



The VTrans Training Center has compiled a quarterly eNewsletter that will be distributed to all agency supervisors. eNewsletters will include team building examples of tools and resources, as well as training suggestions.

Coming soon: eNewsletters will be available to view on our website!

Setting Expectations

What is the benefit of clear expectations? What are your team's priorities? Teams that have clear expectations work with more confidence, perform at higher levels, and have more direct and effective communications.

How to Set Clear Expectations

1. Make them clear, but offer freedom. Different paths can lead to the same goal.
2. Decide what needs expectations ahead of time, and what can have flexibility under your employee's judgement
3. Give your employees the proper back-information, and the 'why' of the project you are assigning. Giving the 'why' leads to being able to prioritize.
4. Ask your employees to clarify to be sure the expectations were understood; alternately, give them the ability to ask clarifying questions and to be sure they are ready to work on the project.
5. Follow up with your employees; this gives you the accountability that supervisors should have, to be sure projects are completed. At the end of the day, you are still responsible for your team and the overall success of assignments you have delegated.
 - Individual check-ins are the perfect time to follow up on project statuses; what issues have they run into? Where might they need your assistance?

Tips for Creating Strengths Based Teams

By setting expectations for both professional and personal interactions on your team, you're setting yourself up to have a cohesive team, which will in turn, be more efficient.

Here are some tips on how to build relationships and achieve a cohesive team.

1. **Empower employees.** Ensure employees have the tools and training to be successful.
2. **Active Listening.** Be present, ask clarifying questions, spend focused individual time with your employees. Knowing your coworkers more can impact your response to their attitude and tone.
3. **Separate your own feelings.** When you are faced with a negative employee or coworker, reign in your response; don't bring your emotions to the same level.

Want to explore your team's strengths?

Employee engagement increases productivity and job satisfaction. They look forward to going to work and have more positive interactions with colleagues. Customers are treated better, more is achieved on a daily basis, and more creative and innovative moments are experienced when a person's strengths are identified and applied.

For more information contact:
[Colleen Montague](#),
Employee Development Branch

4. **Don't allow employees to get bored or complacent.** A negative attitude develops easily when there's "nothing to look forward to." Understand what excites your employee; engage them in other ways.

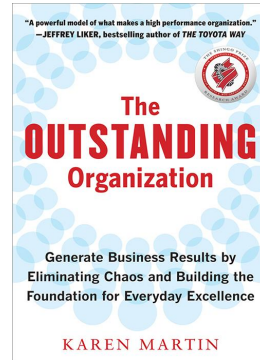
Manager, VTTC

Five Ways to Improve Employee Engagement Now

Additional Resources

The Outstanding Organization Book Discussion

Generate business results by eliminating chaos and building the foundation for everyday excellence. After two decades in the trenches of helping companies design and build better, more efficient operations, Karen Martin has pinpointed why performance improvement programs usually fail.



Participate and transfer learning into your daily work. How can you impact your team and influence change?

SPACE IS LIMITED!
Register TODAY to reserve your seat!
Once registered, we'll order a copy of the book for you!

Teleworking Policy and Frequently Asked Questions



See the FAQs and Full Policy Guide

In the inaugural Employee eNewsletter last month, we shared the Telework & Alternate Schedule Guide and FAQs; this was shared in a hope to make both employees and supervisors more comfortable with the option of teleworking, and getting everyone on the same page.

Use these valuable resources to assist you and your employees with embracing the Telework guidelines.

AOT Lunch & Learn Series

Stay tuned for upcoming Lunch & Learns throughout 2019 in-person and through Skype.

Effective Meetings
February 8 | 12:00 pm - 1:00 pm
AOT Davis 5th Floor Board Room
[Join via Skype](#)

Continuous Improvement 101
April 12 | 12:00 pm - 1:00 pm
Dill Building Conference Room
[Join via Skype](#)

Do you ever ask yourself the following questions?

- * *Why was I invited to this meeting?*
- * *What is the agenda or purpose of this meeting?*
- * *After leaving a meeting, "What was I supposed to do?"*

[Take 6 minutes to watch this video](#) as a preview to the lunch and learn on Effective Meeting Management.



The series will continue with an introduction to Continuous Improvement. We will talk about continuous improvement as a way of doing our business, not just “another thing” to add to our busy workloads.

Have an idea for a topic to cover? Let us know!

KnowledgeWave Webinar Offerings

As a State of Vermont employee, you have both webinars and in person trainings available to you, put on by KnowledgeWave. Here is a selection of webinars coming up!

Office 365 Groups and Team Sites

January 16
1:00 pm, EST

[Click to Register](#)

Advanced Excel Formulas

January 28
3:00 pm, EST

[Click to Register](#)

One Drive vs. SharePoint

February 11
1:00 pm, EST

[Click to Register](#)

See more by logging into your KnowledgeWave Account



Pathways to Supervision 5-Day In-Person Training



KnowledgeWave Online Trainings & Webinars



Mentoring Program Become a Mentor or Mentee

VISIT OUR WEBSITE

Department of Human Resources Corner

Don't Forget!

It is the responsibility of every Supervisor to inform DHR as soon as your employee gives notice. AOT has implemented off-boarding best practices to include encouraging an exit interview be provided by DHR. The sooner DHR is made aware an employee is leaving, the sooner this exit interview can be scheduled, paperwork can be processed, and positions can be recruited! Got questions? DHR is happy to assist you; don't hesitate to [send us an email!](#)

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