

# VTrans Training Center Bulletin

Issue No. 26, March 25, 2015

## Education = future

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

VVTC Staff

## Employee Development

### AOT Fundamentals of Supervision

This six-day course introduces supervisors, team and crew leaders, and specialists to supervisory roles and expectations, how to foster an environment that motivates employees to excel and communicate effectively. Participants will complete an **Individual Development Project Plan (IDPP)** which must be completed prior to graduation.

#### Course Dates:

**Group 7:** Day 1: April 15, 2015  
Day 2: April 30, 2015  
Day 3: May 20, 2015  
Day 4: June 3, 2015  
Day 5: June 17, 2015  
Day 6: September 2, 2015 -IDPP Presentations & Graduation

**Group 8:** Day 1: April 22, 2015  
Day 2: May 5, 2015  
Day 3: May 27, 2015  
Day 4: June 11, 2015  
Day 5: June 25, 2015  
Day 6: September 10, 2015 -IDPP Presentations & Graduation

#### Participants must successfully complete the following classes to graduate.

- Managing Under the Contract Parts: I, II, III, IV
- Interviewing & Hiring for Success
- Mandatory EEO for Supervisors and Managers
- Ethics
- Writing the Performance Review

**Time:** 8:30 to 3:15 Days 1 - 5 / 8:30 to 1:15 Day 6

**Location:** VTtran Training Center

**Instructor:** O'Shea Consulting

**Audience:** Supervisors, Team and Crew Leadership / Specialists

**Cost:** N/A

### 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

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/training\\_center](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

## 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 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.

## 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.

## Email Netiquette

This one-day workshop teaching students common courtesies, 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:** This class is designed for anyone who is looking to advance professionally in their field

**Cost:** N/A

## 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

**Audience:** This class is designed for anyone who is looking to advance professionally in their field

**Cost:** N/A

## Employee Development

### 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

### Ethics

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

**Course Dates:** 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

### 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

### "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 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.



Continued on next page...



# VTrans Training Center Bulletin

## Employee Development

### 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

### 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

### 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

## Health & Safety

### Construction Safety Awareness (CSA 55 / Lite)

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 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

### Construction Safety Awareness (CSA 55 / Lite)

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 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

### Construction Safety Awareness (CSA 55 / Lite)

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 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

## 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.
- Obeyes 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

To register, visit the VTTC website at: [http://vtransoperations.vermont.gov/training\\_center](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

## Technical Services

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

**Bring your lunch each day, and have plenty of drinking water available during site visits.**

### 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:** May 6, 2015 and May 7, 2015

**Time:** 8:30 to 4:30

**Location:** VTrans Training Center & on-site

**Instructor:** Shayne Jaquith, ANR

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

**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:** July 15, 2015 and July 16, 2015

**Time:** 8:30 to 4:30

**Location:** VTrans Training Center & on-site

**Instructor:** Shayne Jaquith, ANR

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

**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:** August 25, 2015 and August 26, 2015

**Time:** 8:30 to 4:30

**Location:** VTrans Training Center & on-site

**Instructor:** Shayne Jaquith, ANR

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

**Cost:** N/A

### Incident Command Level 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.

**Prerequisite:** ICS Level 100

**Course Date:** April 1, 2015 and April 2, 2015

**Time:** 8:00 to 4:30 each day

**Location:** VTrans Training Center

**Instructor:** Vermont Police Academy Instructor

**Audience:** All designated managers and division director. Designated supervisors **may** take ICS 200 if approved by their manager and **must** take level 200 if directed by their manager.

**Cost:** N/A

**To register:** <http://vem.vermont.gov/sites/vem/files/DEMHS%20Registration%20Form%20-%20fillable.pdf>

### Incident Command Level 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.

**Prerequisite:** ICS Level 100 & 200

**Course Date:** April 8, 2015, April 9, 2015 and April 10, 2015

**Time:** 8:30 to 4:30 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://vem.vermont.gov/sites/vem/files/DEMHS%20Registration%20Form%20-%20fillable.pdf>

To register, visit the VTTC website at: [http://vtransoperations.vermont.gov/training\\_center](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

## Technical Services

### 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 4, 2015 **and** May 5, 2015

**Time:** 8:00 to 4:30 each day

**Location:** Rutland City Fire Department, 104 Center St., Rutland, VT

**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://vem.vermont.gov/sites/vem/files/DEMHS%>

### 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 27, 2015 **and** May 28, 2015

**Time:** 8:30 to 4:00 each day

**Location:** VTrans Training Center

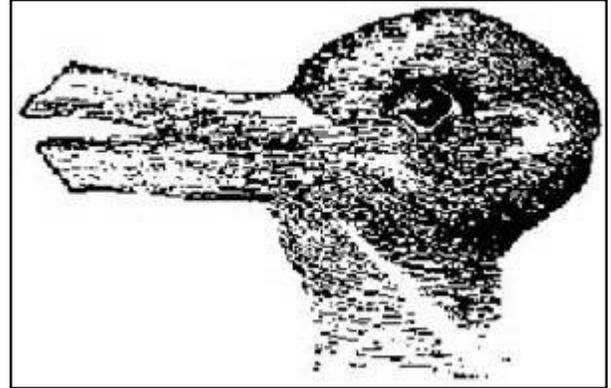
**Instructor:** Vermont Police Academy Instructor

**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://vem.vermont.gov/sites/vem/files/DEMHS%>

What do you see?



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](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.

