

October 2019 Issue

VTrans Training Center Quarterly Employee Newsletter

October is Learning & Development Month!

As part of October Learning and Development month, the VTTC is encouraging all agency employees to complete at least one learning opportunity during the month of October and ensure it is documented in LMS. This could be attending a VTTC or CAPS class or completing an eLearning. At the end of October, we will draw from all employee names who invested in their learning. The lucky winners will win prizes such as a VTrans bags vest, polo shirt or other swag. Got questions? Contact the VTTC at 828-3768.



[Find a Learning Opportunity](#)

Join Members of the VTTC for In-Person Trainings Around the State!

We are coming to you! There will be a session at each of our central locations, and sessions during the regional Fall-Safety Days.

October 15 | Dill Building, Large Conference Room, 12:00 pm - 1:00 pm

October 16 | Barre City Place, Board Room, 12:00 pm - 1:00 pm

October 18 | National Life, Room 413, 12:00 pm - 1:00 pm

Safety Day Dates:

October 30 | Districts 5 & 8

November 1 | District 2

November 5 | Districts 7 & 9

November 7 | District 3

Districts 1 & 4 have not been scheduled at this time.

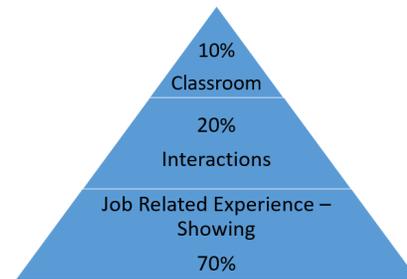
Making the Most of Training Opportunities

How to get the Most from Attending Training Courses

1. **Do the pre-work (as applicable).** Pre-work isn't always a part of trainings, but when it is, it's normally to help kick-start your learning.
2. **Think ahead: what do you want to gain from the training?** By having goals in mind, you're more likely

to stay engaged. You can also share any questions with the trainer; they can typically tailor trainings to the needs of the group.

3. **During training: ask questions!** By asking questions, you will get the most out of the training; it builds 'buy-in' and can help you relate what you're learning to your daily work.
4. **Listen to others' experiences.** Maybe someone in your training does similar work or has had similar experiences. Learn from each other.
5. **Back at the office: reflect on what you learned.** Share with coworkers, think about how to use what you've learned and how to make your daily work more productive.
6. **Put the ideas you learned to action!** 70% of learning happens when putting what you've learned to action; by using what you've learned you have a higher chance of retaining all your new information.



How does motivation come into play, when talking about making the most of training opportunities?

Why did you take the training? If you're able to reframe why you want to learn a certain skill, there's a better chance of using that new knowledge. Tying it to a struggle or particular process you use now will make it more appealing.

When it comes to taking a training, and actually using what you've learned to practice, you need to create a plan. If you leave a training, go back to your office, and work in the same way, you are going to lose the information you've gained, and lose the chance to increase efficiency and knowledge transfer.

Breaking progress down into smaller goals can also increase and keep your motivation going! Start with a small component, and gradually grow until you're able to implement all the new knowledge that is applicable to your work.

[Watch "The Puzzle of Motivation"](#)

Training Opportunities

We are sharing a select few trainings here. Keep watch for our monthly Learning Opportunities eNewsletters that will share all we have to offer! If you're interested in seeing a calendar of events, please visit the Learning Management System (LMS).

[View the training Calendar](#)

"DEEP WORK" - AOT BOOK DISCUSSION

In a way to promote personal and professional development, and to build relationships across divisions, the VTrans Training Center has developed a book discussion course. Each session will last 4-months and cover a new book; discussion meetings will be time to discuss the readings and to do activities to relate the learning topics to your Agency positions.

This session will cover the book "Deep Work" by Cal Newport. The VTTC will be supplying

copies of the book. If you are interested in receiving the book in a different version than hard copy, please reach out. Books will be passed out at the first scheduled discussion.

**November 5 & 19, December 3 & 17, January 7 & 21,
February 4 & 18**

Locations vary; check the LMS listing

All sessions are held from 10:30 am - 12:00 pm

**Watch the
Animated Book
Summary**

[REGISTER](#)

LUNCH & LEARN PROGRAM

The VTrans Training Center is putting together a schedule of Lunch & Learn topics to interest everyone. Bring your lunch and join us for a quick presentation, followed by Q&A and fun activities!

Yearly Evaluations, Led by members of the Department of Human Resources

October 17 | VTrans Training Center, Rm. 114 A

12:00 p.m. - 1:00 p.m.

Attend in Person

Participate Via Skype

KNOWLEDGE-WAVE WEBINARS

As a State of Vermont employee, you are a KnowledgeWave member; all webinars below are free! Webinars are offered every month; [click here to see current listings](#).

[7 Keys to Effective Public Speaking](#)

October 8 | *10:30 am - 11:00 am*

[Microsoft Planner: A Handy Way to Organize your Team's Tasks](#)

October 18 | *10:30 am - 11:00 am*

[Improve Your Communication Skills Through Better Business Writing](#)

October 23 | *1:00 pm - 1:30 pm*

Be sure to [upload your completion certificates to the LMS](#) to be added to your overall transcript!

Agency Accolades

Employee Spotlight

Angela Langevin was nominated by another Agency employee to be this month's Employee Spotlight!

- How many years have you been with the agency?
 - 27 years with the State, 26 with AOT.
- What does a 'normal' day look like for you, being a Business Support Services Financial

Manager?

- My average day most always includes something to do with mobile devices. In addition to that there are invoices to review, expenditures and reports to run, incoming requests from staff and any other miscellaneous task thrown my way. I'm also in the new cohort for the Transportation Leadership Institute, and I'm serving on one of the subcommittees for Managers and Supervisors.
- Can you provide a little bit about your background/life before AOT?
 - I started working for AOT when I was in college. I was fortunate enough to get tuition reimbursement from the State and worked full time while getting my degree.
- What would you do (for a career) if you weren't working here?
 - I have no idea. The financial arena was never one I expected, or even wanted, to get involved in, but I was good with numbers and found my path here at AOT.
- What advice do you have for new or future employees?
 - Time flies by so fast. It seems like just yesterday that I was starting out and it seemed like I'd never get to the 5-year mark and here I am at 27 years and can't believe I'm so close to 30. My advice is this: Appreciate the moment but keep your eye on the future. Be willing to work for what you want. Don't let disappointments hold you back and instead use them as a way to grow.

Have an idea on an AOT employee we should spotlight? Let us know!

Pathway to Supervision Graduates



Congratulations to Session 16 Graduates!

Left to Right: Amanda Clark, Rebecca Pellett, Jason Gravel, Chris Brown, William Franks, Bradley Woods, Dalton Driver, Steven Sprague (Session 15), Kevin Sargent, Jesse Ives, Robert Laird, Justin Ives, Rachel Noyes

Strategic Workforce Committee Work

For the past few months, the VTrans Training Center and Civil Rights groups have been working with numerous Strategic Workforce Committees. These committees were stood up to improve Employee Engagement, Customer Service, Civility & Respect, Onboarding, Outreach, Learning & Development, Managers & Supervisors, and Retention & Quality of Life.

Each committee has met a few times and are working on high-level initiatives.

- **Civility & Respect:** Updating the Agency's Respectful Workplace Commitment and launching a Lunch & Learn series.
- **Customer Service:** Establishing internal and external customer service training; collaboration with DHR and CAPS to remain Agency focused and up to date on industry standards.
- **Employee Engagement:** Bringing the Agency's mission and goals to the fore-front and working on making sure all agency employees are aware of what our mission and goals are.

- **Learning & Development:** Improving the Individual Development Plan (IDP) format to increase employee use and benefit.
- **Managers & Supervisors:** Identifying needs and relevant resources to support managers & supervisors.
- **On-boarding:** Implementing an enhanced on-boarding program to align the Agency's New Employee Welcome curriculum with the new SOV on-boarding training requirements and developing a comprehensive program to optimize the on-boarding experience for new employees, supervisors and managers.
- **Outreach, Recruitment & Hiring:** Developing new branding & marketing materials (electronic & print) and working with the DHR Recruitment Division to best utilize tools in Success Factors, including Landing Pages & Candidate Registries.
- **Retention & Quality of Life:** Offering professional one-on-one and team-coaching sessions, mentoring and individual development plans (IDPs).

**Check the LMS Events Calendar for
newly added training opportunity dates and times!**

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