

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

VTrans Training Center Bulletin

Issue No. 40, September 17, 2015

Employee Development

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

Please see important announcement regarding Managing Under the Contract on the last page of bulletin.

Employee Development

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, 2015

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, ADA44

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 (ADA44) and Workers' Compensation.

Course Dates: September 23 (**FULL**) or October 21, 2015 (**FULL**)

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.

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.



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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

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: September 30 (**FULL**) 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.**

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

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

Employee Development

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
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 V TTC website at: http://www.openoffice.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

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

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 interacting with the general public.

"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

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: 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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Job Safety Analysis

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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).

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: September 21, 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**

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



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.



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The Bulletin Board



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

ATTENTION: Effective August 13, 2015

The Managing Under the Contract (MUC) four part series has been renamed to reflect the individual class content. Please note the new class names below:

MUC I = "Diversity, Discrimination & Harassment"

MUC II = "Mediation and Conflict Management"

MUC III = "Discipline, Corrective Action and Grievance Handling"

MUC IV = "FMLA, PFLA, ADA, ADAAA"

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 Camille Erwin at Camille.erwin@state.vt.us
Scheduling will be based on interest.

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).



To register, visit the VTTC website at: http://vttransportation.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.

