

TRAINING CENTER BULLETIN

Issue No. 56, March 17, 2016



The VTC 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 VTC website at:
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.

VTrans Training Center Bulletin

Employee Development

Ethics

This half-day workshop will introduce participants to the tools needed to build strong ethical behavior in the workplace.

Course Dates: March 24, 2016

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

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: March 22, 2016

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

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: April 26, April 27, and April 28, 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

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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: May 24, May 25 and May 26, 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



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Health & Safety

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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

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

This class is designed for the "Authorized Employee" at your facility. This employee is trained and designated to use "Lock-out/Tag-out" procedures. An "Authorized" and "Affected" employee may be the same, when the operator's duties include maintaining or servicing machinery or equipment which must be locked out &/or tagged out. Experience has shown us that the best person/employee to attend this class is not the manager or supervisor.

Course Dates/Locations: March 23, 2016 Mendon VTrans District Office

March 30, 2016 Wilmington Town Garage

April 6, 2016 Groton Town Hall

April 14, 2016 Millton Fire Station

April 23, 2016 Milton Fire Station (**FULL**)

Time: 8:30 to 1:30

Instructor: Rob Gentle

Audience: Open to all employees.

Technical Services

Mabey Bridge Training

The Mabey Bridge training will cover the safe transport, delivery, set-up, build and removal of the Mabey Bridge. This bridge is a temporary replacement bridge for use after flooding damage to permanent bridges.

Course Dates: May 13 and May 16, 2016

Time: 8:00 to 4:00

Location: VTrans Training Center

Instructor: Hobert Gates and Sven Scribner

Audience: AOT and Municipal employees

Cost: N/A

*****This training has a limited enrollment. Please contact Camille Erwin for more information at Camille.erwin@vermont.gov**

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: June 2 and June 3, 2015

Time: 8:30 to 4:00

Location: VTrans Training Center & on-site

Instructor: Todd Menees

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

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VTrans Training Center Bulletin

Technical Services

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: April 21, 28 and May 5 & 12, 2016 (must attend all sessions)

Where: Grace Cottage Hospital, Townshend, VT

Time: 6:00pm—10:00pm

Instructor: TBD

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

Incident Command Level 400

This course is specific to 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.
- 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.

Prerequisite: ICS Level 100, 200 & 300

Course Date: May 10, 2016 and May 11, 2016

Time: 8:30 to 4:00 each day

Location: VTrans Training Center

Instructor: Vermont Police Academy Instructor

Audience: Senior managers are mandatory, consists of: Bureau Directors and Deputies, Maintenance & Operations Bureau Section Heads, Project Delivery Bureau Section Heads, District Transportation Administrator and Division Directors. Others **may** attend with their manager's approval and **must** attend if directed by their manager.

Cost: N/A

To register: http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf



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VTrans Training Center Bulletin

Technical Services

CDL Training—Class B Permit

Driving a truck requires special skills above and beyond those needed to operate a car safely. To assist state employees in obtaining their CDL Permit the Agency of Transportation in cooperation with the Vermont Department of Motor Vehicles has developed a three day training. This training will help you understand the sections of the CDL Driver's Manual needed to obtain your Class B CDL Permit. The class will give you the hands on experience doing a Pre - trip inspection. At the completion of the training AOT employees will have the General Knowledge and Air Brake written test administered. Those state employees who successfully pass the written tests will be able to obtain their permit and start their driver's training. Municipality employees may take the training, but will need to schedule their written tests independently.

Course Dates: March 22, 23 and 24, 2016

Time: 8:30 am—4:00pm

Location: VTrans Training Center

Instructors: Pat McManamon and Robert Whitcomb

Audience: Employees looking to obtain their CDL Class B Permit

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:

March 30 (**FULL**), May 3, May 17, July 12, or September 8, 2016

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: April 19, 21 and 27; June 14, 16 and 21;

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

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

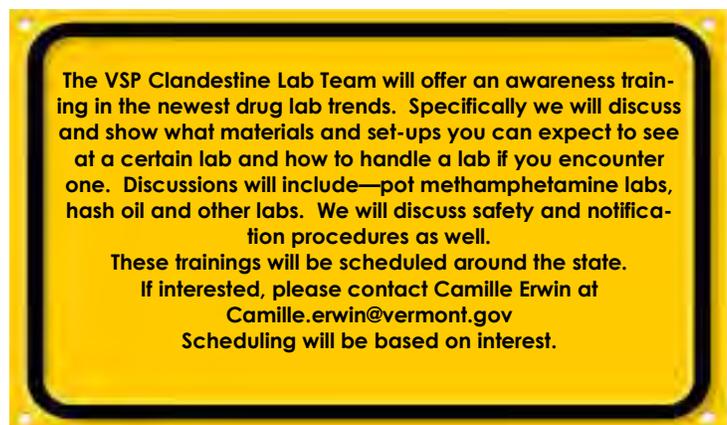
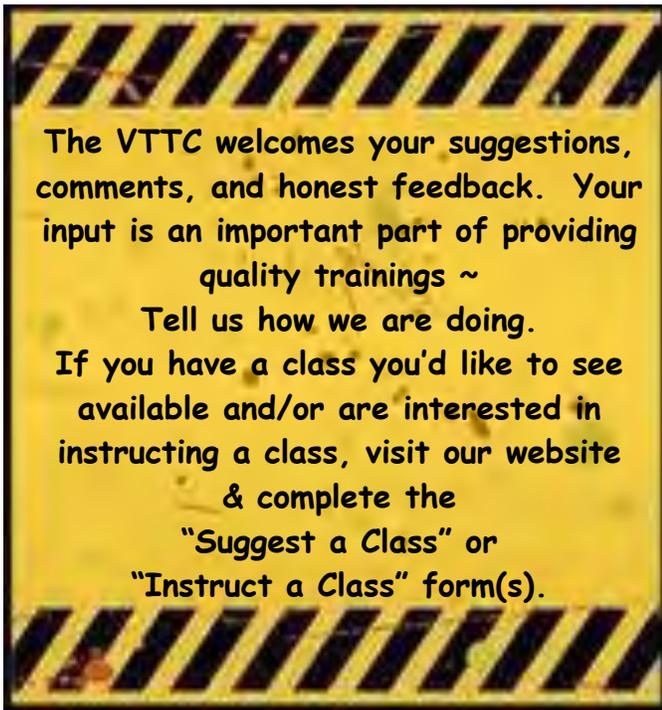
Prerequisite: Lean Yellow Belt; written pre-assignment

Audience: Open to all employees – maximum class size 20

Cost: N/A

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