



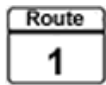
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

MAY 2010

Upcoming Learning Activities



Corporate Competencies

Individual Development Plan (IDP) Workshop: A Road Map for Your Career

Learn the significance of developing an IDP and how it benefits employees, supervisors, and the Federal Highway Administration (FHWA). Learn how to develop the IDP content using the Learning Highway and the competency frameworks.

Audience: All employees

When: Thursday, May 13 from 1:30 to 3:30 (Eastern)

Item ID: FHWA-T-421003

Scheduled Offering: 32175 – Training Coordinators, please **DO NOT** create a new item for this workshop.

Link to join the Web conference: <http://fhwa.na3.acrobat.com/idpworkshop/>

Teleconference number to access audio portion: 866.910.2179

Pass Code: 4309055

Type: Web conference

Contact: Nicole Hicks, 202.366.1202

Information System Security Awareness Training (ISSAT) 2010

We will soon announce the new mandatory Information System Security Awareness Training (ISSAT) 2010, which is required by the Federal Information Security Management Act (FISMA). The training must be completed by all employees and contractors who access Department of Transportation (DOT) Information Systems. Currently, we are waiting for the broadcast message with instructions.

Employees: The FHWA will place this item under all federal employees' learning plans in the Electronic Learning and Management System (ELMS).

Contractors: Contractors will be given a CD to take the training.

We will keep you informed when more information becomes available. If you have questions, please contact Araceli Rivera at 202.366.1209 or e-mail her directly at Araceli.Rivera@dot.gov.

Sexual Harassment for Employees

The Office of Civil Rights will present many learning programs during FY10. The May webconference will provide FHWA employees with the definition of sexual harassment, the elements of a sexual harassment claim, and information regarding how to recognize and prevent sexual harassment. Please be aware that you can share your connection by joining your group in your office's conference room to view the presentation using one connection.

(Training Coordinators will provide rosters to Araceli Rivera to capture employee participation).

Target Audience: All FHWA Employees

Topic: Harassment Compliance

When: Thursday, May 27 from 1:00 to 3:00 (Eastern)

Item ID: FHWA-T-02601. Training Coordinators, please DO NOT create a new item for this workshop.

Type: Web conference

Contact: Araceli Rivera, 202.366.1209 or at Araceli.Rivera@dot.gov

Getting Started with Outlook 2007

Recently, our computers were upgraded from Microsoft Outlook 2003 to Microsoft Outlook 2007. Need help with the new Outlook 2007 features? There is a 1.5 hour online course in ELMS available on "Getting Started with Outlook 2007" that you may be interested in taking.

Description

Microsoft Outlook 2007 is an application used to manage your communication needs. It allows users to send and receive e-mail messages and it keeps tasks, notes, appointments, and daily activities in one convenient location. This course addresses the basic features and functionality of Outlook 2007, including how to create e-mail messages, view and reply to incoming e-mails, and how to find information using Outlook 2007's basic Help features.

Revised FHWA Portal (SharePoint) Training

The Knowledge Application Team (KAT) invites you to take part in our restructured FHWA Portal (SharePoint) training.

SharePoint training is a series of redesigned courses that will provide you with the information you need to begin using the portal, and SharePoint, successfully. This restructured training includes six courses. Depending on your level of activity and usage in the FHWA Portal (SharePoint), you may be interested in the first two, four, or all six courses. See below for details on how all these courses work together.

For each level of training series the Web-based training is a pre-requisite for the Web conference training.

A **USER** is anyone who uses the FHWA Portal for daily business.

A **POWER USER** is anyone who uses the FHWA Portal for daily business and also works with some of the more powerful features or helps design and maintains SharePoint sites.

SITE OWNERS administer and govern SharePoint sites and have the highest level of permissions available in the FHWA Portal. The core Site Owner trainings are mandatory for anyone with those permissions but the trainings may also be of interested to some power users.

Audience: All FHWA employees

Contact: FHWAPortalAdmin@dot.gov

Initial Training: An Introduction to SharePoint and the FHWA Portal

SharePoint 100 – Web-based training

User Training: For general users in the FHWA Portal

SharePoint 101: <http://fhwa.na3.acrobat.com/sp101wbt/>

SharePoint 102:

[Tuesday, May 18th](#)

[Wednesday, June 2nd](#)

[Monday, June 14th](#)

Power User Training: For users who wish to customize their FHWA Portal sites

SharePoint 201: <http://fhwa.na3.acrobat.com/sp201wbt/>

SharePoint 202:

[Friday, May 21st](#)

[Friday, June 4th](#)

[Wednesday, June 16th](#)

Site Owner Training: For Site Owners in the FHWA Portal

SharePoint 301: <http://fhwa.na3.acrobat.com/sharepoint301/>

SharePoint 302:

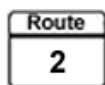
[Thursday, May 27th](#)

[Tuesday, June 22nd](#)

Audience: All FHWA employees

FHWA Portal: <http://one.dot.gov/fhwa/Pages/Default.aspx>

Contact: FHWAPortalAdmin@dot.gov



Leadership Competencies

Monthly Managers Web Conference

Please register in ELMS under the Scheduled Offering and Item ID listed below.

Target: Senior executives, supervisors, managers, and team leaders

Topic: Awards and Recognition (Speaker: Michele Moorehead-Lee)

When: Wednesday, May 26 from 2:00 to 4:00 (Eastern)

Item ID: FHWA-T-340031

Scheduled Offering: 33265 - Training Coordinators, please **DO NOT** create a new item for this workshop.

Link to join the Web conference: <http://fhwa.na3.acrobat.com/mgrmonthly/>

Teleconference number to access audio portion: 866-650-7955

Pass Code: 1288253

Type: Web conference

Contact: Nicole Hicks, 202.366.1202

Equal Employment Opportunity (EEO) Complaint Process for Managers and Supervisors

The Office of Civil Rights will present an overview of the EEO complaint process, along with information regarding managers, supervisors, and team leader's roles and responsibilities.

Target Audience: Senior executives, supervisors, managers, and team leaders

Topic: Civil Rights and Equal Employment Opportunity

When: Thursday, June 3 and Thursday, June 24 from 1:00 to 3:00 (Eastern)

Item ID: FHWA-T-00611 – Training Coordinators, please DO NOT create a new item for this workshop.

Type: Web conference

Contact: Araceli Rivera, 202.366.1209 or at Araceli.Rivera@dot.gov

EEO Mediation Process for Managers and Supervisors

The Office of Civil Rights will present an overview of the mediation process for the EEO complaint process, along with information regarding managers, supervisors, and team leader's roles and responsibilities.

Target Audience: Senior executives, supervisors, managers, and team leaders

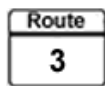
Topic: Civil Rights and Equal Employment Opportunity

When: Thursday, September 2 and Tuesday, September 28 from 1:00 to 3:00 (Eastern)

Item ID: FHWA-T-00600 – Training Coordinators, please DO NOT create a new item for this workshop.

Type: Web conference

Contact: Araceli Rivera, 202.366.1209 or at Araceli.Rivera@dot.gov



Professional Competencies

National Discipline Learning and Development Seminar in Memphis, Tennessee

In FY10, the FHWA will host the second National Discipline Learning and Development Seminar to support professional development in the core engineering disciplines. Discipline Champions have been working collaboratively to develop multidisciplinary programs that will address the technical learning and development needs identified in recent surveys of Field Engineers working in the Structures, Hydraulics, and Geotechnical disciplines. The seminar will offer participants the opportunity to select from an extensive range of technical training sessions across a variety of engineering subjects. This is also a great opportunity for cross-discipline discussions on core engineering topics and information sharing on emerging issues and best practices.

Seminar: Engineering II (Structures, Hydraulics, and Geotechnical)

Dates: May 10 through 14

Location: Memphis, TN

All Federal Aid and Federal Lands Highway Field and Headquarters engineers are invited to participate in this seminar; however, the Learning and Development Group is funding (airfare, lodging and M&IE) to attend the Engineering Discipline Seminar only for GS 11-13 Field Engineers from Division Offices, the Resource Center, and Federal Lands Highway.

If you have any questions about the seminar or participation criteria, please contact Zia Burleigh, Discipline Seminar Program Manager, at zia.burleigh@dot.gov or 202.366.1896.

Congestion Management Process Workshop in Florida

The FHWA Resource Center staff will deliver its Congestion Management Process Workshop on May 12 to the Florida Division Office staff, the Florida Department of Transportation, area metropolitan planning organizations, and other local partners. The program includes: Overview/Big Picture of Congestion; The 8-Step Process; an exercise on Creating Goals, Objectives and Performance Measures; an exercise Report Out Session; a session on including Management and Operation of the transportation system in Long Range Plans; and a discussion on Strategies and Tools. Additionally, workshop participants will participate in exercises related to one million population areas and 200,001 population areas.

If you are interested in scheduling a similar workshop in your State, please contact: Ben Williams, Metropolitan Planning Specialist, Planning Technical Services Team, FHWA Resource Center, 404.562.3671, ben.williams@dot.gov.

National Highway Institute (NHI) Innovations Web conference (SR500)

Continuous Flight Auger (CFA) piles have been a popular foundation choice for several years. Recently, a number of Federal, State, and local transportation agencies have begun to approve CFA piles on a project-specific basis with the consideration of technical feasibility, suitable project conditions, project performance requirements, construction quality control and assurance procedures, and cost. Commonly referred to as Auger Cast-in-Place (ACIP) piles, CFA piles were identified by AASHTO and FHWA as a technology with a very high probability for successful implementation on highway projects because they reduce cost and accelerate construction. CFA pile systems have been observed to be significantly faster and less expensive for certain applications than current deep foundation alternatives used in geotechnical applications. This session will cover transportation applications, design and construction of CFA piles, and advancements in quality control and quality assurance. The session will highlight the state of the practice within the United States and internationally.

When: Thursday, May 20 from 2:30 to 4:00 (Eastern)

Registration: To register for this free Web conference please go to the [NHI Web site](#) and complete the registration form.

Contact: For questions about the Web conference please contact NHIinnovations@dot.gov.

National Highway Institute (NHI) Courses with FHWA Seats Available

Each NHI session opens three seats for FHWA participants. Visit www.nhi.fhwa.dot.gov for the latest information on sessions, and contact your FHWA Training Coordinator to request enrollment in a session. Here is a link to view the list of NHI sessions with FHWA seats for June 2010: [NHI Courses with FHWA Seats Available](#)

Just-in-Time Training

It is important for employees to find information on learning opportunities in the shortest time possible. The Just-in-Time Training link on the Learning Highway, located on StaffNet <http://intra.fhwa.dot.gov/opt/training/training.htm>, was created to provide quick access to the most current discipline information related to e-learning, instructor-led training, workshops, webinars, videoconferences, training conferences, etc. Visit our link to learn what's going on in the professional disciplines of Infrastructure, Planning, Environment and Realty, Freight Management and Operations, and Safety.

Please visit the link below:

http://staffnet.fhwa.dot.gov/opt/training/agencywide_training/Professional_jtm.htm

Project Management Course - HQ

We are currently planning an in-house Project Management Course for employees who are assigned or could be assigned to major projects. Employees from local offices in the Washington, D.C. area such as Eastern Federal Lands Highway and Office of Infrastructure will be the priority group for attendance at this session. Participants will receive a Project Management Associate Certificate after successfully completing the course.

Date: Monday, June 21 through Thursday, July 1

Location: Eastern Federal Lands Highway in Sterling, VA

Contact: For additional information, contact Thomas Nelson at 202.366.5041 or via e-mail at Thomas.Nelson@dot.gov.

Project Management Course - Field

We are currently planning a Project Management Course for **FIELD** employees who are assigned to major projects. Employees who were previously approved last year will be the priority target group for

attendance at this session. Participants will receive a Project Management Associate Certificate after successfully completing the course.

Date: Monday, July 19 through Friday, July 30

Location: Western Federal Lands Highway in Vancouver, Washington

Contact: For additional information, contact Thomas Nelson at 202.366. 5041 or via e-mail at Thomas.Nelson@dot.gov.

Rotational Assignments

Interested in expanding your horizons? The FHWA and the DOT offer resources you can use to gain work experiences.

The DOT Rotational Assignment Program or DOT RAP offers rotational assignments throughout the DOT. You can explore assignments with other operating administrations and increase your multimodal awareness.

You can check the offerings at: <http://onerap.ost.dot.gov/>

The FHWA offers no-travel or low travel developmental experiences via the FHWA Temporary/Developmental Assignment Clearinghouse. The clearinghouse offers developmental opportunities you can undertake while working in your home town. The clearinghouse provides FHWA offices with short-term help and, importantly, provides you with experiences not often available without leaving home. You can check the offerings at:

<http://intra.fhwa.dot.gov/opt/training/development/Clearinghouse/devlopactivities.htm>

Both of these programs are available to all employees. Bookmark these sites and check often for the latest opportunities.

Items of Interest

The National Highway Institute (NHI) Moved to a New Office

NHI's new address:

1310 North Courthouse Road

Suite 300

Arlington, VA 22201

Phone: 703-235-0500

Highlights of Recent Learning Activities

Basic Sign Language Classes

The Learning and Development Group offered two 8-week Basic Sign Language classes to FHWA employees working in the Washington metro area during the 2nd quarter of FY 2010. Ten participants successfully completed the first course on March 24. The second course is nearing its completion.

Participants were introduced the basics of American Sign Language (ASL), learned the alphabet in finger spelling, vocabulary words in sign language, visual-gestural communication techniques, and basic conversational skills in ASL. Participants learned to describe items, people, and objects through sign language, facial expressions, body language, and gestures. In addition, they learned information about the Deaf Community and its culture.

The instructor is deaf and is a professional ASL instructor from Gallaudet University. His effectiveness in teaching ASL was excellent. He created an interesting and engaging classroom atmosphere. Not only was he very knowledgeable of the subject matter, but also provided participants with visual aids, games, group exercises, and materials. As the class progressed, students became more comfortable in using ASL and were very supportive of each other.

We are pleased to have the same instructor for the Refresher Sign Language course. This course began in April 27 and will conclude in May. The refresher course provides an opportunity for participants to refresh vocabulary words and review chapters in the textbook from the previous Basic Sign Language class under the supervision of an instructor.

Eastern Federal Lands Highway Division (EFLHD) 2010 Mentoring Program Kick-Off Meeting

On March 11, 2010, EFLHD in Sterling, Virginia, held their 2010 Mentoring Program Kick-Off meeting.

Lynda Moore, EFLHD's Mentoring Program Administrator, and Sherri Sander, EFLHD's Mentoring Program Coordinator, provided a presentation highlighting the history of the mentoring program, characteristics of a good mentor/mentee, and expectations for the 2010 program. The meeting provided an opportunity for mentees to meet with their assigned mentor and work together to develop the mentee's development plan for 2010. Potential mentee development activities include shadowing, visiting project sites, attending meetings, and taking advantage of various training opportunities to achieve a pathway to success through self-development.

Mentors for 2010 are Yanina Kirtley, Damon Hassan, Barbara Sheffer, Alan Teikari, Laurin Lineman, and Terri Miller. Mentees are Carlos Castro, Kossi Amenyo Adjaka, Lahoucine Ouhssayne, Adam Fisher, Edward Dominicci, Josue Pluguez, and Katerina Roman.

The EFLHD Mentoring Program evolved in 2004 as a result of a Leadership Development Academy (LDA) project and has enjoyed remarkable success at EFLHD.

Initiative to Improve I-2-I Mini Training Sessions

In 2005, the Eastern Federal Lands Highway Division (EFLHD) initiated mini training sessions. These mini training sessions were titled Initiative to Improve (I-2-I). Since then, various branches throughout the Division have sponsored these mini training sessions. The intent of the I-2-I session is to assist designers, engineers, technicians, and other staff with a variety of engineering or Federal Lands Highway (FLH)-related subjects. Training is provided to learn basic concepts uniformly. These mini training sessions are held each year in EFLHD. They hosted I-2-I sessions on a variety of topics such as: Geographic Information Systems (GIS), Fundamentals of Geometric Highway Design, How to Request a Personnel Action, How to Request Training, Construction Cost Estimating and Unit Price Analysis, and Machine Control Construction, and 3D Design.

In March 2010, the EFLHD Professional Development Office (PDO), held a I-2-I session on "Conducting Mid-Year Performance Reviews". Thirty supervisors and team leaders participated. The training included discussions on Eight Steps in Conducting a Mid-Year Performance Review, dealing with unacceptable performance, and what to document on the FHWA 1552, Performance Appraisal form.

Contact information

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