



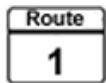
U.S. Department  
of Transportation  
Federal Highway  
Administration



A monthly feature for FHWA employees

JUNE 2010

## Upcoming Learning Activities



### Corporate Competencies

#### Information System Security Awareness Training (ISSAT) 2010

The mandatory Information System Security Awareness Training (ISSAT) 2010 is required by the Federal Information Security Management Act (FISMA). All employees and contractors who have access to DOT information systems must complete this training by June 25, 2010. Non-completion by June 25 can result in loss of access to DOT networks and systems including e-mail and internet access.

If you have any technical questions regarding launching this course, please contact Araceli Rivera at 202.366.1209 or e-mail her directly at [Araceli.Rivera@dot.gov](mailto:Araceli.Rivera@dot.gov).

#### New Employee Orientation

The New Employee Orientation (NEO) for field office employees will be conducted in Headquarters from Tuesday, August 3 through Friday, August 6. In June, field office will receive information regarding those new employees identified for participation.

Additional information is available from Suzy Tyson, 202.366.1157 or Fred Shwaery, 202.366.1170.

#### Career Advancement Series

The "Career Advancement Series" is a four-part 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 Electronic Learning and Management System (ELMS) under the Scheduled Offering and Item ID list below.

**Topic:** Individual Development Plan: A Road Map to Your Career

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

**Item ID:** FHWA-T-04903

**Scheduled Offering:** 34180 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** How to Apply for a FHWA Job

**When:** Thursday, June 10 from 2:00 to 4:00 (Eastern)

**Item ID:** FHWA-T-04903

**Scheduled Offering:** 34181 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** Interviewing Skills

**When:** Thursday, June 17 from 2:00 to 4:00 (Eastern)

**Item ID:** FHWA-T-04903

**Scheduled Offering:** 34182 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** How to Succeed in FHWA

**When:** Thursday, June 24 from 2:00 to 4:00 (Eastern)

**Item ID:** FHWA-T-04903

**Scheduled Offering:** 34183 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** Mentoring

**When:** Wednesday, July 21 from 2:00 to 3:30 (Eastern)

**Item ID:** FHWA-T-340031

**Scheduled Offering:** 33501 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

## Revised FHWA Portal (SharePoint) Training

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

**Audience:** All FHWA employees

**Contact:** [FHWAPortalAdmin@dot.gov](mailto:FHWAPortalAdmin@dot.gov)

**User Training** - A *User* is anyone who uses the FHWA Portal for daily business.

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

SharePoint 102: [Wednesday, June 2](#)

[Monday, June 14](#)

**Power User Training** - A *Power User* is anyone who uses the FHWA Portal for daily business and works with some of the more powerful features or helps design and maintains SharePoint sites.

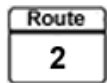
Pre-requisite: SharePoint 201: <http://fhwa.na3.acrobat.com/sp201.wbt/>

SharePoint 202: [Friday, June 4](#) [Wednesday, June 16](#)

**Site Owner Training** – A *Site Owners* administers and governs SharePoint sites and has 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.

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

SharePoint 302: [Tuesday, June 22nd](#)



## Leadership Competencies

### Managers Monthly Web Conference

**Topic:** The New Alternative Work Schedule Policy

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

**Item ID:** FHWA-T-340031

**Scheduled Offering:** 31523 – Training Coordinators, please DO NOT create a new item for this workshop.

**Link to join the Web conference:**

**Teleconference number to access audio portion:** 800.988.0375

**Pass Code:** 1310179

**Contact:** Nicole Hicks, 202.366.1202

### Special Webinar Series for Supervisors and Managers

The Special Webinar Series for Supervisors and Managers is intended for all FHWA executives, managers, supervisors, and team leaders; however, all employees are welcome to attend. It is intended to provide participants with the tools needed for interviewing and hiring new employees as well as providing helpful information to employees on how to succeed in the FHWA.

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

**Topic:** Conducting Job Interviews and Reference Checks

**When:** Wednesday, July 7 from 2:00 to 3:30 (Eastern)

**Item ID:** FHWA-T-340031

**Scheduled Offering:** 33500 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** Coaching Employees

**When:** Thursday, July 15 from 2:00 to 3:30 (Eastern)

**Item ID:** FHWA-T-340031

**Scheduled Offering:** 33502 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

**Topic:** Mentoring

**When:** Wednesday, July 21 from 2:00 to 3:30 (Eastern)

**Item ID:** FHWA-T-340031

**Scheduled Offering:** 33501 – Training Coordinators, please DO NOT create a new item for this workshop.

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

**Teleconference number to access audio portion:** 800.475.0552

**Pass Code:** 1800678

**Contact:** Nicole Hicks, 202.366.1202

## Leadership Competency Certificate Program (LCCP)

The Leadership Competency Certificate Program (LCCP) continues its series of webinars with a June 17 book review on “The Power of Inclusion” with a guest speaker, Rolando Garcia, who has presented on this topic to multiple corporate leadership groups. Thanks to Olivia Parker Alexander, FHWA Diversity Manager, for arranging this book review.

## Building Foundation for Visionary Leadership (BFVL)

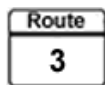
Building Foundation for Visionary Leadership (BFVL) will be conducted during second week of June. This year John Baxter, the program’s Executive Sponsor, has prepared a strong program with support from the FHWA Executive Leadership team. Speakers will include Administrator Victor Mendez, Deputy Administrator Gregory Nadeau, Executive Director Jeff Paniati and most of the executive leadership team.

The participants have been working conducting research and preparing to present on a critical issue facing the FHWA. They will present to executives on the final day of the program.

## Leadership Decision Making

The next session of the Leadership Decision Making course is only a days away. This year, 12 participants, 4 coaches, and 2 executive moderators will meet in Lakewood Colorado for the kick-off.

Jan Brown, Division Administrator in Texas and Clara Conner, Division Engineer for Western Federal Lands Highway Division lead this six-week blended-learning course. The participants and coaches meet for the kick-off and three additional reporting sessions. The reporting sessions are virtual using the webinar and videoconferencing.



## Professional Competencies

## The National Road Pricing Conference in Texas

The National Road Pricing Conference, co-sponsored by the FHWA and the Transportation Research Board, will be conducted in Houston, TX, from June 2 through 4. If you have questions about Road Pricing, plan to attend this event. Register at: <http://tti.tamu.edu/conferences/nrp10/>

On June 2, participants will take a Technical Tour of Katy Freeway Managed Lanes. On June 3, participants will be offered general sessions on finance/economics, planning and operations, and environmental and social impacts. The conference will wrap up with an Interactive HOT Lanes workshop on June 4. For more information, please contact Jessie Yung at [jessie.yung@dot.gov](mailto:jessie.yung@dot.gov), 202.366.4672; or Angela Jacobs, at [angela.jacobs@dot.gov](mailto:angela.jacobs@dot.gov), 202.366.0076.

# Items of Interest

## New Location for National Highway Institute (NHI)

The NHI moved to a new location in Arlington near the Courthouse Metro Station (Orange Line). The new training facility features four classrooms including one computer lab, as well as a large student lounge complete with work stations and laptop connections. The office includes 63 work spaces and three conference rooms, two of which have video teleconference capability. The new office also is home to the Universities and Grants Program, the Technology Partnership Program, the Knowledge Application Team, and the Program Management Improvement Team.

For more information and to reserve conference or training space, please contact Sharon Alloway at 703.235.0553 or [Sharon.Alloway@dot.gov](mailto:Sharon.Alloway@dot.gov)

National Highway Institute  
1310 N. Courthouse Road, Suite 300  
Arlington, VA 22201

703.235.0500

## Adobe Connect Server Maintenance

The Knowledge Application Team (KAT) completed the first revised Adobe Connect Server Maintenance process. The KAT will conduct scheduled server maintenance including the removal of all user content and recordings from the Adobe Connect Server, on the first business day of each quarter.

Here are some recommended successful content management options for people who have stored content on the Adobe Connect Server.

- If you would like to keep content on the server, complete this form (<http://fhwa.na3.acrobat.com/servequestform/>) and email it to [webconferencing@dot.gov](mailto:webconferencing@dot.gov) at least 10 business days before the scheduled maintenance.
- If there is content you would like to save in a different location, follow the instructions at [http://fhwa.acrobat.com/server\\_content](http://fhwa.acrobat.com/server_content).
- Leave any unwanted content on the server and the KAT will remove it during the scheduled maintenance.

The next scheduled server maintenance will occur on July 1, 2010. If you have any questions regarding this process, please contact the KAT at [Webconferencing@dot.gov](mailto:Webconferencing@dot.gov).

# Highlights of Recent Learning Activities

## Refresher Sign Language Class

The Learning and Development Group offered a Refresher Sign Language class in Headquarters. Eighteen individuals who had completed the Basic Sign Language class participated in this course.

The refresher course was designed for individuals who completed the Basic Sign Language course become more fluent in American Sign Language (ASL). Vocabulary and grammar were applied and

expanded on with an emphasis on receptive skills. Information about the Deaf Community and its culture were included.

## **Leadership Development Academy (LDA)**

The Central Federal Lands Highway Division (CFLHD) hosted the Leadership Development Academy (LDA) Refresher Course conducted by Ann Crouch on March 31. Twenty participants from the Lakewood FY-07 and FY-09 classes attended the one-day course. Participants were from (CFLHD), the Colorado Division, the Lakewood Administrative Service Team, the Resource Center, and Western Federal Lands Highway Division. Ricardo Suarez, CFLHD Division Engineer, gave the opening address and Joe Dailey, Division Administrator in Wyoming, spoke during the Outstanding Leader segment.

Ann Crouch developed the format based on feedback from FY-07 and FY-09 participants and coaches. Topics included reclaiming personal power, behavior window, stress management, listening skills, and teambuilding strategies. Participants were asked to share real-life experiences of self-awareness, self-management, building relationships and how their lives had changed since graduation from the LDA.

## **Contact information**

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