

## Message from the Training Manager

Kari Miner

Issue No. 3, October 31, 2013

### WHAT HAVE WE DONE FOR YOU LATELY??

We've been working hard to bring you high-quality, job-relevant training, and thought you might be interested in some recent initiatives that we believe will benefit the AOT and its employees. Below are a few highlights, none of which could have been accomplished without the extraordinary efforts of the staff of the VTTC, of whom I am most proud.

#### Course offerings were expanded from 1 to 83

Until a few months ago, one class was available to employees – Construction Safety Awareness (CSA). That class continues to be a fantastic learning opportunity for new hires who will work in field maintenance settings, but we expanded our offerings to 83 classes (FY'14 and FY'15 combined) and they cover multiple disciplines: Employee Development, Technical, Equipment and Mechanical, Information Technology, and Safety. Classes are taught by in-house experts or professional contractors.

#### Adopted Transportation Curriculum Coordination Council (TC3) Competencies

The TC3 is a subcommittee of AASHTO and its work is widely recognized and valued by Departments of Transportation throughout the United States. Until relatively recently, the VTTC offered safety training at the Awareness level. It now provides multi-disciplinary training at the Awareness, Qualified and Competent levels, which allows management the ability to select the level of training appropriate to staffing and project needs.

#### Accreditation

The VTTC partnered with Community College of Vermont to accredit its Supervisory Leadership Program. Employees who successfully complete the program receive three college credits, at no cost to the employee. The VTTC plans to offer additional accredited courses in FY'15.

#### Job Development Plans (JDP)

JDPs are course pathways designed by VTTC staff and agency managers to help employees become fully proficient in their positions, providing value to employees and the AOT. Every JDP will include a core curriculum that focuses on respect in the workplace (i.e., diversity, harassment prevention, conflict resolution).

IDPs are course pathways employee-designed with a goal of providing assistance to the employee in attaining career goals.

#### Partnerships

Partnerships have been forged with several organizations, including: Community College of Vermont, University of Vermont, Vermont Local Roads, Associated General Contractors, Agency of Natural Resources, Vermont Emergency Management, Vermont Fire Prevention Council; Buildings and General Services; AAASHTO Tri-State Consortium. These partnerships allow the VTTC to provide AOT employees with a greater array of trainings and enhance relationships between the AOT and the partner organizations. Partner organizations are invited to send employees to VTTC trainings.

Community College of Vermont offers an associate degree in business with a focus on transportation.

#### Public Outreach

The VTTC and Agency of Natural Resources intend to bring the Rivers and Roads training to high school and elementary school students in Spring 2014.

The VTTC and UVM Transportation Research Council are working to provide technical centers with AOT employee-instructors to introduce technical center students to careers in transportation.

#### Creation of an Advisory Board

An Advisory Board was created to provide each division and DMV with equal representation of their training agendas and to allow for collaboration and cross-fertilization of training initiatives across the agency. The Board works with the Program Manager on strategic direction, provides assistance to help the VTTC achieve agency goals related to staff development and regulatory and policy requirements, and helps identify and provide resources to assist the VTTC in achieving its mission. The Advisory Board is comprised of the Division Directors and DMV Commissioner, or their Deputies, the VTTC Program Manager and the Chief of Civil Rights.

We have plans to accomplish even more in the coming months, but would love to hear from you — please let us know what classes you would like us to offer. This is YOUR training center and we want to provide you with learning opportunities that will best assist you in obtaining your professional development goals.

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# VTrans Training Center Bulletin

## Employee Development

Education = future

Training coming to you....

1. Managing Anger – Causes & Effects
2. Coaching
3. Delegation Skills for Leaders
4. Motivation

### 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:** December 5, 2013, or January 9, 2014 or February 4, 2014

**Time:** 8:00 to 3:30

**Location:** Vermont Technical College—Langevin House

**Instructor:** Greg Hessel, ReGeneration Resources

**Audience:** All Employees & FOS participants

### 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:** December 11, 2013; January 14, 2014 or February 12, 2014

**Time:** 8:00 to 3:30

**Location:** Vermont Technical College—Langevin House

**Instructor:** Greg Hessel, ReGeneration Resources

**Audience:** All Employees & FOS participants

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.

### 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)* to be completed by graduation.

**Course Dates:**

**Group 3:** December 3, 2013 - Day 1

January 15, 2014 - Day 2

January 23, 2014 - Day 3

February 4, 2014 - Day 4

February 25, 2014 - Day 5

June 18, 2014 - Day 6 IDPP Presentations & Graduation

**Group 4:** December 10, 2013 - Day 1

January 21, 2014 - Day 2

January 30, 2014 - Day 3

February 13, 2014 - Day 4

March 4, 2014 - Day 5

June 24, 2014 - Day 6 - IDPP Presentations & Graduation

**Time:** 8:30 to 3:15

**Location:** VTTC

**Instructor:** O'Shea Consulting

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

**Pre-requisites:** Participants must attend 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



# VTrans Training Center Bulletin

## Employee Development

Education = future

*Training coming to you....*

5. *Managing Multigenerational Teams –*
6. *Effective Business Communication – Practical Writing*
7. *Time Management – Productive Time Use*

### Engaging Your Audience with Finesse

This two day workshop is highly participative with each attendee giving several types of "real world" presentations. Individual critique is used after each presentation, where positive aspects of each presentation are reinforced and options are given for turning negatives into positives.

**Course Dates:** January 14, 2014 Day 1 **and** January 28, 2014 Day 2  
**or**  
April 10, 2014 Day 1 **and** April 24, 2014 Day 2

**Time:** 8:30 to 3:15

**Location:** VTTC

**Instructor:** O'Shea Consulting

**Audience:** Employees expected to present training, and supervisors and managers with limited public speaking experience.

### Interviewing & Hiring for Success SUP 202

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:** December 4, 2013

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

**Location:** VTTC

**Instructor:** Colleen Montague, EEO, Civil Rights

**Audience:** All employees who anticipate sitting on an interview

### Ethics

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

**Course Dates:** January 16, 2014 **or** February 20, 2014

**Time:** 8:30 to 12:00

**Location:** VTTC

**Instructor:** VTTC Instructor / General Counsel

**Audience:** All employees

### Mandatory EEO for Supervisors and Managers

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:** November 14, 19, or December 12, 2013

**Time:** 9:00 to 2:30 - **Note new time (full day)**

**Location:** VTTC

**Instructor:** Civil Rights Staff

### "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 is supported by the supervisors' comments.

**Course Dates:** November 12, 2013 or January 7, 2014

**Time:** 9:30 to 4:00

**Location:** VTTC

**Instructor:** Chris McConnell, DHR Field Services Director

**Audience:** Managers, Supervisors, employees seeking to promote into a supervisory role.

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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### The Problem of Stormwater Runoff

Registration deadline: 12/02/2013

To register click the link below:

<https://docs.google.com/forms/d/15wAWlOEXv1AvOLqHmBW1OdE1Y5FelrITi7Wgjd5vJCg/viewform>

#### Contacts:



VERMONT DEPARTMENT OF ENVIRONMENTAL CONSERVATION  
**WATERSHED MANAGEMENT DIVISION**  
GREEN INFRASTRUCTURE INITIATIVE

**Justin Kenney,**  
*Green Infrastructure Coordinator*  
1 National Life Drive, Main 2  
Montpelier, VT  
05620-3522  
802-490-6118  
[justin.kenney@state.vt.us](mailto:justin.kenney@state.vt.us)  
[www.watershedmanagement.vt.gov](http://www.watershedmanagement.vt.gov)



VTrans  
**Jon Armstrong, Stormwater - Management Engineer**  
One National Life Drive  
Montpelier, VT  
05633-5001



Thursday, December 5, 2013

8:30 AM - 4:30 PM

109 State Street  
Pavilion Auditorium  
Montpelier, VT

#### Who Should Attend?

This workshop is primarily geared towards agency staff who either design, install, maintain, or regulate stormwater systems.

Staff who are generally interested in LID and GSI concepts are also welcome to attend.

#### Cost\*

Free of charge for ANR, BGS, and VTrans employees. Please receive approval from your supervisor to attend.

\*Lunch will not be provided.

#### Workshop Overview

The Problem of Stormwater Runoff

Gray versus Green

Low Impact Development  
Principles and Process

Green Stormwater Infrastructure  
Principles  
Types of Systems  
Sizing, Designing, and Locating  
Construction and Maintenance  
Cost

Case Studies

#### Presented By

Steve Trinkaus  
Principal  
Trinkaus Engineering



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# VTrans Training Center Bulletin

*Showcase ~ here are some comments we've received from you - Thank you!*

*What did you like about the training?*

- *Open and interactive discussions*
- *Examples of real case scenarios - very thought provoking.*
- *Role playing, hearing about others experiences*
- *Responsibilities of employee and employer*
- *Interactive and knowledgeable instructors*
- *Hands-on experience*
- *Practice sessions - working through scenarios*
- *Safety rules, proper techniques for performing work activities.*
- *Instructor's ability to keep participants engaged.*
- *Excellent, training was relevant to my job, best training I've had since I've been here!*

The VTC welcomes your suggestions and comments.

Your input is important to us - Tell us how we're doing.

If you have a class you'd like offered at the VTC and/or are interested in instructing a class, visit our website at:

[http://vtransoperations.vermont.gov/training\\_center](http://vtransoperations.vermont.gov/training_center)

and complete the "Suggest a Class" or "Instruct a Class" form.

## Safety & Health

### VTC Construction Safety Awareness (CSA )110

The purpose of this course is to promote workplace professionalism that supports safe, respectful, competent work performance. This course also provides employees with an awareness level of job-related safety issues in compliance with OSHA regulations.

**Course Date:** December 16-20, 2013 **Time:** 8:30 to 4:00 each day

**Location:** VTC

**Instructor:** CSA Instructors

**Audience:** Employees hired after May 13, 2013.

### Meth Lab Awareness

Course focuses on the dangers and sometime lethal and unpredictability of the drug methamphetamine or "meth" and the harmful affects if someone is exposed.

**Course Date:** March 25, 2014 **Time:** 9:00 to 11:30 or 12:00 to 2:30

**Location:** VTC

**Instructor:** Chris Herrick

**Audience:** Supervisors' discretion



To register, visit the VTC 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.