

TRAINING CENTER BULLETIN

Issue No. 61, May 26, 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 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

Adobe Pro XI

This is a "customized" training session that will cover specified skill areas, as received from current users listed below:

- Accessing PDF documents
- Creating and saving PDF documents
- Navigating content in a PDF document
- Modifying ODF documents
- Converting PDF files
- Enhancing PDF documents
- Securing PDF documents
- Creating interactive PDF forms

Registered participants are invited to send sample documents or questions that they would potentially like to have addressed during the training. These must be submitted to [Colleen Montague](#) no later than May 25th.

Course Dates: June 3, 2016

Time: 8:30 to 3:30

Location: VTrans Training Center

Instructor: KnowledgeWave Staff

Audience: Employees working with and creating PDF documents frequently.

Cost: N/A

Office 365

Lessons include the following:

Login and explore the Office 365 web-based environment
Create, edit, and share documents with team members using the online apps, Word Online and Excel Online

- Navigate and understand the Outlook online apps, Mail, Calendar, People and Tasks
- An overview of SharePoint and OneDrive, including best practices
- Explore and discover new features of the Office 2016 desktop applications,
- Microsoft Word, Microsoft Outlook and Microsoft Excel
- Collaborate and co-author in real time with others
- An overview of Skype for Business
- An introduction to Office 365 on the iPhone

Course Dates: June 13, 2016 (other dates pending)

Time: 9:00 to 3:30

Location: VTrans Training Center

Instructor: KnowledgeWave

Audience: All employees

Cost: N/A

NEW

New Online Training Available!!

The State of VT, Department of Information and Innovation, has contracted with KnowledgeWave to provide Office 365 online training for all State Employees.

The Online Training assists users with the new capabilities of Office 365, including but not limited to Outlook, Word, Excel & PowerPoint. In addition, training videos are available for other programs like Adobe. These training will help you, our users, take **advantage of Office 365's great potential.**

All State employees are now members of the KnowledgeWave training and will have access to the KnowledgeWave Learning Site (KLS).

For more information, please contact Colleen Montague at 802-777-2654.

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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: 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

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 18, October 19 and October 20, 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 Part 2

This follow up class consists of a Question & Answer session from those who attended the previous workshop. In the previous workshop, employees were given a spreadsheet to complete for their work area and return with any questions or guidance they may need.

Course Dates/Locations: June 9, 2016 Mendon VTrans Office

June 15, 2016 Wilmington Town Garage

June 29, 2016 Groton Town Hall

June 30, 2016 Milton Fire Station

Time: 10:00 am—2:00pm

Instructors: Rob Gentle

Audience: Open to all employees

Prerequisite: Lock-out/Tag-out Part 1

Cost: N/A

GO TO OR CLICK ON LINK TO REGISTER: <http://localroads.vermont.gov/>



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VTrans Training Center Bulletin

Technical Services

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: July 12 (FULL), 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



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: October 18 and October 19, 2016
Time: 8:30 to 4:00
Location: Wilmington Garage
Instructor: Todd Menees
Audience: Maintenance workers, equipment operators, towns and design and construction oversight engineers.

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Course Date: June 2 and June 3, 2016
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.

HazWoper Refresher

This course includes refresher topics on: hazardous material health and safety issues, PPE, HASP requirements, site characterization, response, decontamination, medical surveillance, and HazWoper emergencies. This is a required annual refresher training for HazMat Specialists Teams.

Course Dates: June 1, 2016
Time: 8:30 to 4:30
Location: VTrans Training Center
Instructor: Teresa Churchill
Audience: General site workers who may be exposed to hazardous substances while performing construction tasks.
Cost: N/A

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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: 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

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



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/Locations:

July 27 & 28, 2016 East Dorset VTrans Garage

August 3 & 4, 2016 Hartford Public Works Garage

August 10 & 11, 2016 Shoreham Town Garage

August 17 & 18, 2016 Irasburg Town Garage

August 31 & September 1, 2016 Johnson Town Hall

Time: 9:00 to 1:30

Instructor: Rob Gentle, VTTC Safety Instructor

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

Cost: N/A

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Competent Person Trenching and Excavation classes will be held from late July through September 1, 2016. Locations are currently being confirmed. Registrations will be handled through Vermont Local Roads. Classes will be held over a two day period.

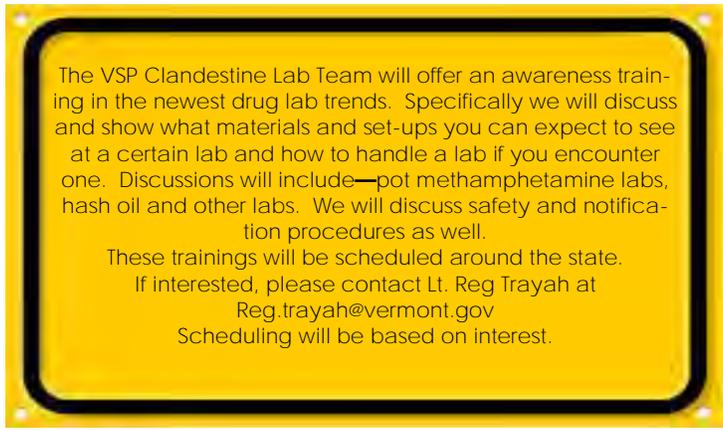


Municipalities are now able to register and participate in ALL classes offered through this VTTC Bulletin!



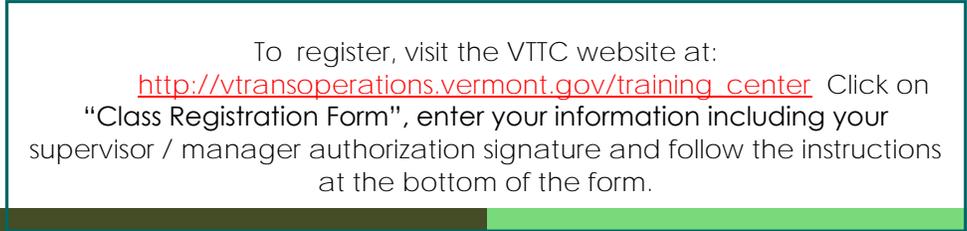
The Excavator Simulator is headed off to another district.

If you are interested in having this training in your district office, please contact Camille Erwin at camille.erwin@vermont.gov



The VSP Clandestine Lab Team will offer an awareness training in the newest drug lab trends. Specifically we will discuss and show what materials and set-ups you can expect to see at a certain lab and how to handle a lab if you encounter one. Discussions will include—pot methamphetamine labs, hash oil and other labs. We will discuss safety and notification procedures as well.

These trainings will be scheduled around the state. If interested, please contact Lt. Reg Trayah at Reg.trayah@vermont.gov. Scheduling will be based on interest.



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