



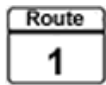
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

JULY 2010

Upcoming Learning Activities



Corporate Competencies

New Employee Orientation

We are pleased to announce the upcoming New Employee Orientation (NEO) for field office employees. NEO is designed to introduce new employees to Federal Highway Administration (FHWA)'s organization, leaders, programs, goals, and business processes.

Each office received confirmation of their new employees' attendance. Additional information about NEO can be found at: <http://intra.fhwa.dot.gov/opt/training/development/neo/>

Audience: Field office new employees

When: Tuesday, August 3 through Friday, August 6

Where: Department of Transportation Headquarters Conference Center

Contact: Suzy Tyson, 202.366.1157 or Fred Shwaery, 202.366.1156

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

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, July 14](#)

[Monday, August 2](#)

[Tuesday, August 24](#)

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

Pre-requisite: SharePoint 201: <http://fhwa.na3.acrobat.com/sp201wbt/>

SharePoint 202: [Friday, July 16](#)

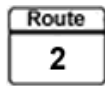
[Wednesday, August 4](#)

[Thursday, August 26](#)

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: [Monday, July 19](#) [Tuesday, August 31](#)



Leadership Competencies

Career Advancement Series for Supervisors and Managers

The Career Advancement Series for Supervisors and Managers is intended for all FHWA executives, managers, supervisors, and team leaders; however, all employees are welcome to attend. It provides 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. The first session, Giving Effective Feedback after the Job Interview, was conducted on April 28.

Please register in the Electronic Learning and Management System (ELMS) under the Scheduled Offering and Item ID list below.

Topic: Coaching

When: Thursday, July 15 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: 800-857-1940

Pass Code: 6244142

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: 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: 800-857-1940

Pass Code: 6244142

Contact: Nicole Hicks, 202.366.1202

Topic: Conducting Job Interview and Reference Checks

When: Thursday, July 29 from 2:00 to 3:30 (Eastern)

Item ID: FHWA-T-340031

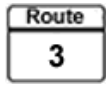
Scheduled Offering: 33500 – Training Coordinators, please DO NOT create a new item for this workshop.

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

Teleconference number to access audio portion: 800-857-1940

Pass Code: 6244142

Contact: Nicole Hicks, 202.366.1202



Professional Competencies

Writing Effective Program Review Reports and Moving People to Action (310119)

Improving writing skills is a key component in the communication process. Improved writing skills can increase the FHWA's ability to motivate the reader to act upon the report's recommendations. Action on the part of the reader will ultimately lead to improved effectiveness in delivering FHWA programs by reducing costs, accelerating project delivery, and improving stewardship and oversight.

The goal of this course is to strengthen writing skills. Participants will learn that effective writing is more than proper punctuation and the ability to use spell-check—it is learning how to write for your audience, the busy reader. Karen Stippich, who works at the FHWA Indiana Division, stated: "I thought this was the most useful course I have taken. It really is a good overall writing course."

This course is primarily intended for those who are responsible for effective report writing. It is anticipated that participants may not have an in-depth writing background. More experienced writers who attend will add to the overall effectiveness of the training through their active participation.

The following are the scheduled sessions for this course:

- 1) **Tuesday, July 6 and Thursday, July 29:** Idaho will host the live instructors with Arizona, Montana, Colorado, and NHI joining remotely. On July 6, the session will begin at 10:30 and conclude around 6:30 (Eastern). On July 7, the session will begin at 10:30 and will conclude around 2:30 (Eastern). There are seats available at NHI Headquarters in Arlington, VA.
- 2) **Tuesday, July 27 and Wednesday, July 28:** Texas will host the live instructors with Louisiana, Missouri, South Dakota, Oklahoma, and the Resource Center at Mattson joining remotely. On July 27, the session will begin at 9:30 and concludes around 5:30 (Eastern). On July 28, the course starts at 9:30 and will conclude around 1:30 (Eastern).
- 3) **Friday, August 6 and Saturday, August 7:** Michigan will host the live instructors with Eastern Federal Lands, Utah, Connecticut, West Virginia and NHI joining remotely. On August 6, the session starts at 8:30 and will conclude around 4:30 (Eastern). On August 7, the course will begin at 8:30 and will conclude around 12:30 (Eastern). There are seats available at NHI Headquarters in Arlington, VA.

Contact: For registration information, please contact the NHI Training Team at 703.235.0534 or email: nhitraining@dot.gov. For more information about NHI courses, visit the NHI Web site at www.fhwa.nhi.dot.gov.

New Highway Safety Manual Webinar Series

The FHWA Resource Center is conducting a series of webinars on the new Highway Safety Manual from June 14 through August 4. Each webinar will last about two hours and will cover a specific topic area related to the Highway Safety Manual (HSM), such as two-lane rural roadway segments, two-lane rural intersections, rural multilane segments, urban/suburban intersections, pedestrians, horizontal curves, etc. Participants can register by clicking on the web links below.

Topic: HSM Applications to Multilane Highways

When: Wednesday, July 7 from 11:00 to 1:00 (Eastern)

Description: HSM crash prediction methodology and crash modification actors for Multi-lane Rural Highway Segments

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20210

Topic: HSM Applications to Urban/Suburban Roads

When: Thursday, July 8 from 11:00 to 1:00 (Eastern)

Description: HSM crash prediction methodology and crash modification factors for Urban/Suburban Roadway Segments

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20211

Topic: HSM and Pedestrians

When: Monday, July 12 from 11:00 to 1:00 (Eastern)

Description: HSM applications to pedestrians.

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20214

Topic: HSM Applications to Horizontal Curves

When: Wednesday, July 14 from 1:30 to 3:00 (Eastern)

Description: HSM applications to Horizontal Curves

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20335

Topic: HSM Relationship to Roadway Departure Crashes

When: Tuesday, July 27 from 1:30 to 3:00 (Eastern)

Description: HSM applications to roadway departure crashes

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20197

Topic: HSM Applications to HSIP

When: Wednesday, August 4 from 1:30 to 3:00 (Eastern)

Description: HSIP examples utilizing the Network Screening, Project Prioritization, and Program Evaluation tools in the HSM

Register at:

https://www.nhi.fhwa.dot.gov/resources/webconference/web_conf_learner_reg.aspx?webconfid=20337

For more information, please contact Gene Ampanaro at 816.329.3909 or gene.ampanaro@dot.gov.

Project Management Training

The FHWA 2010 Project Management Training participants have been selected. This training will be conducted in Vancouver, WA, at the Western Federal Lands Facility, from July 19 through July 30. For travel purposes, note that the first course starts at 8:00 a.m., Monday, July 19 and will be completed late on Friday, July 30. Participants must complete all three courses -- Introduction to Project Management, Risk Management, and Scheduling & Cost Control. Upon completion, participants will receive an Associates Certification in Project Management. If you have any questions, please contact Carl Gottschall at 202.366.1561 or Thomas Nelson at 202.366.5041.

Core Four Complete!

With the recent publication of the 2010 *FHWA Area Engineer Manual* and its distribution to the field, the "Core Four" is now complete. The "Core Four" consists of the four key baseline elements that contribute to what an FHWA Area Engineer needs to know. Constantly honing one's skills in these areas and

keeping up on this information supports the Area Engineer's knowledge, skills, and abilities development. It also furthers the agency's efforts to groom him/her as a member of a seasoned "one-stop-shop" in delivering the Federal-aid Highway Program (FAHP). The four key elements include:

AEM – 2010 FHWA Area Engineer Manual
CPMIG – Construction Program Management and Inspection Guide
CACC – Contract Administration Core Curriculum
CEPR – Conducting Effective Program Reviews

About the Elements

- The 2010 AEM highlights the FHWA field engineer's role in construction stewardship and in assisting the States in delivering a quality construction program. It provides details and tips for effective construction program management and it offers an excellent tool for adding value, enhancing technical expertise, and maintaining accountability.
- The CPMIG highlights the FHWA roles and resources available to assist States deliver a quality construction program. The Guide is intended to complement experience gained on actual construction sites. It was also developed to assist FHWA field engineers in maintaining and improving technical competence and in selecting a balanced program of construction management techniques. The intent is to carry out this program using an appropriate level of risk management.
- The CACC has been around since the late 1980's and it is important to FHWA Area Engineers for contract administration. Answers to about 95 percent of typical contract administration-related questions can be found by referring to it.
- The CEPR training has been expanded from the original version, which was known as "Conducting Reviews that Get Results."

Corresponding Learning Opportunities

A course and a workshop are available on both the CPMIG and the CACC, respectively, through the NHI and the FHWA Resource Center's Construction and Management Technical Service Team.

First, the 1.5-day **CACC course** (available from the NHI) is designed to discuss contract provisions, administrative procedures, and applicable policies related to Federal-aid construction contracts. Discussions will include those contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; and their applicability to construction contracts. There will also be discussion about the detection and reporting of fraud to the DOT Office of the Inspector General. Division offices incur no cost for the CACC class; however, there is a nominal fee for requesting State departments of transportation (see NHI catalogue to enroll).

The 2-day **CPMIG workshop** is offered by the FHWA Resource Center at no charge to either division offices and/or State DOTs. It was created in 2004 and provides more of a "taste of the CACC" along with more in-depth discussion of construction program management related to the "cradle to grave" sequential delivery of the FAHP (planning, environmental, right-of-way, design, construction, and maintenance).

The development of an **AEM class** is currently being considered. A web-based survey is under development and will be out later this summer to assess interest in and if an AEM class is needed.

A **CEPR training** course was delivered to the field by various FHWA Associate Division Administrators. Future CEPR course offerings are being discussed now and webinar options are being planned long-term.

For more information on the Manuals, please contact:

Area Engineer Manual: Jeff Lewis at 916.498.5035, jeff.lewis@dot.gov

Construction Program Management and Inspection Guide: Jeff Lewis at 916.498.5035, jeff.lewis@dot.gov

Contract Administration Core Curriculum Guide: Douglas Townes at 404.562.3914, douglas.townes@dot.gov

Conducting Effective Program Reviews: Denise Bednar at 708.283.3503, denise.bednar@dot.gov

Items of Interest

National Highway Institute (NHI)'s New Partnership

Recently, the NHI participated in a ceremony to finalize a partnership agreement with the Deep Foundations Institute (DFI). This agreement, initiated by Silas Nicholas, FHWA Senior Geotechnical Bridge Engineer, allows the NHI to combine resources with DFI to offer selected courses from the Geotechnical Curriculum through DFI according to the needs of the organization's members. The primary goals of the cooperative partnership are to:

- Establish a framework for coordinated delivery of FHWA, NHI geotechnical engineering training on multiple platforms through DFI.
- Promote the coordinated effort to build the professional capacity of practitioners designing; constructing; and inspecting deep foundations for roadways, bridges, and other transportation structures.
- Advance the common mission of FHWA and DFI through training and education for practicing engineers, technicians, contractors, service suppliers and manufacturers, and other geo-professionals.

Highlights of Recent Learning Activities

Building the Foundation for Visionary Leadership (BFVL)

Building the Foundation for Visionary Leadership (BFVL) was conducted from Sunday, June 6 through Friday, June 11 at the National Conference Center in Landsdown, VA. The intent of the BFVL program is to address leadership training to employees at GS-12 (team leaders and supervisors) and GS-13 employees. This five and a half day (including evening sessions) residential program was taught by current FHWA leaders, program instructors, and facilitators. Speakers included BFVL Program Sponsor John Baxter, Administrator Victor Mendez, Deputy Administrator Gregory Nadeau, Executive Director Jeff Paniati and most of the executive leadership team.

Forty participants from Headquarters and field offices had the opportunity to interact and learn from approximately 25 guest speakers. This is a project-based course addressing a variety of "problem statements." Through group work, speaker sessions, and round table discussions, participants develop basic skills and attributes of leadership style, emotional intelligence, strategic planning, and communications.

Program Objectives:

- Provide FHWA's potential leaders with the basic skills and attributes of leadership style, emotional intelligence, strategic planning and communications;
- Explain the principles of leadership as they relate to the Senior Executive Service (SES) core qualifications;
- Provide participants an opportunity to interact with and learn from some of FHWA's senior leaders;

- Assist participants in becoming more effective in their roles within their respective organizations; and

Other Program Components

- Myers Briggs Personality Type
- Individual Development Plan
- Leadership Development Plan
- Mentoring/Shadowing Assignment

Strategy Formulation and Implementation (SFI)

Twenty FHWA employees at GS-14 and 15 participated in the Strategy Formulation and Implementation (SFI) for Public Sector Agencies Training (Formerly Power of Vision) from Monday, June 28 through Thursday, July 1. The four-day SFI program was conducted at the Federal Aviation Administration (FAA) Center for Management and Executive Leadership (CMEL) in Palm Coast, FL. Participants gained understanding of Strategic and Business planning processes, and how these apply to their local budget and operations. They practiced developing strategies, implementation plans, and performance measures that will move their organization toward the shared vision. Methodologies included team presentations, an individual videotaped presentation, and case examples.

Contact Information

Fred Shwaery
Chief, Talent Development Division
202.366.1170
Fred.shwaery@dot.gov

Eleni Triantafell
Human Resources Specialist, Talent Development Division
866.769.2718
Eleni.triantafell@dot.gov

Lilly Pinto
Communications Specialist, NHI
202.862.1162
lpinto@icfi.com

Deborah Vocke
Marketing Specialist
FHWA Resource Center
410.962.3744
Deborah.vocke@dot.gov
