



TRAINING CENTER BULLETIN

Issue No. 43, October 6, 2015



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 Click
on "Class Registration Form", complete your information including
your supervisor / manager authorization signature and following the
instruction 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: December 10, December 17, 2015 or January 7, 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: October 7, November 17 or December 2, 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

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: October 28, November 4 or December 9, 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

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: October 8, December 8, 2015 or January 19, 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, ADAAG

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 (ADAAG) and Workers' Compensation.

Course Dates: October 21 (**FULL**), October 30, November 20 or December 18, 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.

Leadership

To register, visit the VTTTC website at:
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.

VTrans Training Center Bulletin

Employee Development

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: November 10, 2015, December 1, 2015 or January 12, 2016

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.**

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: October 27, November 17, or December 8, 2015 (FULL 12/8)

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

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: November 19 and December 3, 2015 (FULL) January 6 and January 20, 2016

Time: 8:30 to 3:15

Location: VTrans Training Center

Instructor: O'Shea Consulting

Audience: Employees expected to present trainings and supervisors, managers or project leaders involved with leading public meetings and/or

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 22, 2015

Day 2: October 6, 2015

Day 3: October 22, 2015

Day 4: November 5, 2015

Day 5: November 17, 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:

Diversity, Discrimination & Harassment

Mediation and Conflict Management

Discipline, Corrective Action & Grievance Handling

FMLA, PFLA, ADA, ADA AAA

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



To register, visit the VTTC website at:
http://vtransoperations.vermont.gov/training_center Click on
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supervisor / manager authorization signature and following the
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VTrans Training Center Bulletin

Employee Development

"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: October 15, November 18 or December 17, 2015

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: 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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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, December 16, 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.

Cost: N/A

Job Safety Analysis

A Job Safety Analysis is a technique that focuses on job tasks as a way to identify hazards before they occur. It focuses on the relationship between the worker, the task, the tools, and the work environment. In this class you will learn to identify the safety hazards, to set safety controls and communicate this safety plan to the crew.

Course Dates: October 27, 2015

Time: 10:00 to 12:00

Location: VTrans Training Center

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: All employees

Cost: N/A

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Health & Safety

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Course Dates: November 10, 2015

Time: 10:00 to 12:00

Location: Mendon District Office

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: All 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://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).

Technical Services

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: September 29, October 1, and October 2, 2015

Time: 8:30 to 4:30 each day

Location: VTrans Training Center

Instructor: DEMHS

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

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: December, 1, 2015 and December 4, 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

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Effective
October 12, 2015,
according to the Agency
Food & Beverage Policy,
the VTTC will no longer be
offering coffee and hot
beverages during
trainings.

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

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).

The Excavation 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 aware-
ness training in the newest drug lab trends. Specifi-
cally 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. Discus-
sions 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 Camille Erwin at
Camille.erwin@state.vt.us
Scheduling will be based on interest.