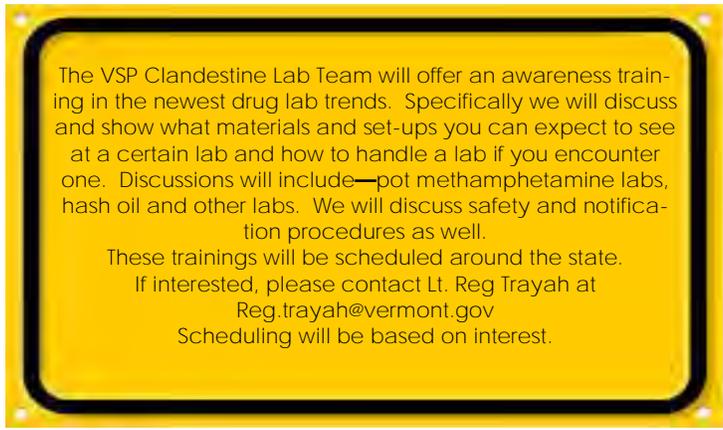


Municipalities are now able to register and participate in ALL classes offered through this VTTC Bulletin!



**The Excavator Simulator is headed off to another district.**

**If you are interested in having this training in your district office, please contact Camille Erwin at [camille.erwin@vermont.gov](mailto:camille.erwin@vermont.gov)**



The VSP Clandestine Lab Team will offer an awareness training in the newest drug lab trends. Specifically we will discuss and show what materials and set-ups you can expect to see at a certain lab and how to handle a lab if you encounter one. Discussions will include—pot methamphetamine labs, hash oil and other labs. We will discuss safety and notification procedures as well.

These trainings will be scheduled around the state. If interested, please contact Lt. Reg Trayah at [Reg.trayah@vermont.gov](mailto:Reg.trayah@vermont.gov). Scheduling will be based on interest.



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