



## FHWA SPEED MENTORING!

Join us for a new, innovative approach to mentoring via **SPEED MENTORING**. **SPEED MENTORING** expands the opportunity for more FHWA staff to participate in mentoring.

Unlike traditional mentoring, FHWA's **SPEED MENTORING** experience is a one-to-many relationship brought to your office virtually. These are facilitated sessions where panelists respond to pre-set experience and value-based questions.

This events will provide participants with a fast-paced opportunity to hear Agency Leaders share information about their career journey, lessons learned, challenges and advice on a number of topics (Giving Thanks, Inspirations, Successes, Overcoming Obstacles, Career Risks, Dealing with Family, and Relationships, etc.).

Three web conferences have been scheduled. *To register click the dates you want to attend.*

- **Wednesday September 19<sup>th</sup>, 2:00 – 3:30 PM ET**
  - Clara Conner – WFLHD
  - Elissa Konove – OCFO
  - Tom Smith – WV DO
  - Butch Waidelich – DFS West
  
- **Thursday October 18<sup>th</sup>, 2:00 – 3:30 PM ET**
  - Jan Brown – DFS South
  - Rick Suarez – CFLHD
  - Bob Tally – TX DO
  - Jim Cheatham - HEPP
  
- **Thursday November 15<sup>th</sup>, 2:00 – 3:30 PM ET**
  - John Baxter -HIF
  - Joyce Curtis – HFL
  - Amy Lucero – OTS
  - Melisa Ridenour – EFLHD

Please note all sessions will be recorded for later viewing.

For questions and reasonable accommodation request, please contact Karen Pinell at [Karen.Pinell@dot.gov](mailto:Karen.Pinell@dot.gov).



## Corporate Competencies

### Upcoming Learning Activities

#### Human Trafficking Awareness Training

In support of the White House Initiative to eliminate human trafficking and slavery, DOT, along with the Departments of Homeland Security, Justice, Labor, Defense, Education and Health and Human Services, is participating in an interagency effort to combat human trafficking. A key aspect of DOT's effort is for all Departmental employees to complete Human Trafficking General Awareness training by **October 31**.

The Human Trafficking General Awareness training has been assigned to the Training Management System (TMS) To-Do List of all FHWA employees, except for Contract Specialists (GS-1102), who will be required to complete a different course. You can access the training at: <https://tms.nbc.gov/plateau/user/login.jsp>. The expected time it will take you to complete this training is approximately 30 minutes.

Contract Specialists (GS-1102) will be required to complete a separate course, approximately one-hour, through FAITAS covering information specifically tailored to contracting. Because of redundant information between courses, Contract Specialists will only be required to complete the FAITAS course. The completion of the Contract Specialist course is also due by **October 31**. Guidance regarding this course will be handled in a separate communication to the contracting community.

For more information about this White House Initiative, please click [here](#).

#### Career Advancement Series

The *Career Advancement Series* is a webinar series that provides information and guidance to employees for use in planning their career at FHWA. Employees will gain knowledge and tools to chart their own course for learning, performance improvement, and career development.

During the month of August, employees will learn “**How to Apply to FHWA Jobs**”. Join us as members from the Classification and Staffing Team educate employees on applying to positions and creating action and accomplishment based resumes.

This webinar will teach employees a process for evaluating risk, the “risk-reward” connection, and the tools and skills for connecting with their risk-taking side.

For a tentative schedule of upcoming *Career Advancement Webinars* or presentations from previous sessions, please click [here](#).

To register for this session in the [TMS](#), search for the title “*Career Advancement Series*” in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are registering for the right session. If you have any questions, please contact Crystal Taylor at [Crystal.Taylor@dot.gov](mailto:Crystal.Taylor@dot.gov).

**Topic:** How to Apply to FHWA Jobs

**When:** Tuesday, August 21 from 2:00 to 4:00pm (Eastern)

**Item ID:** DOT\_FHWA-T-04903

**Scheduled Offering:** 20593

**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 learn the significance of developing an IDP and how it benefits employees, supervisors, and FHWA. The sessions also provide guidance about using the Learning Highway, competency frameworks, and TMS to develop IDP content.

During the August *IDP Workshop*, employees will specifically learn how to create their IDP using the new TMS 6.3 system. Please note it is not a requirement for employees to complete their IDPs in TMS.

To register for this session in [TMS](#), search for the title “*Individual Development Plan Workshop*” in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are registering for the right session. If you have any questions, please contact Crystal Taylor at [Crystal.Taylor@dot.gov](mailto:Crystal.Taylor@dot.gov).

**When:** Wednesday, August 8 from 2:00 to 3:30pm (Eastern) (New Date!)

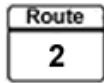
**Item ID:** DOT\_FHWA-T-421003

**Scheduled Offering:** 20604

**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

### Upcoming Learning Activities

#### Management and Supervision Forum

The *Management and Supervision Forum*, previously known as the *Monthly Managers Meeting*, is part of our ongoing effort to provide tools and resources to FHWA managers, supervisors, team leaders and all employees who are interested in learning about supervision and management.

To register for the sessions listed below in [TMS](#), search for the title “Management and Supervision Forum” in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are registering for the right session. If you have any questions, please contact Michele Moorehead at [Michele.Moorehead@dot.gov](mailto:Michele.Moorehead@dot.gov).

**Topic:** How to Bridge the Generation Gap

**When:** Wednesday, August 29 from 2:00 to 4:00pm (Eastern)

**Item ID:** DOT\_FHWA-T-340031

**Scheduled Offering:** 22102

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

**Teleconference number to access audio portion:** 1.888.684.8852

**Pass Code:** 2556052

**Topic:** Leading from Any Position

**When:** Wednesday, September 26 from 2:00 to 4:00pm (Eastern)

**Item ID:** DOT\_FHWA-T-340031

**Scheduled Offering:** 22103

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

**Teleconference number to access audio portion:** 1.888.684.8852

**Pass Code:** 2556052

**Topic:** How to Manage Change

**When:** Wednesday, October 31 from 2:00 to 4:00pm (Eastern)

**Item ID:** DOT\_FHWA-T-340031

**Scheduled Offering:** 22104

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

**Teleconference number to access audio portion:** 1.888.684.8852

**Pass Code:** 2556052

## Heads-Up! New Webinar Training for FHWA Managers and Supervisors

Did you know October is National Disability Awareness Month? In honor of National Disability Awareness Month, the Office of Human Resources will be hosting a webinar for managers and supervisors titled *Best Practices in Hiring People with Disabilities*.

Stay tuned as logistics will be announced in the next newsletter!

### Learning News You Can Use

## Free OnDemand Supervisory Training Videos

The Talent and Development Division is offering access to a host of excellent anytime,anywhere training opportunities. In particular, six highly acclaimed training videos, each with a short quiz, are available for anytime, anywhere viewing between now and the end of September. Videos include the following:

1. **After All, You're the Supervisor!** - Designed for new and seasoned supervisors and team leaders, shows "the key to effective supervision, teaching nine components of supervisory success;"
2. **A Leader's Guide to Delegating** - Outlines a solid process for delegating and gives valuable insight to both new and experienced managers;
3. **Positive Discipline** - Teaches a simple, yet highly effective, 5-step process for correcting negative performance;
4. **Free Radicals of Innovation** - Consists of nine components on how to utilize creativity and innovation to fine solutions for challenges within organizations, families, and communities;
5. **Respectful Communication** - Shows how interpersonal communication can make or break productivity and morale. Teaches techniques for ensuring that we understand what someone has said, care about the way we come across to others, and show people we value their ideas; and
6. **Respectful Workplace** - Combines dramatic vignettes and helpful on screen hosts to illustrate four things individuals must do to ensure that their workplace is respectful and inclusive.

To access the videos, please click [here](#). If you are a new user to CRM Learning, you must register. Follow the instructions in the box titled "First Time User?" You can use your DOT email address and a password. If you have registered with CRM Learning before, type in your email address and password.

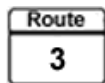
For more information about these training videos, please contact Olivia Alexander at [Olivia.Alexander@dot.gov](mailto:Olivia.Alexander@dot.gov).

## Leadership Competency Certificate Program

The Leadership Competency Certificate program will be ending on August 6. Currently 72 participants are completing the program individually and 65 additional participants are completing the program as part of a group in a FHWA division office.

The program provides participants with leadership training via webinar and online courses. Participants must attend six out of 10 webinars in a six-month period as well as complete 24 online courses in TMS. The webinars and online courses introduce the participants to three leadership models that are emphasized in greater detail in FHWA's classroom based leadership training. Those leadership models are: emotional intelligence, FHWA leadership competencies and the Office of Personnel Management's Executive Core Qualifications model which is the Federal leadership model.

For more information about this program, please contact Steven Graham at [Steve.Graham@dot.gov](mailto:Steve.Graham@dot.gov).



## Professional Competencies

### Learning News You Can Use

#### 2012 Financial Management Training Session for Administrative Professionals

On August 26 and 27, members of the Administrative Support Staff Discipline (ASSD) located in the Southern region of the country participated in the 2012 Financial Management Training Session for Administrative Professionals in Atlanta, GA.

During the day and a half workshop, 31 participants received training in competency areas critical for job functions within the ASSD. In addition, the training session had a focus on financial management competencies including the FHWA Purchase Card Program, GOE and budget, travel regulations, and internal controls.

This training session is the first of four that will be taking place for the ASSD. The next training session will be taking place August 14-15 in Lakewood, CO for ASSD members located in the Western region of the country. Overall, the session was a success and the ASSD is looking forward to future sessions. Here's some of the comments provided by participants on the training's success.

*I think this training will help me increase my performance when I get back to the office. It was informative, clear and extremely helpful. I am very new...I am very lucky that I was able to attend [this training session] early on.*

*It was very nice to have the opportunity to network with other admin folks.*



*This learning experience was a great opportunity that will continue to be helpful in my job.*



## **New Instructor-led Trainings from NHI!**

The National Highway Institute's (NHI) 3-day [Stream Stability and Scour at Highway Bridges \(135046\)](#) course provides participants with comprehensive training in the prevention of hydraulic-related bridge failures. Course participants will receive training in conducting a stream stability classification and qualitative analysis of stream response and make estimates of scour at a bridge opening.

Material for the course comes primarily from two Hydraulic Engineering Circulars (HEC), "Evaluating Scour at Bridges" (HEC-18), 5th Edition (2012), and "Stream Stability at Highway Structures" (HEC-20), 4th Edition (2012). The effects of stream instability, scour, erosion, and stream aggradation and degradation are covered. Quantitative techniques are provided for estimating long-term degradation and for calculating the magnitude of contraction scour in a bridge opening. Procedures for estimating local scour at bridge piers and abutments for simple and complex substructures are also provided. A comprehensive workshop integrates qualitative analysis and analytical techniques to determine the need for a Scour Plan of Action for correcting stream instability and scour problems. For this 3-day course, the host agency will

need to select 3 optional topics (out of 8 possible topics). Course instructors will contact the host prior to the course to complete a pre-course questionnaire, determine optional topics to be taught, and discuss the course schedule.

This comprehensive training provides preventive techniques for identifying, analyzing, and calculating various hydraulic factors that impact bridge stability. Public and private sector engineers responsible for maintaining the integrity of highway bridges will find it invaluable.

Prior to the beginning of the course, participants are strongly encouraged to enroll in the following Web-based training (WBT) courses: 135091 Basic Hydraulic Principles Review, 135086 Stream Stability Factors and Concepts, and 135087 Scour at Highway Bridges: Concepts and Definitions. Mastery of the concepts covered in these WBTs will enhance participation in the Instructor-led training.

In addition, NHI's 3-day [Culvert Design \(135056\)](#) course provides participants with an in-depth, hands-on understanding of how to hydraulically size and design a highway culvert. The course covers a range of design topics, including allowable headwater at the inlet, permissible outlet velocity, energy dissipation measures, aquatic organism passage, mechanisms of culvert failures, and repair and rehabilitation options.

Material for this 3-day course is primarily derived from the Hydraulic Design Series No. 5 (HDS 5), Hydraulic Design of Highway Culverts textbook, which is provided to participants. Additional references used throughout this course include Hydraulic Engineering Circular No. 14 (HEC-14); Hydraulic Design of Energy Dissipaters for Culverts and Channels; HEC-26, Culvert Design for Aquatic Organism Passage; and HEC-9, Debris Control Structures, Evaluation, and Countermeasures. Course topics include culvert design principles and procedures and debris control structures. Throughout the course, participants engage in a number of workshops where problems are completed, both long-hand and with a computer using the FHWA HY-8 Culvert Hydraulic Analysis and Design Program. Additionally, a portable hydraulic flume is set up in the classroom for the participants to observe hydraulic principles associated with various culvert configurations, aquatic organism passage features, and culvert linings.

At the end of this course, participants will be able to apply fundamental engineering concepts, methods, and the HY-8 computer program to analyze and design culvert crossings meeting a variety of hydraulic and environmental design criteria.

Prior to taking this course, participants are strongly encouraged to enroll in the WBT entitled, 135091 Basic Hydraulic Principles Review. Mastery of the concepts covered in this WBT is important to successful completion of the Instructor-led training.

For more information about these courses, please visit the [NHI Website](#).

## **NHI-hosted Trainings in Arlington, VA!**

In response to requests from the transportation community, NHI will host a series of NHI courses at our training facilities located in Arlington, VA. NHI will present its most popular courses and others not widely offered in individual States.



NHI's modern facilities feature the tools and equipment necessary to ensure a productive and engaging learning environment. Additionally, NHI is housed within 15 minutes of the Nation's capital. NHI welcomes the opportunity to host transportation professionals from across the country as well as from the D.C. metro area.

Upcoming courses include:

[142005 NEPA and Transportation Decision Making](#)

For more information about upcoming trainings at NHI's training facilities, be sure to [subscribe to NHI News and Updates](#).

## **The Policy Guidance Center – Now Available on the Web**

The Federal-aid Highway Program Policy and Guidance Center (PGC) is now available on the Web. Previously, the PGC was only available to FHWA employees, but now anyone may access this “one-stop shop” for information on policy and guidance documents issued by visiting <http://www.fhwa.dot.gov/pgc/>.

The PGC provides users a way to locate up-to-date policy, guidance, and other relevant decision-making information. The content and ownership of documents posted on the site remains with the originating office, and the PGC provides electronic access, via links, to the documents you need.

The PGC allows users to sort documents by category (such as policy, guidance, legislation, and regulation) or topically by discipline and sub-discipline. Users may also do quick and advanced searches for documents through a cross-referenced, keyword search engine. The PGC has enabled faster, more efficient access to official documents and has already improved the consistency and quality of program delivery.

The Policy & Guidance Center includes documents from all disciplines that deliver programs administered by the Federal Highway Administration. The PGC is a vital tool in FHWA's Discipline Support System.

Visit the PGC on the web at <http://www.fhwa.dot.gov/pgc/>.

## **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.

## **HOW TO REGISTER**

Visit the Knowledge Application Team (KAT) 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>

## **The Knowledge Application Team (KAT) Presents: FHWA's Web Conferencing User Forum**

View Demos, Practice New Features, Ask Questions and Exchange Ideas, Tips and Tricks with Other Users!

FHWA's Web Conferencing User Forum provides an interactive online environment for vibrant discussion of Web Conferencing and ways to increase the effectiveness of your events. To register please go to <http://fhwa.adobeconnect.com/registerdemo>.

## **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.

For more information, please contact the Knowledge Application Team at [webconferencing@dot.gov](mailto:webconferencing@dot.gov).



## Items of Interest

### TMS Course of the Month: Connecting and Communicating

“Connecting and Communicating (**TMS Course Number:** TMS\_comm\_08\_a02\_bs\_enus)” will provide employees with methods of emotionally connecting with people in way that capture their attention and interest. This course will teach different methods to build trust and rapport and will also provide the opportunity to develop critical negotiation skills in communication, like active listening, body language, and applying power words to conversations.

If you have recently completed a course in TMS, have found it beneficial, and would like to share what you have learned with other FHWA employees, submit a brief synopsis about that particular course for the *TMS Course of the Month* to Crystal Taylor at [Crystal.Taylor@dot.gov](mailto:Crystal.Taylor@dot.gov).

### The Learning Highway Express SharePoint Site

You may have noticed a new addition to the FHWA SharePoint Portal! Recently, the Talent Development Division (TDD) 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, TDD 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](mailto:Crystal.Taylor@dot.gov).



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