



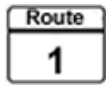
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

JUNE 2011

Upcoming Learning Activities



Corporate Competencies

Federal Leadership on Reducing Text Messaging While Driving

On June 1, 2011, The Department of Transportation (DOT) released the “Federal Leadership on Reducing Text Messaging While Driving” online course in the Talent Management System (TMS). The purpose of this training is to educate DOT employees on the dangers of distracted driving and new Federal guidelines implemented by Executive Order [13513](#), which requires that each federal agency adopt measures to communicate these mandates and ensure compliance.

All Federal Highway Administration (FHWA) employees must complete the training in the Talent Management System (TMS) no later than August 31, 2011.

If an employee doesn't have a driver's license, the course is still of value. Executive Order 13513, which led to course's development, encourages all employees to be aware of the dangers associated with distracted driving. As a passenger, an employee can influence the choice to avoid texting while driving.

For more information about the course and detailed instructions for completing the course in the Talent Management System, please visit [Federal Leadership on Reducing Text Messaging While Driving](#).

Career Advancement Series

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

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.

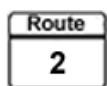
Topic: How to Succeed: Career Advancement
When: Tuesday, June 21 from 2:00 to 4:00 (Eastern)
Item ID: DOT_FHWA-T-04903
Scheduled Offering: 15662
Link to join the Web conference: <http://fhwa.adobeconnect.com/CareerAdvancement>
Teleconference number to access audio portion: 1.888.675.2535
Pass Code: 1120496

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

The monthly *IDP Workshop* serves 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 FHWA. The sessions will also provide guidance about using the Learning Highway, competency frameworks, and TMS to develop IDP content.

Please register in TMS under the Scheduled Offering and Item ID list below. Please note the April and May sessions will cover the same information. If you have any questions, please contact Crystal Taylor at crystal.taylor@dot.gov.

When: Thursday, June 2 from 2:00 to 4:00 (Eastern)
Item ID: DOT_FHWA-T-421003
Scheduled Offering: 12633
Link to join web conference: <http://fhwa.adobeconnect.com/idp>
Teleconference number to access audio portion: 1.888.675.2535
Pass Code: 1120496



Leadership Competencies

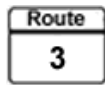
Manager's Monthly Meeting

The *Monthly Managers Meeting* 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 Crystal Taylor at Crystal.Taylor@dot.gov.

Topic: Recruiting, Hiring, and Providing Reasonable Accommodations for Persons with Disabilities
When: Wednesday, June 29 from 2:00 to 4:00 (Eastern)
Item ID: DOT_FHWA-T-340031
Scheduled Offering: 12601
Link to join the Web conference: <http://fhwa.adobeconnect.com/managersmonthly/>

Teleconference number to access audio portion: 1.888.675.2535
Pass Code: 1120496



Professional Competencies

Linking Freight to Planning and the Environment - 139005

The National Highway Institute (NHI) is hosting a session of “Linking Freight to Planning and the Environment” (139005) at its new and improved facilities in Arlington, VA, from June 28 to 29, 2011. Please plan to join us for this innovative training.

Location: NHI, 1310 N. Courthouse Rd., Suite 300, Arlington, VA 22201

Course Description: This 2-day course is designed to assist public and private sector transportation planners and engineers, environmental planners, and freight planners better address and more effectively integrate freight and environment considerations in the planning and project development processes. The course will emphasize applicable and recent case studies from all modes of transportation to demonstrate the range of practices that are available to small, medium, and large metropolitan planning organizations (MPOs), as well as urban and rural State DOTs. The training will also cover exercises on analysis techniques and tool application.

The course is designed for transportation, freight, and environmental planners, specialists, and engineers from State DOTs, the U.S. DOT, MPOs, FHWA, and local jurisdictions. Personnel from State and Federal Resource Agencies, such as the Environmental Protection Agency, U.S. Fish and Wildlife Service, and the Army Corps of Engineers are also encouraged to attend this training.

How to Register: Go to the NHI Web site, www.nhi.fhwa.dot.gov, to register for this training. For additional registration information, please contact Sharon Alloway sharon.alloway.ctr@dot.gov or 703-235-0553.

Cost: There is no cost for FHWA employees to attend this course.

Introduction to Federal-Aid Right of Way (ROW) Requirements for Local Public Agencies (LPAs) – 141050

Location: NHI, 1310 N. Courthouse Rd., Suite 300, Arlington, VA 22201

Course Description: As part of the Nation’s economic recovery program, States and local governments will be receiving millions of dollars to fund local infrastructure projects. Any transportation project funded with Federal dollars must comply with the provisions under the

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act).

This new course provides LPAs and those responsible for the oversight of LPAs with a working knowledge of Federal requirements and procedures for acquiring property for Federally-funded transportation projects.

Additionally, the 2-day introductory course focuses on applying the Uniform Act and related Federal regulations to specific situations and issues. Designed as a hands-on, highly interactive learning experience, course instructors guide participants through a series of ROW problem solving exercises and large group discussions.

Those with limited ROW knowledge are encouraged to register for NHI 141045, "Real Estate Acquisition under the Uniform Act: An Overview," a free Web-based training course, prior to participating in this course.

The course is designed for those within LPAs who are responsible for acquiring ROW for Federally-funded projects; as well as those responsible for oversight of LPAs, FHWA personnel, consultants, Federal and State staff, and other interested parties.

How to Register: Go to the NHI Web site, www.nhi.fhwa.dot.gov, to register for this training.

Cost: There is no cost for FHWA employees to attend this course.

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

The Learning Highway Express SharePoint Site

You may have noticed a new addition to the FHWA SharePoint Portal! Recently, the Talent Development Division launched the [Learning Highway Express](#).

The site features the latest information about mandatory training, learning and development programs, a calendar of events, and much more! The Learning Highway Express offers employees a one-stop-shop to find current, useful information quickly. The site also provides links to other helpful information found on StaffNet's Learning Highway.

Also, the Talent Development Division welcomes your input to help make the Learning Highway Express a great site. If the site is missing something or you would like to offer suggestions to make it more user-friendly, check out the discussion boards and give us your feedback!

Sign Up to Receive the Learning Highway Newsletter

Would you like the different learning opportunities mentioned above to come to you? Sign up to receive the monthly *Newsletter* [here!](#)

If you would like to stop receiving the *Newsletter*, please send an email to Crystal Taylor at Crystal.Taylor@dot.gov.

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