



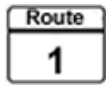
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

MARCH 2011

Upcoming Learning Activities



Corporate Competencies

Time for Safety Campaign

Recently, FHWA Headquarters employees received an email from Patricia Toole, Director, Office of Human Resources, regarding the 2011 Time for Safety Campaign.

Headquarters employees are required to complete the "Safety Orientation for the DOT Headquarters Building" (DOT_DOT_M90-000001 or DOT_DOT_M90-000001-ACCESSIBLE) in the Talent Management System (TMS) by **March 18, 2011**. The course has already been uploaded into employees' Learning Plans.

Information regarding safety training for field employees and on-site contractors will be provided during March.

For more information, please visit [2011 Time for Safety Campaign](#).

If you have any questions, please contact Crystal Taylor at Crystal.Taylor@dot.gov.

Career Advancement Series

The *Career Advancement Series* is a webinar series for all Federal Highway Administration (FHWA) employees. It is intended to provide information and guidance for success in the FHWA.

Please register in the Talent Management System (TMS) under the Scheduled Offering and Item ID list below. If you have any questions, please contact Suzy Tyson at suzy.tyson@dot.gov.

Topic: Interview Skills

When: Tuesday, March 15 from 2:00 to 4:00 (Eastern)

Item ID: DOT_FHWA-T-04903

Scheduled Offering: 14205

Link to join the Web conference: <http://fhwa.adobeconnect.com/CareerAdvancement>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

Topic: How to Apply for FHWA Jobs

When: Tuesday, April 12 from 2:00 to 4:00 (Eastern)

Item ID: DOT_FHWA-T-04903

Scheduled Offering: 14206

Link to join the Web conference: <http://fhwa.adobeconnect.com/CareerAdvancement>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

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

The monthly IDP workshops serve as a great resource for employees who want to create or update their IDPs. Participants will learn the significance of developing an IDP and how it benefits employees, supervisors, and the FHWA. The sessions will also provide guidance about using the Learning Highway, competency frameworks, and the Talent Management System (TMS) to develop IDP content.

Please register in TMS under the Scheduled Offering and Item ID list below. If you have any questions, please contact Crystal Taylor at crystal.taylor@dot.gov.

When: Thursday, March 3 from 2:00 to 4:00 (Eastern)

Item ID: DOT_FHWA-T-421003

Scheduled Offering: 12630

Link to join web conference: <http://fhwa.adobeconnect.com/idp>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

When: Thursday, April 7 from 2:00 to 4:00 (Eastern)

Item ID: DOT_FHWA-T-421003

Scheduled Offering: 12631

Link to join web conference: <http://fhwa.adobeconnect.com/idp>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

Talent Management System Training for Employees and Training Coordinators

The Department of Transportation recently announced mandatory training for all Federal employees. As the mandatory training must be completed in the Talent Management System (TMS), we will be hosting TMS training sessions that will provide an overview of the functions and capabilities of TMS and will also allow employees to ask questions about the system. Additionally, separate training sessions will be offered to specifically address the role of Training Coordinators (TC) and their specific TC level of access in TMS.

Employees that have not yet logged into their TMS account, or are currently unable to access their user accounts, should contact the TMS Help Desk at 1.888.367.1622 (option 3, option 4).

Please register in the Talent Management System under the Scheduled Offering and Item ID list below. The scheduled offerings for these trainings are:

All-Employee Training:

Tuesday, March 8

2:00 pm to 3:00 pm (EST)

Item ID: DOT_FHWA-T-232011

Scheduled Offering: 14209

Thursday, March 17

11:00 am to 12:00 pm (EST)

Item ID: DOT_FHWA-T-232011

Scheduled Offering: 14210

Training Coordinator Training:

Wednesday, March 9

2:00 pm to 3:00 pm (EST)

Item ID: DOT_FHWA-T- 232010

Scheduled Offering: 14207

Tuesday, March 17

2:00 pm to 3:00 pm (EST)

Item ID: DOT_FHWA-T- 232010

Scheduled Offering:14208

Please use the following information to join any of the scheduled offerings listed above:

Link to join the Web conference: <http://fhwa.adobeconnect.com/tms/>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

New Employee Orientation for Headquarters Employees

The Office of Human Resources is hosting the annual New Employee Orientation (NEO) for Headquarters employees on Tuesday, March 1 and Wednesday, March 2 in the Department of Transportation Conference Center.

During NEO, new employees from the Washington DC Metropolitan area are given the opportunity to network with their peers as well as be introduced to FHWA's organization, leaders, programs, goals, and business processes.

Eligible employees have already been identified and each Program Office has received the list of employees within their office that have been invited to attend. If you have any questions, please contact Suzy Tyson at suzy.tyson@dot.gov.

Preparing for Retirement Webinars

The “Preparing for Retirement” webinars have been very popular. They are now available to all employees so they can better understand the financial components of their retirement and how to prepare for it.

Webinars cover:

- the Federal Employee’s Retirement System (FERS),
- the Civil Service Retirement System (CSRS), and
- Financial Planning for Federal Employees

Each topic is presented in five 90-minute webinars on discrete topics. Complete all five webinars to receive the equivalent of one full day of instruction on that topic. For example, to learn about FERS retirement planning, listen to five 90-minute webinars on that topic. The webinars are offered on five different days and are offered in a consecutive order (webinar 1, 2, 3, 4 and 5). If interested, please register in TMS.

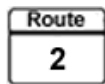
Target Audience: All FHWA employees

When: Multiple dates and times through April 14

There is a schedule of the webinars on the Learning Highway website under the Hot Lanes section. Click on the “Retirement Planning Webinars” tab and then choose the “Calendar and webinar access information”. Click on this access link to take you directly to the schedule:

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

Contact: Steven Graham, steven.graham@dot.gov



Leadership Competencies

Manager’s Monthly Meeting

The Monthly Managers Web Conference is part of our ongoing effort to provide FHWA managers, supervisors, and team leaders with learning and development opportunities; however, all employees are welcome to attend.

Please register in TMS under the Scheduled Offering and Item ID list below. If you have any questions or concerns, please contact Suzy Tyson at suzy.tyson@dot.gov.

Topic: Workman’s Compensation/Alternative Work Schedules

When: Wednesday, March 30 from 2:00 to 4:00 (Eastern)

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 12598

Link to join the Web conference: <http://fhwa.adobeconnect.com/managersmonthly/>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278

Topic: End of Year Performance Review and Awards

When: Wednesday, April 27 from 2:00 to 4:00 (Eastern)

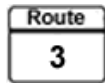
Item ID: DOT_FHWA-T-340031

Scheduled Offering: 12599

Link to join the Web conference: <http://fhwa.adobeconnect.com/managersmonthly/>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 3478278



Professional Competencies

Updated Course: TCCC Plan Reading Series (134108)

The ability to read plans is essential for anyone involved in highway and/or bridge construction. This training contains modules covering both basic plan reading instructions, as well as in-depth instruction for those seeking more information or a review of highway plan reading.

The Transportation Curriculum Coordination Council (TCCC) in partnership with the National Highway Institute (NHI) is pleased to offer this comprehensive plan reading training series. This training is recommended for TCCC levels II - IV.

To streamline registration and enable participants to take some or all of these trainings, we have created a new plan reading series option. When a participant registers for the [TCCC Plan Reading Series \(134108\)](#), they will be automatically registered for all 8 modules. The following modules are included in the series:

Module 1:

[Highway Plan Reading Basics \(134108A\)](#) describes the foundational information needed to begin reading and understanding highway plans, including an overview of the title page and its components, station numbers, townships, and quantity estimates.

Module 2:

[Grading Plans \(134108B\)](#) reviews the information found in the Grading Plans (sheets that begin with "B") section of a highway plan.

Module 3:

[Traffic Control Plans \(134108C\)](#) reviews the information found in the Traffic Control Plans (sheets that begin with "C") section of a highway plan.

Module 4:

[Erosion and Sediment Control Plans \(134108D\)](#) reviews the information found in the Erosion and Sediment Control Plans (sheets that begin with "D") section of a highway plan.

Module 5:

[Right of Way Plans \(134108E\)](#) reviews the information found in Right of Way Plans for a highway project.

Module 6:

[County Plans \(134108F\)](#) reviews the information found in a county plan.

Module 7:

[Bridge Plans \(134108G\)](#) reviews the information found in a bridge plan.

Module 8:

[Culvert Plans \(134108H\)](#) reviews the information found in a culvert plan.

Contact: For more information about this course and other NHI courses, please visit the NHI Web site at www.nhi.fhwa.dot.gov.

FHWA Portal (SharePoint) Training

Has anyone ever asked you to document how you did something? Consider using SharePoint. SharePoint is a tool for centralized information sharing and collaboration in a web-based location.

HOW IT WORKS

SharePoint captures the process leading up to the creation of a draft, the drafts themselves, the final version, workflows and approvals that happened during document creation, and conversations and related tasks that took place during the document creation.

BENEFITS TO YOU

SharePoint can also streamline your workflows by creating a common workspace for everyone to use. It facilitates knowledge sharing among newer and more experienced employees, from a new college graduate to a retiree with 40 years of knowledge and experience.

Visit the KAT (Knowledge Application Team) SharePoint site to learn more and register for an upcoming Training session open to all FHWA employees.

<https://one.dot.gov/fhwa/help/Page%20Library/Training.aspx>

FHWA Web Conferencing – It's in Your Hands

Would you like to know how to schedule and manage your own web conferences? Consider becoming a Named User through the KAT.

HOW IT WORKS

As a Named User in Adobe Connect 8, you will have autonomy to schedule your own meetings, designate additional people to become meeting hosts or presenters in your room, use a dedicated teleconferencing number, design your own meeting rooms, and learn more about best practices in web conferencing.

BENEFITS TO YOU

When you become a Named User to host web conferences, all aspects of running the meeting are in your hands. The KAT team will serve as technical advisors to help you become master hosts when using the Adobe Connect 8 tool.

So if you have projects coming up that will require your colleagues to collaborate from multiple locations in an interactive environment, then web conferencing may be a good solution to meet your needs.

Sound Interesting? The KAT is offering Named User Training once a month at different times to accommodate all FHWA employees from coast to coast.

To register for an upcoming Training session click on the following link:

<http://emergent.adobeconnect.com/f87969225/>

Note: If you are a first time registrant, you may have to establish a user name & password with our vendor Emergent Technologies.

Items of Interest

Competitive Learning Opportunities

In the beginning of the 2011 fiscal year, a call went out for interested candidates to apply for FHWA competitive learning opportunities. Three webinars were conducted in October and November 2010 on the application process for these learning opportunities.

While the Office of Human Resources conducted evaluation panels to review applications, the 2011 programs will depend on the resolution of the FY 2011 budget and availability of resources. Applicants will be contacted when additional information is available.

Contact Information

Laurie Montgomery
Team Leader, Talent Development Division
202.366.9437
Laurie.Montgomery@dot.gov

Crystal Taylor
Human Resources Specialist, Talent Development Division
202.366.1150
Crystal.Taylor@dot.gov

Lilly Pinto
Communications Specialist, NHI
703.235.0958
Lillian.Pinto.ctr@dot.gov
