



## TRAINING CENTER

# VTTC Learning Opportunities September 2019 Issue

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**Scroll down to see more information and to register for these trainings.**

[Browse All Trainings](#)

[Request a Training](#)

## Mandated Trainings

### Incident Command System Training

All agency personnel are required to take and pass ICS 100 every two years. **Be sure to upload your certificate to the LMS.**

There are two primary ways to take and test on ICS 100.

- **Individual FEMA Online Delivery:** *This is the preferred method of delivery and personnel are highly encouraged to take the course this way.* It is web-based, pretty direct, effective, and takes about 2-3 hours to complete. Definitely the most bang for the buck.
- **Team Online Delivery:** Go through the curriculum with your team. Get a group together in the same place and take the on-line course, discussing the material together as you go along. Have your own computer though, because you'll need to take the test on your own.

## One-Day In-Person Trainings

### Change Management Fundamentals

The ProSci Change Management approach is one of the most rigorous and comprehensive methods for supporting people through changes. This introductory course looks at the phases we go through to accept changes, both in our personal and professional lives. Participants will receive interactive instruction of the tools and apply them in meaningful ways during the day, building a common vocabulary with colleagues to talk about the impact of change in our work places.

**September 12, October 29** | VTrans Training Center  
*Both sessions, 8:30 a.m. - 4:00 p.m.*

**REGISTER**

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### Lunch & Learn, Yearly Evaluations

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!

**October 17** | VTrans Training Center, Rm. 114 A  
*12:00 p.m. - 1:00 p.m.*

REGISTER TO ATTEND IN PERSON

REGISTER TO ATTEND VIA SKYPE

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### Pavement Management & Maintenance

This workshop discusses elements of pavement construction, pavement deterioration, appropriate repair solutions for the different types of damage, and pavement management.

**September 26** | Williston Fire Department (*Facilitated by Vermont Local Roads*)  
*8:00 a.m. - 4:30 p.m.*

## [REGISTER](#)

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### Skills for Leading Across Generations

This course is designed to help teams better manage generational differences more effectively.

It includes presentations and activities helping participants understand the traits typical of Traditionalists, Baby Boomers, Generation X, and Millennials; differences between generations; how differences can enhance an organization through understanding differing perspectives; the dangers of stereotyping; recognizing problems associated with generational differences; and how to bridge generational differences.

Additionally, this course includes an overview of fundamental leadership and supervisory skills needed for any leader to be successful.

**September 10, 2019** | Wardsboro Town Hall (*Facilitated by Vermont Local Roads*)  
8:00 a.m. - 3:00 p.m.

## [REGISTER](#)

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### Safety on the Job

The focus of this training is to provide various techniques on how to identify, control, and communicate safety hazards to all employees.

**October 8, 2019** | Johnson Cold Storage Garage (*Facilitated by Vermont Local Roads*)  
8:00 a.m. - 3:00 p.m.

## [REGISTER](#)

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### Trenching & Shoring

This "competent" level training focuses on hazard assessment and ways to control excavation cave-ins.

Agenda:

- 5 S's of Excavation Safety (Safety, Soil, Slopping, Shoring, Shielding)
- Related standards
- Hands-on activities

**September 18** | Ludlow Highway Department

**September 25** | Bennington Public Works Department

**October 1** | Bridport Town Highway Department - *Note, Date Change from 9/11*

*All sessions 8:00 a.m. - 3:00 p.m. (All sessions Facilitated by Vermont Local Roads)*

## [REGISTER](#)

# Multi-Day In-Person Trainings

## Engaging your Audience, 2-Day Training

This **two-day workshop** is highly interactive 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.

**October 8 & 22** | VTrans Training Center, Room 114A  
*8:30 a.m. - 3:30 p.m.*

**[REGISTER](#)**

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## FAHP Grants Management Training, 2-Day Training

FHWA – Resource Center will provide comprehensive instruction and interactive discussion on the Federal-aid Highway Program (FAHP), highway funding, and the Uniform and Programmatic requirements associated with administering FHWA grants/projects.

### Learning Outcomes:

- Identify and explain key terms, concepts, and definitions
- Understand how FHWA programs are structured and funded
- Describe the requirements of stewardship and oversight and subrecipient monitoring
- Understand the Federal-aid Highway Program Authorization Process
- Explain State DOT, Local, and MPO roles and responsibilities in managing FHWA grants/projects
- Describe how the Administrative and Programmatic Requirements apply to the administration and management of FHWA grants/projects (e.g. allowable vs. eligible cost, cost principles, procurement standards, financial standards, audits, etc.)
- Understand the FHWA Project Funds Management policy
- Apply training concepts and principles in classroom exercises

This course is suggested for personnel from FHWA, State DOTs, MPOs, local agencies and any other non-federal entity personnel that administer and/or work on FHWA grants/projects (e.g. engineers, finance/accounting staff, planners, and program/project managers)

**October 23 & 24, 2019** | VTrans Training Center  
*8:00 a.m. - 4:30 p.m.*

**[REGISTER](#)**

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## OSHA 10-Hour Roadway Safety, 2-Day Training

This 10-Hour Roadway Safety workshop (**a 2-day course**) provides an overview of 11 key construction work zone related safety and health topics. Upon

completion of this course, participants will be able to recognize and take corrective action to address the following issues and hazards:

1. Understanding OSHA
2. Roadway Work Zones
3. Personal Protective Equipment
4. High Visibility Clothing
5. Night Work
6. Mechanized Equipment
7. Electrical Safety
8. Excavations & Trenching
9. Confined Space
10. Fall Prevention & Protection
11. Occupational Health & Environmental Controls

**September 17 & 24** | VTrans Training Center (*Facilitated by Vermont Local Roads*)

*8:15 a.m. - 2:30 p.m.*

**[REGISTER](#)**

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## **Pathway to Supervision, 5-Day Training**

Looking to develop and progress your career at VTrans? Participate in this five-day course customized by a team of agency representatives to deliver the fundamentals of supervisory responsibilities. This program is for those looking to advance their careers, team and crew leaders, and specialists within the Agency of Transportation.

**Session 17 Dates:**

**September 17, October 2, October 16, October 30, November 13**

All sessions are held at the VTrans Training Center | *8:30 a.m. - 3:30 p.m.*

**[REGISTER](#)**

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## **Rivers & Roads Tier II, 2-Day Training**

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 (**a 2-day course**) 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.

**October 1 & 2** | Bradford Town Garage (*Facilitated by Vermont Local Roads*)

**October 9 & 10** | VTrans Training Center

*All sessions, 8:00 a.m. - 4:30 p.m.*

**[REGISTER](#)**

**Online Trainings/ Webinars**

## Association of Pedestrian and Bicycle Professionals Webinar Series

Join us every third Wednesday of the month for the 2019 walk/ bike webinar series. The series is offered by the [Association of Pedestrian and Bicycle Professionals \(APBP\)](#), and is brought to you by the [APBP Vermont Chapter](#), which organizes events, offers professional updates and more. *Earn 1.0 Continuing Education credit per webinar for professional development!*

### The 2019 webinar schedule:

- **September 18:** Can We Talk About the Street? Building Support for Controversial Projects
- **October 16:** If We Build it Will They Come? Estimating Demand for Biking and Walking
- **November 20:** Aging in Place: Designing Communities to Support Mobility
- **December 18:** Education and Encouragement: Bringing the Right People Together

*All held at the National Life Building, Davis Room 521, 3:00 p.m. - 4:00 p.m.*

**NO REGISTRATION REQUIRED**

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## Defensive Driving Course - NSC 9th Abridged Edition Now available in the LMS

It is the policy of The Vermont Agency of Transportation that all employees who operate state owned vehicles and/or utilize a personal vehicle for work purposes will complete a defensive driving course, approved by the VTrans Training Center, at least once every five years.

**[REGISTER](#)**

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## KnowledgeWave Webinars

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

**Intro to Microsoft Flow: Automate Business Workflows without Help from Developers** | September 17, 10:00 a.m. - 10:30 a.m.

**First Steps Toward a Leadership Role** | September 23, 1:00 p.m. - 1:30 p.m.

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

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## TC3 Online Classes

**TC3 (Transportation Curriculum Coordinate Council)** is a technical service

program within AASHTO that focuses on developing training products for technical staff in the areas of construction, maintenance, and materials. TC3 online courses continue to be a great way to achieve PDH's and do so in a self-paced learning environment. To find applicable trainings, search '[TC3](#)' or '[AASHTO](#)', or by searching for a specific topic.

### New Courses Available:

- [TC3ED006](#), Math Basics for Construction Inspectors
- [TC3ED007](#), Math Basics for Materials Technicians
- [TC3MN037](#), Bridge Cleaning
- [TC3MN038](#), Thin-Polymer Bridge Deck Overlay Systems
- [TC3MN039](#), Removal and Replacement of Bridge Coatings
- [TC3TS016](#), Construction Safety - Recognition and Avoidance of Unsafe Conditions
- [TC3TS017](#), Construction Safety - Personal Protective Equipment (PPE)

[VISIT THE LMS](#)

## Learning Management System Helplets

Each month, we will share helpful tools and tricks to make your Learning Management System experience as robust and useful as possible!

**Need to upload an external training to your transcript?**

Follow our Help Tool!

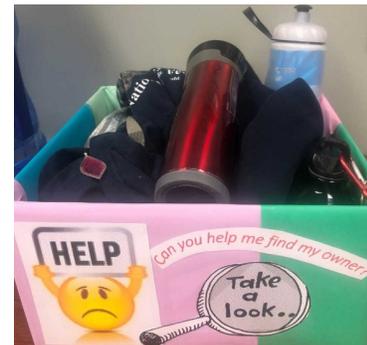
## Lost and Found

**Have you lost something?**

**Water bottles, earrings, glass or even clothing?!?**

**Have you been to a training at the VTTC recently?**

**Please check out our lost & found box located in our lunchroom!**



[Tour the VTTC's Website for More Information](#)

VTrans Training Center | 802-828-3768 | [Email](#) | [Website](#)  
Our buildings open at 7:30 a.m. and doors lock at 4:00 p.m.

**Reminder: When attending trainings at the VTTC, please park on the side lot (by CVS), or go through Gate 1 of the complex.**