

VTrans Training Center Bulletin

Issue No. 26, March 10, 2015

Employee Development

Education = future

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

- Note: Managing Under the Contract Parts I through IV do NOT need to be taken in sequence.

VTC Staff

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: April 29, 2015, May 14, 2015 or June 16, 2015

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: April 30, 2015, May 21, 2015 or June 25, 2015

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: March 25, 2015, April 23, 2015 or May 19, 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.

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: March 12, 2015, April 7, 2015 or May 5, 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 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: April 28, 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 II

This one-day class is designed for experienced Outlook users who need to customize their environment, calendar, and email messages to meet their specific requirements and who wish to track, share, assign, and locate various Outlook items. Students will be able to customize their calendars, customize message options, assign and track tasks and work with public folders.

Course Date: March 25, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

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: March 11, 2015, April 15, 2015 or May 13, 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: 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: March 19, 2015, April 9, 2015 or May 14, 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.

Towns

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. After attending this class, you should be able to identify and work with basic Word 2010 tools and features and edit text, modify the appearance of text in a Word document, organize data in tables, and proof a Word document.

Course Date: April 2, 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: April 8, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Towns

Grammar Skills

This one-day class will focus on how to use grammar effectively within organization. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

Course Date: April 14, 2015

Time: 8:30 to 3:30

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A



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VTrans Training Center Bulletin

Employee Development

Towns Maximizing Pivot Tables 2007/2010

This one-day class provides students with the knowledge and skills to examine and manipulate raw data through the use of Microsoft Office Excel PivotTables and PivotCharts.

Course Date: April 30, 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. You will learn to use advanced formulas, organize worksheet & table data, create & modify charts, and analyze data using PivotTables, Slicers, and PivotCharts, insert & modify graphic objects in a worksheet.

Course Date: May 12, 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: May 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

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

Health & Safety

Towns Construction Safety Awareness (CSA 55 / Life)

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, & Public Works
Cost: N/A

Towns Construction Safety Awareness (CSA 55 / Life)

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 28, 2015; April 29, 2015 and April 30, 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, & Public Works
Cost: N/A

Towns Construction Safety Awareness (CSA 55 / Life)

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, & Public Works
Cost: N/A

Towns Construction Safety Awareness (CSA 55 / Life)

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, & Public Works
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.

