

VTrans Training Center Bulletin

Issue No. 20, September 30, 2014

Employee Development

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: October 13, 2014 or October 23, 2014 (**FULL**)

Time: 8:30 to 4:00 **Note: New begin / end time**

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: October 27, 2014

Time: 8:30 to 4:00 **Note: New begin / end time**

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 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: October 30, 2014 or December 2, 2014

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.

Education = future

Towns are welcome to attend training sessions advertised with the insignia  included in the class title.

V TTC Staff

Towns 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: October 23, 2014 or November 4, 2014

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.

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

Towns

Ethics

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

Course Dates: October 2, 2014, October 29, 2014 or November 5, 2014

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. & Mngrs.

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: October 14, 2014, (FULL) November 13, 2014 or December 11, 2014

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

Towns

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: November 4, 2014 or December 3, 2014

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

Towns

"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 supervisors comments.

Course Dates: October 7, 2014 (FULL), November 6, 2014 (FULL) or December 18, 2014

Time: 9:00 to 3:30

Location: VTTC

Facilitator: Chris McConnell, DHR Field Services Director

Audience: Mandatory for designated managers, supervisors and FOS participants. Open to all employees. *

Cost: N/A

Employee Development

Grammar Skills - DMV ONLY

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: October 8, 2014 (FULL)

Time: 8:30 to 3:30

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Audience: To be determined by DMV.

Cost: N/A

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: October 14, 2014 (FULL)

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

Effective Business Communication - DMV ONLY

This one-day workshop is for those who need to learn how to communicate through writing either on paper or on the computer in a business setting.

Course Dates: October 15, 2014 (FULL)

Time: 8:30 to 3:30

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Audience: To be determined by DMV.

Cost: N/A

Effective Business Communication

This one-day workshop is for those who need to learn how to communicate through writing either on paper or on the computer in a business setting.

Course Dates: October 29, 2014 (FULL)

Time: 8:30 to 3:30

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Audience: Anyone looking to improve their written communication, revisit the rules of good grammar and clear communication and improve sentence construction and paragraph development.

Cost: N/A

* "Writing" the Performance Review - Special Note:

This class 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.



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VTrans Training Center Bulletin

Employee Development

Email Netiquette - DMV ONLY

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: October 22, 2014 (FULL)

Time: 8:30 to 3:30

Location: VTrans Training Center - Computer Training Room

Instructor: Panurgy Instructor

Audience: To be determined by DMV.

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: November 12, 2014 (FULL)

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

Safety & Health

Defensive Driving

This program is designed for the experienced operator who understands the basics of handling a vehicle and equipment.

Class/Workshop Objectives:

- Uses proper driving skills.
- Obeys 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

Safety & Health

Towns

Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote 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).

NEW DATES:

Course Dates: October 28, 2014, October 29, 2014 **and** October 30, 2014

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

Location: NE Region: Derby

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

Cost: N/A

Towns

Construction Safety Awareness (CSA 55 / Lite)

The focus of this training is to promote 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 18, 2014; November 19, 2014 **and** November 20, 2014

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

Location: SE Region: White River Junction

Instructor: Rob Gentle, VTTC Safety Instructor

Audience: New, temporary and seasonal field employees

Cost: N/A

Towns

Workplace Violence - Level I

Workplace violence class is aimed at office settings or general business settings. In this 2-hour session, folks will review a short presentation that explains how workplace violence utilizes emergency action plans.

Course Dates: October 20, 2014

Time: 9:00 to 11:00

Location: VTrans Training Center

Instructor: George Walker, Department of Labor, Senior Compliance Officer/ Investigator

Audience: Anyone who works in office or general business settings.

Cost: N/A

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

Towns Winter Maintenance - Understanding the Basics

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

Course Date: October 8, 2014

Time: 8:30 to 2:30

Location: SW Region, Mendon VTrans District Office

Instructor: VTrans: Bruce Nichols, General Manager, District 3;
Brian Roberts, Area Supervisor, District 3 &
Bill Jewell, General Manager, VTrans District 9

Audience: TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

Cost: N/A

Towns Winter Maintenance - Understanding the Basics

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

Course Date: October 9, 2014

Time: 8:30 to 2:30

Location: SW Region, Mendon VTrans District Office

Instructor: VTrans: Bruce Nichols, General Manager, District 3;
Brian Roberts, Area Supervisor, District 3 &
Bill Jewell, General Manager, VTrans District 9

Audience: TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

Cost: N/A

Towns Winter Maintenance - Understanding the Basics

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

Course Date: October 30, 2014

Time: 8:30 to 2:30

Location: Central VT: VTrans Training Center, Berlin

Instructor: VTrans: Bruce Nichols, General Manager, District 3;
Brian Roberts, Area Supervisor, District 3 &
Bill Jewell, General Manager, District 9

Audience: TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

Cost: N/A

Safety & Health

Towns Winter Maintenance - Understanding the Basics

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

Course Date: October 14, 2014

Time: 8:30 to 2:30

Location: NE Region, Derby VTrans District Office

Instructor: VTrans: Bruce Nichols, General Manager, District 3;
Brian Roberts, Area Supervisor, District 3 &
Bill Jewell, General Manager, District 9

Audience: TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

Cost: N/A

Towns Winter Maintenance - Understanding the Basics

This one-day workshop teaches participants to know the available technology tools to help succeed as a snow fighter; understand winter storms and weather conditions; understand how and when materials are applied; be aware of various plowing strategies and VTrans Policies; understand VTrans' approach to snow and ice control; be familiar with the materials available, how they are generally used and how the costs compare; be aware of the environmental impacts of chlorides and how to minimize them, and to be prepared for the winter season.

Course Date: October 15, 2014

Time: 8:30 to 2:30

Location: NW Region, Colchester VTrans District Office

Instructor: VTrans: Bruce Nichols, General Manager, District 3;
Brian Roberts, Area Supervisor, District 3 &
Bill Jewell, General Manager, District 9

Audience: TMW's I-VI (& winter temps) with no extensive plowing experience and town maintenance workers.

Cost: N/A

CDL Reasonable Suspicion Training

Reasonable Suspicion Testing is a procedure based on United States Laws and Federal Regulations directed at identifying employees by "personal observation" that are believed to be impaired and may be under the influence of a "controlled substance" (alcohol or drugs). This training teaches supervisors of Commercial Drivers License (CDL) operators how to observe behavior, appearance, conduct, etc. of employees suspect of being under the influence and how to remove the employee from safety sensitive duties and order a "Reasonable Suspicion Test."

Course Date: October 21, 2014

Time: 9:00 to 11:30

Location: VTrans Training Center (Upstairs - Room 201)

Instructor: Tom Trahant, VTTC & Wesley Davis, Occupational Drug Testing - Vendor / Representative

Audience: Supervisors of CDL Holders & designees

Cost: N/A



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VTrans Training Center Bulletin

Safety & Health

Towns

Chainsaw Safety - Coming Soon

This one-day class will focus on job safety analysis (JSA) plan, each tree, introduce bore and face cuts, identify hinge and trigger wood, wedge and tree placement, limbing and blocking, spring pole relief and tree hang-up procedures.

To register for Chainsaw Safety, complete a registration form and you will be placed on a "wait list" and informed when dates are confirmed.

Course Dates: 3rd week in October

Time: TBD

Location: Multiple sessions in the north and south weather permitting

Instructors: South: Anthony Salari, District 3 & Tim O'Connell, District 2

North: Gregory Sargent & Scott Harvey, District 8

Audience: Anyone that uses a chainsaw in their job duties

Cost: N/A

Technical Services

Roads and Rivers 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.

Towns

Roads and Rivers 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: November 20, 2014 **and** November 21, 2014

Time: 8:30 to 4:30 **Note: New begin time**

Location: VTrans Training Center & on-site

Instructor: Shayne Jaquith, ANR

Audience: Maintenance workers, equipment operators and design and construction oversight engineers.

Cost: N/A

Announcements:

Computer Training

- Outlook 2010 Level I / Level II
- Word 2010 Level I / Level II
- Excel 2010 Level I / Level II
- Excel: Maximizing Pivot Tables
- File Management 2007 / 2010
- PowerPoint Level I / Level II

Professional Development

- Grammar Skills
- Email Netiquette
- Effective Business Communication

If you would like to attend any of these classes please send a completed registration form to the VTTC and you will be placed on a "wait" list and notified as soon as the class becomes available.

The VTTC welcomes your suggestions, comments and honest feedback. Your input is important to us - Tell us how we're doing.

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

