

## TRAINING CENTER BULLETIN

Issue No. 55, March 3, 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.

# 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

### Diversity, Discrimination & Harassment

This one-day workshop (**formally Managing Under the Contract Part I**) 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:** March 8, 2016

**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

### Mediation and Conflict Management

This one-day workshop (**formally Managing Under the Contract Part II**) 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 15, 2016

**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

### Discipline, Corrective Action & Grievance Handling

This workshop (**formally Managing Under the Contract Part III**) 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 9, 2016

**Time:** 9:00 to 3:30

**Location:** VTrans Training Center

**Instructor:** 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.

### FMLA, PFLA, ADA, ADAAA

This one-day workshop (**formally Managing Under the Contract Part IV**) 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 15, 2016

**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.



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# VTrans Training Center Bulletin

## Employee Development

### 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

### "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 supervisor's comments.

**Course Dates:** March 17, 2016

**Time:** 8:30 to 1:00 **NEW TIME**

**Location:** VTrans Training Center

**Instructor:** DHR Instructor

**Audience:** Mandatory for designated managers, supervisors and FOS participants. Open to all employees. \*

**Cost:** N/A

**\*Special Note: "Writing" the Performance Review 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.**

## 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:** March 15, March 16 and March 17, 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:** 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

### 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:** 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

### 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

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## Health & Safety

### 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

### Working Over (or near) Water (WOW)

Training to include 29 CFR 1926.106, managing the added hazards of working near or over water where there may be a potential for drowning or a need for rescue.

**IMPORTANT: Class maximum is 16 people. All unregistered attendees will be sent back to their facilities.**

**Course Dates:** March 8, 2016  
March 9, 2016  
March 10, 2016  
March 11, 2016

**Time:** 9:00 to 1:30

**Location:** VTrans Training Center

**Instructor:** Camille Erwin and Rob Gentle

**Audience:** By Region and Specialists Only (AOT and Municipal)

**Cost:** N/A

**\*\*\*This training has a limited enrollment. Please contact Camille Erwin for more information at [Camille.erwin@state.vt.us](mailto:Camille.erwin@state.vt.us)**

**Vermont Local Roads will be hosting Lockout/Tagout (LOTO) classes, open to both municipal and state employees. Tentatively scheduled for the spring of 2016, these classes will provide important, life saving information on the LOTO standards as explained below:**

"Control of Hazardous Energy" (aka Lockout/Tagout) standard is one of OSHA's most frequently cited standards, with the highest penalties. Today in the American workplace, 21 people will lose a finger, hand, arm or leg. Even worse, 15 more will die, all because they did not control an unexpected startup or energization of equipment/machinery. Our class utilizes key safety fundamental's, as well as the many uncomplicated resources available; #1 find, read and understand your Owner's/Operator's Manuals.



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## 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](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](http://vtransoperations.vermont.gov/sites/aot_operations/files/documents/VTTC/DEMHSRegistrationForm.pdf)



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## 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, 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:** 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

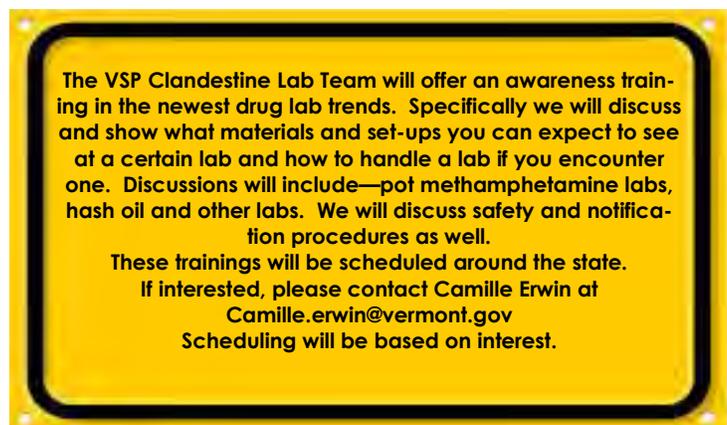
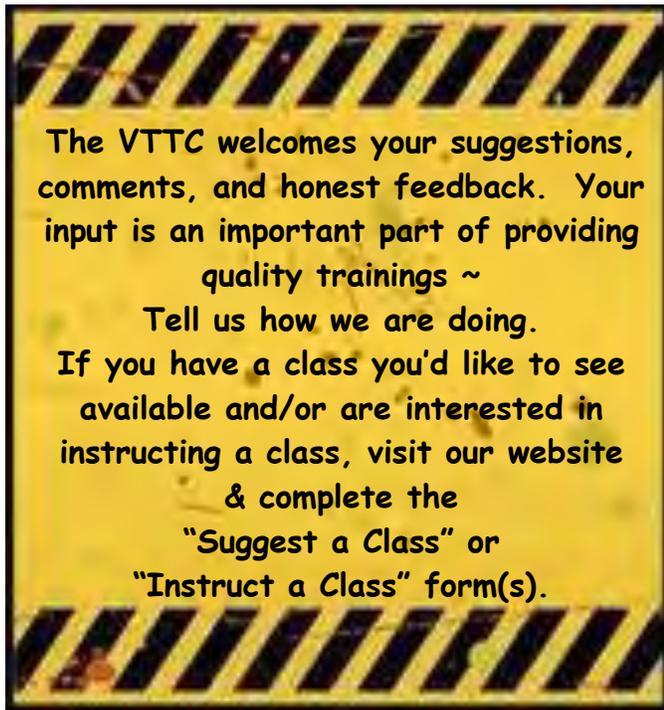
**Prerequisite:** Lean Yellow Belt; written pre-assignment

**Audience:** Open to all employees – maximum class size 20

**Cost:** N/A

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