



## TRAINING CENTER

# VTTC Learning Opportunities November 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

### **National Weather Service Workshop (*Facilitated by Vermont Local Roads*)**

This course provides highway maintenance and/or highway operations professionals with training to develop tools and strategies for addressing road weather problems. The course begins with an overview of basic meteorology for non-meteorologists. This course will go over the basics of how the NWS system works, about the charts on the website, and setting up the notice applications that will benefit crews with decision making.

**November 6, 2019** | VTrans District 9 Derby  
*8:00 a.m. - 12:00 p.m.*

**November 7, 2019** | McKinley Avenue Fire Department (Rutland)  
*8:00 a.m. - 12:00 p.m.*

**November 19, 2019** | VTrans Dill Building  
*8:00 a.m. - 12:00 p.m.*

**REGISTER**

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### **Winter Maintenance**

Winter is coming! Will this be your first season plowing snow for VTrans? If the answer is yes, this is a course for you! Understand the basics of VTrans Winter Maintenance. **CDL Class B is required**

1. Know the available technology tools to help you succeed as a Snow Fighter.
2. Understand winter storms and weather conditions.
3. Understand how and when materials are applied.
4. Be Aware of various plowing strategies and VTrans policies.
5. Understand VTrans' approach to snow and ice control.
6. Be familiar with the materials available, how they are generally used and how the costs compare.
7. Be aware of the environmental impacts of chlorides and how to minimize them.
8. Be prepared for winter season.

**November 12** | VTrans Training Center  
*8:00 a.m. - 3:30 p.m.*

**REGISTER**

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## Communication and Interpersonal Skills

Being able to communicate well is a critical life and work skill, yet many of us have a difficult time getting our message across and/or listening well to others. Communication misunderstandings can lead to safety issues, performance issues, conflicts, poor morale and employee disengagement. This workshop is designed to help employees understand the impact communication has on our professional and personal lives, how effective communication impacts desired outcomes, and how direct, honest communication can build collaboration and trust. Topics will include emotional intelligence and ways to improve it, nonverbal communication, effective listening, and components of effective messages. Participants will gain an awareness of their communication tendencies and learn ways to interact with others in the most effective manner. Participants will discuss assertive versus non-assertive messages (passive, aggressive, and passive-aggressive), and practice ways to communicate assertively. We will use a variety of learning strategies including group discussion, role plays and group exercises.

**November 19** | CAPS, Montpelier, VT  
*All sessions, 8:30 a.m. - 3:30 p.m.*

**REGISTER**

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## First Aid/ CPR/ AED

This class is designed to provide a 2 year certification or re certification for Adult CPR. The use of an AED as well as basic First Aid will also be covered. This certification is being administrated by the VT Agency of Transportation with certified American Heart Association(AHA)Trainers.

*Please note: this is not a certified AHA training.* If you need to be re certified to maintain AHA certification, this class will certify you, but will not be recognized by the AHA.

**December 11** | VTrans Training Center  
*8:00 a.m. - 3:00 p.m.*

**REGISTER**

## Multi-Day In-Person Trainings

### **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.

**Kickoff Session, November 5** | Barre City Place

*All sessions 10:30 a.m. - 12:00 p.m.*

*Note: session locations are not all the same.*

**[REGISTER](#)**

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## 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.

**January 9 & 23** | VTrans Training Center

*Both sessions, 8:30 a.m. - 3:30 p.m.*

**[REGISTER](#)**

## Online Trainings/ Webinars

### Association of Pedestrian and Bicycle Professionals Webinar Series -- Last 2 Sessions of 2019!

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:**

- **November 20:** Aging in Place: Designing Communities to Support Mobility
- **December 18:** Education and Encouragement: Bringing the Right People Together

**\*\*ROOM CHANGE\*\*** *All held at BCP (Barre City Place), 4th Floor Conference Room 437, 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](#)**

## 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](#).

### **SharePoint Lists vs. Excel Spreadsheets: An Honest Comparison**

November 14, 1:00 pm - 1:30 pm

### **Microsoft Excel Custom Number Formats**

November 19, 3:00 pm - 3:30 pm

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

If you have any trouble logging into your KnowledgeWave Account, contact Colleen Montague - [Colleen.Montague@Vermont.Gov](mailto:Colleen.Montague@Vermont.Gov)

## 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.

**[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!

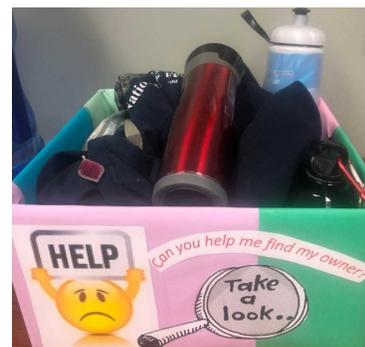
## Lost and Found

**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**

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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.**