

VTrans Training Center Bulletin

Issue No. 12, March 19, 2014

Employee Development

Education = future

- *Mandatory EEO Training for Supervisors and Managers must be completed by the end of Calendar Year 2014.*
- *Additional "Critical Contract Classes" must be completed by February 18, 2016, and may be found on Pages 1 & 2.*

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 15, 2014 or April 17, 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: March 25, 2014 or April 22, 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 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 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

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 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: April 10*, 2014 (Note: *New Date)

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

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.

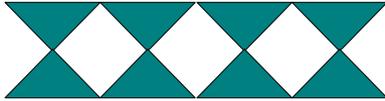


Continued on next page...



VTrans Training Center Bulletin

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.

Cost: N/A

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.

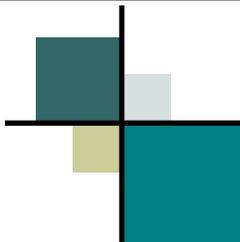
Course Dates: March 20, 2014, April 14, 2014 or May 15, 2014
Time: 9:00 to 2:30

Location: VTrans Training Center

Instructor: Civil Rights Staff

Audience: All designated managers and supervisors & FOS participants

Cost: N/A



Ethics

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

Course Dates: April 15, 2014 or May 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

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, 2014, May 13, 2014 or June 4, 2014

Time: 8:30 to 3:30

Location: VTrans Training Center

Instructor: Colleen Montague, EEO, Civil Rights

Audience: All employees who anticipate sitting on an interview panel & FOS participants

Cost: N/A

"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: April 8, 2014, May 6, 2014 or June 17, 2014

Time: 9:30 to 3:30

Location: VTTC

Facilitator: Chris McConnell, DHR Field Services Director

Audience: Mandatory for designated managers and supervisors and available to employees seeking to promote into a supervisory role.

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.



Continued on next page...



VTrans Training Center Bulletin

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 employee 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

Bloodborne Pathogens - Refresher Training

OSHA's Bloodborne Pathogens Standard limits "occupational exposure" to blood and other bodily fluids. Occupational exposure is reasonably anticipated skin, eye, or nasal membrane contact with blood or other body fluids that may result from one's job.

Course Date: March 17, 2014

Time: 10:00 to 11:00

Location: Conference Room equipped with Webcam

Instructor: Margaret Wilson, VT Health Department

Audience: All Bloodborne Pathogen Safety Specialists

Cost: N/A

CDL Reasonable Suspicion Training

Reasonable Suspicion Testing is a procedure based on United States Laws and Federal Regulations directed at identifying employees by "personal observation" that are believed to be impaired and may be under the influence of a "controlled substance" (alcohol or drugs). This training teaches supervisors of Commercial Drivers License (CDL) operators how to observe behavior, appearance, conduct, etc. of employees suspect of being under the influence and how to remove the employee from safety sensitive duties and order a "Reasonable Suspicion Test."

Course Date: May 9, 2014

Time: 9:30 to 12:30

Location: VTrans Training Center

Instructor: Tom Trahant, VTTC & Wesley Davis, Occupational Drug Testing - Vendor / Representative

Audience: Supervisors of CDL Holders

Cost: N/A

Safety & Health

Workzone Traffic Control & Flagger Safety - Part II

This one-day (Part II) "train-the-trainer" course is designed to prepare participants to be able to present a 4-hour workzone/flagger training.

At the conclusion of the course an exam will be taken. The successful completion of the course, including the exam, will result in students being qualified workzone / flagger instructors.

Upon successful completion students are qualified to train workzone/ flagger training for a period of 4 years. To re-qualify, a student must pass the exam annually.

Course Dates: March 26, 2014

Time: 8:30 to 3:30

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC S&H Project Manager & Amy Gamble, Traffic Operations Engineer

Audience: All participants who attended Part I on February 10, 2014

Cost: N/A

1st Aid/ CPR/ AED Training

Given the large number of injuries and sudden illnesses that occur in the United States every year, it is possible that you might have to deal with an emergency situation someday. If you do, you should know who and when to call, what care to give and how to give that care until emergency medical help takes over.

Course Dates: March 27, 2014

Time: 8:30 to 3:30

Location: District 3 Conference Room, Mendon

Instructor: Kevin Lacoss, Safety Technician

Audience: All employees may attend

Cost: N/a

1st Aid/ CPR/ AED Training

Given the large number of injuries and sudden illnesses that occur in the United States every year, it is possible that you might have to deal with an emergency situation someday. If you do, you should know who and when to call, what care to give and how to give that care until emergency medical help takes over.

Course Dates: April 9, 2014 or April 17, 2014

Time: 8:30 to 3:30

Location: VTrans Training Center

Instructor: Chris Emmons, Tech VI & Shane Morin, Tech IV - D9

Audience: All employees may attend

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.



Continued on next page...



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

Mine Safety and Health Admin. (MSHA) REFRESHER

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://catamountconsultingllc.com/>
Cost: \$99.00 paid by district

Mine Safety and Health Admin. (MSHA) REFRESHER

Course Date: May 29, 2014
Time: 8:00 to 4:00
Location: NERSA,
1 Graves Street,
Montpelier, VT 05602,
Instructor: AGC - VT
Contact: Debbie Armstrong (802) 223-2374
E-mail: debbie@agcvt.org
Register for this class: http://www.agcvt.org/ai1ec_event/msha-refresher-2-2-5/?instance_id=
Cost: \$99.00 paid by district

Electrical Safety

Class/Workshop Objectives:

- Performs electrical hazard inspections, based on check-list.

Course Date: April 8, 2014
Time: 9:00 to 12:00
Location: VTrans Training Center
Instructor: Kevin Lacoss, AOT Occupational Safety Technician
Audience: Safety Specialist
Cost: N/A

Securing & Transporting Loads

To transport heavy equipment from one location to another, you have to secure it in the proper manner. When you adhere to the rules the Federal Motor Carrier Safety Administration (FMCSA) sets, you can move the various items under your care in the safest way.

Course Date: May 7, 2014
Time: 9:00 to 11:30 or 12:00 to 3:00
Location: VTrans Training Center
Instructor: Derek Fenby, DMV Enforcement
Audience: CDL Operators
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



Continued on next page...



VTrans Training Center Bulletin

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.
- Manage Excel workbooks, and print the contents of an Excel worksheet.

Prerequisites: Windows XP Professional: Level I
Windows XP: Introduction

Course Date: April 8, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Cost: N/A

Technical Services

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:

- Explore the Outlook interface, send and respond to mail.
- Compose e-mail messages, organize e-mail messages into folders, manage contacts and contact information, and schedule appointments and meetings.

Prerequisites: Windows XP Level I course or have basic skills and knowledge of Windows applications.

Course Date: April 16, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Cost: N/A

File Management / Windows 7

This course will provide students with the basic skills needed to get started with personal computers and work with the various features, tools, and options available in the Windows 7 Operating System. Students will also learn how to manage files by learning how to create a document, organize files, and work with the desktop.

Objectives include:

- Log on to Windows 7, explore its interface and identify the different components present in the interface.
- Manage files and folders, create an efficient work environment, and clean up your system.

Prerequisites: Windows XP Professional: Level I
Windows XP: Introduction

Course Date: March 19, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Computer Room

Instructor: Panurgy Instructor

Cost: N/A

PowerPoint 2010 - Level I

This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations using Microsoft Office PowerPoint 2010.

Objectives include:

- Create a presentation and format text on slides.
- Add and modify graphical objects.
- Work with tables, add charts and prepare to deliver presentation.

Prerequisites: Windows XP introduction, XP professional; Levels I & II, Windows 2010 introduction.

Course Date: April 9, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center Computer Training Room

Instructor: Panurgy Instructor

Cost: N/A

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.

Objectives include:

- Identify and work with basic Word 2010 tools and features.
- Edit text, modify the appearance of text in a Word document, organize data in tables, and proof a Word document.

Prerequisites: Windows XP Professional: Level I, Windows XP: Introduction

Course Date: April 15, 2014 or May 1, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A



Continued on next page...



VTrans Training Center Bulletin

Technical Services

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

Prerequisites: Microsoft Office Excel® 2010: Level I

Course Date: April 3, 2014 or April 17, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Outlook 2010 - Level II

In this course, you will customize your Outlook environment, calendar, e-mails, folders and also track, share, assign and quickly locate various Outlook items.

Objectives include:

- Customize calendar by setting various calendar options.
- Track work activities using the Journal, assign and track tasks, share folder information, and sort, find and color-code items in your mailbox and calendar.

Prerequisites: Windows XP Level I or have the basic skills and knowledge of Windows application. Outlook Level I or have equivalent knowledge and skills.

Course Date: April 23, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Excel: Maximizing Pivot Tables in Excel 2007 / 2010

This course provides students with the knowledge and skills to examine and manipulate raw data through the use of Microsoft Office Excel PivotTables and PivotCharts. This course is aimed at information workers who need to learn more in-depth techniques of using PivotTables.

Objectives include:

- Understand the benefits of PivotTable Reports.
- Convert raw data in an Excel worksheet into meaningful PivotTables and PivotCharts.
- Create custom calculations, use formulas and create formulas outside of a report.

Prerequisites: Windows XP Level I or have the basic skills and knowledge of Windows application. Be an intermediate user of Microsoft Excel.

Course Date: April 22, 2014 or May 5, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

PowerPoint 2010 - Level II

This course is designed for professionals who will use Microsoft Office PowerPoint 2010 to prepare presentations and be more productive in their work.

Objectives include:

- Customize a design template, add SmartArt graphics to a presentation, add special effects to a presentation, customize a slide show, and secure and distribute a presentation.

Prerequisites: Microsoft® Office PowerPoint® 2010 : Level 1, or have equivalent knowledge and skills.

Course Date: April 2, 2014 or April 24, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A

Word 2010 - Level II

This course is designed for students who are able to create and modify standard business documents in Microsoft Word 2010, and need to know how to create or modify complex business documents and customize Word efficiency tools.

Objectives include:

- Manage lists, customize tables and charts, customize the formatting of a document using styles and themes, modify pictures in a document and create customized graphic elements.
- Control text flow, use templates to automate document creation and use the mail merge function.

Prerequisites: Ability to use Microsoft Word 2010 to create, edit, format, save and print basic business documents containing text, tables and graphics.

Course Date: April 29, 2014 or May 15, 2014

Time: 9:00 to 4:00

Location: VTrans Training Center - Traffic Shop Computer Room

Instructor: Panurgy Instructor

Cost: N/A



Continued on next page...



VTrans Training Center Bulletin

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 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

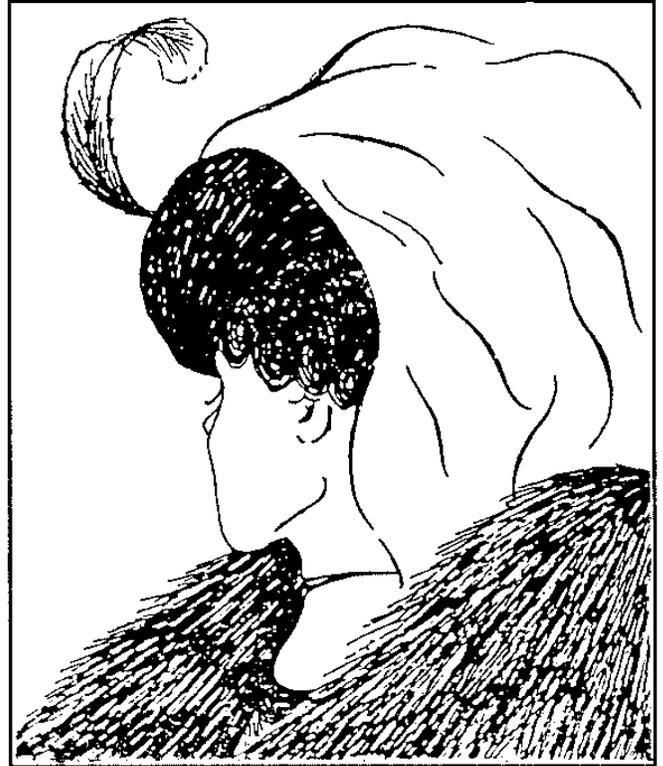
Audience: Senior management (section heads) and directors

Cost: N/A

To register for this class:

<http://vcjtc.vermont.gov/sites/cjtc/files/CourseAnnouncements/Registration/ICS400%20-%2020032614%20-%20Berlin%20-%20Registration%20Form.pdf>

Email registration form to: andrea.young@state.vt.us



**What do you see?
By shifting perspective you might see an
old woman or a young woman.**

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

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.

