



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.*

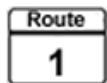
- **Wed September 19th, 2:00 – 3:30 PM ET**
 - Clara Conner – WFLHD
 - Elissa Konove – OCFO
 - Tom Smith – WV DO
 - Butch Waidelich – DFS West

- **Thurs, October 18th, 2:00 – 3:30 PM ET**
 - Jan Brown – DFS South
 - Rick Suarez – CFLHD
 - Bob Tally – TX DO
 - Jim Cheatham - HEPP

- **Thurs, November 15th, 2:00 – 3:30 PM ET (Postponed from August 30th)**
 - 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.



Corporate Competencies

Upcoming Learning Activities

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.

The next webinar in the *Career Advancement Series* will be held in October on “**Resume Skills.**” Have you been actively seeking positions in FHWA? Are you aware of the type of information you need to include in your resume to impress a hiring manager? Do you know how to effectively market yourself through your resume? Join us as representatives from the Office of Human Resources provide valuable information on resume writing.

Please note the topic for September’s webinar has been postponed and will be rescheduled at a later time.

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.

Topic: Resume Skills

When: Tuesday, October 23 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-04903

Scheduled Offering: 20595

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.

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.

When: Thursday, September 6 from 2:00 to 4:00pm (Eastern) (New Date!)
Item ID: DOT_FHWA-T-421003
Scheduled Offering: 20605
Link to join web conference: <http://fhwa.adobeconnect.com/idp>
Teleconference number to access audio portion: 1.888.675.2535
Pass Code: 1120496

Learning News You Can Use

FHWA New Employee Orientation for Field Employees

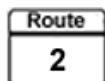
From August 28 – 30, 73 new FHWA employees from across the country attended New Employee Orientation (NEO) for Field Employees at the Department of Transportation Headquarters in Washington, DC.

This three-day introductory course taught new employees about the Agency’s business practices and procedures, and participants had the opportunity to tour the Turner Fairbank Highway Research Center in McLean, VA.

New employees spent the three days learning about the Federal-aid process, the Civil Rights program, and integrity in public service. In addition to learning about the Discipline Support System, participants were also able to spend some time meeting with leaders and members of their professional Disciplines. This summer’s NEO also included three panel discussions with

Senior Executives on topics like the organization, key initiatives and programs, and legislative and congressional budget processes.

For more information about NEO and to view the agenda and presentations from the week's events, please visit the [NEO Homepage](#).



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.

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/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

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/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

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

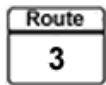
Free OnDemand Supervisory Training Videos

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 find solutions for challenges within organizations, families, and communities;
5. **Respectful Communicator** - 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.



Professional Competencies

Learning News You Can Use

Office of Innovative Program Delivery offers Major Project Management Training to California Division Staff

The Office of Innovative Program Delivery provided training for over 25 California Division employees to earn their Associates and Masters Major Project Management Certificates in July and August.

From July 18-25 employees completed two courses to receive an Associates Certificate for Project Management. Employees had an opportunity to learn techniques to effectively manage and organize small and low risk projects through two courses; Project Management Principles (3 days) and Leadership and Communication Skills for Project Managers (3 days). Employees were excited to learn their personal styles and how to resolve conflict with others.

The employees then continued their training from August 13-24, 2012 to earn their Masters Certificate in Project Management. Employees completed the courses Managing Scope, Schedule and Cost (3 days); Project Risk Management (2 days); Negotiation Skills (2 days); and Project Management Simulation (3 days). The training focused on evaluation and validation of cost estimates; how to analyze project performance and recommend corrective action; preparing a risk management plan; and applying negotiation skills to real-world situations.

At the end of these learning opportunities, employees have enhanced their knowledge of project management and now are prepared to put their learning into action on the major projects.

For more information about Project Management, please contact Thomas Nelson at (202) 366-5041.

Updated Instructor-led Training from NHI!

[Spread Footings: 132037 LRFD Design and Construction](#) course replaces the National Highway Institute (NHI) training 132037 Shallow Foundations, which was developed in 2001. Designed in accordance with the AASHTO Bridge LRFD Specification, 5th Ed., 2010, the course describes basic principles and state-of-the-practice analysis, load and resistance factor design (LRFD) procedures, and construction procedures for shallow foundations in soil and rock with particular application to transportation facilities.

The main topics covered are LRFD procedures for spread footings, vertical stress distribution, tolerable settlement criteria, settlement criteria in coarse-grained soils, settlement in fine-grained soils, time rate of consolidation settlement in fine-grained soils, bearing resistance in soil and rock, sliding resistance in soil and rock, problematic soils and ground improvement techniques, and inspection and construction monitoring methods for spread footings. Group exercises are interspersed throughout the course, enabling participants to be actively involved in the learning experience. This course provides FHWA recommended technical guidance in accordance with standard of practice for design and construction of spread footings for LRFD.

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

Popular NHI Trainings to be Hosted 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 offer our most popular courses and others not widely offered in individual States.

NHI's modern facilities offer four training rooms that feature the tools and equipment necessary to ensure a productive and engaging learning environment. Additionally, we are located within 15 minutes of the Nation's capital. We welcome the opportunity to host transportation professionals from across the country as well as from the DC metro area.

Upcoming courses include:

[134065 Risk Management](#)

October 30-November 1, 2012

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.



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.

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.



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