

Municipalities are now able to register and participate in ALL classes offered through this VTTC Bulletin!

# VTrans Training Center Bulletin

Issue No. 30, May 14, 2015

## Employee Development

The VTTC welcomes your suggestions, comments and honest feedback. Your input is an important part of providing quality trainings ~ Tell us how we are doing.

If you have a class you'd like to see available and/or are interested in instructing a class, visit our website & complete the "Suggest a Class" or "Instruct a Class" form(s).

### 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:** June 16, 2015, July 8, 2015 or August 4, 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:** May 21, 2015, June 25, 2015 or July 21, 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

### 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 9:** Day 1: September 9, 2015  
Day 2: September 22, 2015  
Day 3: October 6, 2015  
Day 4: October 22, 2015  
Day 5: November 5, 2015  
Day 6: January 19, 2016 Graduation

**Group 10:** Day 1: September 17, 2015  
Day 2: October 1, 2015  
Day 3: October 15, 2015  
Day 4: October 29, 2015  
Day 5: November 12, 2015  
Day 6: January 28, 2016 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:** VTrans Training Center

**Instructor:** O'Shea Consulting

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

**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.



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## Employee Development

### 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:** June 23, 2015, July 9, 2015 or August 12, 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:** May 19, 2015, July 22, 2015 or August 27, 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.

### 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:** August 11, 2015, October 6, 2015 or December 8, 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

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

**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:** June 24, 2015, July 22, 2015 or August 19, 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

### Mandatory EEO Training for Agency Supers. & Mgrs.

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:** June 30, 2015, September 30, 2015 or November 10, 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

**\*Special Note:** Mandatory EEO Training is intended for supervisors and managers and is specific to federal, state and local government contractual provisions and policies.

### Grammar Skills

In this one-day workshop, students learn how to use grammar effectively within their organization. Students will learn to write effective sentences by identifying sentence elements, correctly using phrases and clauses, and understanding sentence classifications.

**Course Dates:** June 18, 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

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## Employee Development

### Business Analyst Training

This two-day workshop provides best practices for gathering and documenting the project scope and requirements. Students will study facilitation techniques, scope definition, business requirements analysis and learn how to document various requirements.

**Course Dates:** July 8 & 9, 2015

**Time:** 8:30 to 3:30

**Location:** VTrans Training Center

**Instructor:** Panurgy Instructor

**Audience:** New, temporary and seasonal AOT employees.

**Cost:** N/A

### Project Management Fundamentals

This one-day workshop examines the basic elements of common project management processes that may be typically encountered during a project's lifetime.

**Course Date:** June 10, 2015

**Time:** 8:30 to 3:30

**Location:** VTrans Training Center

**Instructor:** Panurgy Instructor

**Audience:** Project and Program Managers, and Technician Series

**Cost:** N/A

### Project Management Essentials

The project management training course encourages attendees to focus on current projects for a truly hands-on experience. This training is ideal for those with no previous project management training, as well as those who are taking on an increasing number of project oriented assignments.

**Course Date:** August 12, 13, and 14, 2015

**Time:** 8:30 to 3:30

**Location:** VTrans Training Center

**Instructor:** Panurgy Instructor

**Audience:** Project and Program Managers, and Technician Series

**Cost:** N/A

### Contract Administration Core Curriculum

This course is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their applicability to construction contracts. There will also be discussion about the detection and reporting of fraud to the Office of the Inspector General (OIG), U.S. Department of Transportation.

**Course Date:** June 3, 2015 and June 4, 2015

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

**Location:** VTrans Training Center - Classroom 114A & 114B

**Instructor:** NHI Instructor

**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:** June 11, 2015, August 13, 2015 or September 17, 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

**\*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

### 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:** September 2 & 3, 2015  
September 9 & 10, 2015

September 16 & 17, 2015

September 23 & 24, 2015

**Time:** 9:00 to 2:00

**Location:** VTrans Training Center

**Instructor:** TBA

**Audience:** AOT and Municipal employees

**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)

**"Chainsaw Trainings, by both the Northern and Southern Training Teams, are wrapping up in May. They will occur again in late September to October 2015."**

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# VTrans Training Center Bulletin

## 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:** 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 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:** July 21, 2015, July 22, 2015 and July 23, 2015

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

**Location:** D9 Derby Conference Room

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** New, temporary and seasonal AOT and Municipal employees.

**Cost:** N/A

**"Safety is suspending the CSA training for the months of August and September for other training commitments. The last CSA before August is 7/21 to 7/23 in Derby. The next one will be scheduled in October. Thank you and work safely!"**

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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:** December 15, 2015, December 16, 2015 and December 17, 2015

**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.



### 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:** October 20, 2015, October 21, 2015 and October 22, 2015

**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:** November 3, 2015, November 4, 2015 and November 5, 2015

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

**Location:** D3 Mendon, room TBD

**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://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

### 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.

**Course Dates:** September 1, 2015  
September 8, 2015  
September 16 & 17, 2015  
September 23 & 24, 2015

**Time:** 9:00 to 2:00

**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)**

### Trenching and Shoring Safety

This two-day "competent" level training focuses on hazard assessment and following the standards that apply to Excavations, Trenching and Protective Systems, such as shoring and sloping.

**Course Dates:**

July 8 & 9, 2015  
July 29 & 30, 2015  
August 5 & 6, 2015  
August 11 & 12, 2015  
August 19 & 20, 2015  
August 26 & 27, 2015

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

**Location:** TBD

**Instructor:** Rob Gentle, VTTC Safety Instructor

**Audience:** Competent Level Training for both AOT and VLR employees.

**Cost:** N/A

## Technical Services

### 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.

**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.**

### 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://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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