



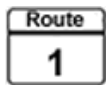
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

AUGUST 2010

Upcoming Learning Activities



Corporate Competencies

New Employee Orientation

During the first week of August, approximately 100 field office employees will come together for the New Employee Orientation (NEO). During the orientation, they will learn more about the Federal Highway Administration's (FHWA) organization, leaders, programs, goals, and business processes. The agenda and other details are at <http://intra.fhwa.dot.gov/opt/training/development/neo/index.htm>

In addition to this NEO session, planning is underway for the February 2011 NEO session for Headquarters employees. Information will be distributed to program offices as details become available.

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, suzy.tyson@dot.gov

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: [Monday, August 2](#) [Tuesday, August 24](#) [Wednesday, September 8](#)

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.

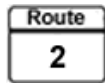
Pre-requisite: SharePoint 201: <http://fhwa.na3.acrobat.com/sp201wbt/>

SharePoint 202: [Wednesday, August 4](#) [Thursday, August 26](#) [Friday, September 10](#)

Site Owner Training – A *Site Owner* 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, August 31](#) [Wednesday, September 29](#)



Leadership Competencies

Manager's Monthly Web Conference

This month's topic is Managing Inclusion

When: Wednesday, August 25 from 2:00 to 4:00 (Eastern)

Item ID: FHWA-T-340031

Scheduled Offering: 33267 – Training Coordinators, please DO NOT create a new item for this workshop.

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

Teleconference number to access audio portion: 800-369-3186

Pass Code: 1321815

Contact: Nicole Hicks, 202.366.1202

Leadership Competency Certificate Program (LCCP)

As the program quickly approaches the September graduation date, the 200 Leadership Competency Certificate Program (LCCP) participants are hard at work completing their SkillsSoft training courses and are completing all of the webinars.

In July, participants had the opportunity to hear from Judy Ashley, the Department of Transportation's Work-Life Advisor, about the importance of wellness and "Leading a Balanced Life." In August, participants will learn about the Executive Core Qualifications which are the leadership competencies that are expected of senior executives in the Federal Government.

Audience: LCCP Participants

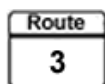
Topic: Executive Core Qualifications

When: Thursday, August 12 from 2:00 to 4:00 (Eastern)

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

Human Resources will add the applicants to ELMS.

Contact: Suzy Tyson, 202.366.1157, suzy.tyson@dot.gov



Professional Competencies

Northern Transportation Air Quality Summit (NTAQS)

The Northern Transportation Air Quality Summit 2010 (NTAQS 2010) will be conducted from Tuesday, August 24 through Thursday, August 26 at the Cambridge Marriott in Cambridge, Massachusetts.

NTAQS, like the Southern Transportation Air Quality Summit, is conducted every two years to discuss current and future regulatory environment, technologies, and current practices vital to the field of air

quality and transportation. Topics such as conformity, the Congestion Mitigation and Air Quality Program, modeling and analysis associated with conformity and project analysis, revision of air quality standards, climate change, and other issues relating to air quality, the environment, and planning are covered.

For additional information, please contact Kevin Black at 410.962.2177, kevin.black@dot.gov

New Course: Underwater Bridge Repair, Rehabilitation, and Countermeasures (130091A)

The National Highway Institute (NHI) has released a new course: Underwater Bridge Repair, Rehabilitation, and Countermeasures. This two-day course provides training on techniques for selecting and executing repairs to below-water bridge elements. The primary course goal is to enable design engineers to select, design, and specify appropriate and durable repairs to below water bridge elements. A secondary course goal is to train staff in effective construction inspection of below water repairs.

The course is intended for design engineers, construction inspectors, resident engineers, and inspection divers who may be engaged in the design, specifications, or inspection of repairs to bridge elements located in and below water. The course also may be of interest to contract administrators responsible for bridge repair or rehabilitation projects.

It is expected that participants will have a working knowledge of bridge terminology, construction materials, and traditional repair technologies. Participants may also have backgrounds in bridge maintenance, repair, or construction. The audience will include persons with a range of education and technical backgrounds.

Contact: For more information about this course and other NHI courses, visit the NHI Web site at www.nhi.fhwa.dot.gov.

New Web-Based Training! 381004 TCCC Commercial Driver's License (CDL) Series – General Knowledge

This training covers general information about safe driving that all commercial drivers should know. The course is provided in three modules. Module one reviews vehicle control, shifting gears, predicting various situations on the road, communication, speed control, and space management. Module two covers night driving, mountain driving, driving in cold and hot weather, and railroad crossings. Module three discusses anticipating hazards, driving and road emergencies, staying alert and fit to drive, and transporting hazardous materials.

The course will not include specific information on air brakes or pre-trip inspection, but you may complete other training in the CDL series to learn more about these areas. For training on air brakes please see course 381005 and for training on pre-trip inspection please see course 381006.

This training was prepared by the Transportation Curriculum Coordination Council (TCCC) in partnership with NHI and is recommended for TCCC levels I and II as well as anyone interested in obtaining a CDL.

Target Audience: This course is designed for anyone interested in learning more about CDLs.

Training Level: Basic

Length: 3 hours

Registration: www.nhi.fhwa.dot.gov

Contact: Chris Newman, 202.366.2023, christopher.newman@dot.gov or Thomas Elliott, 703.235.0319, thomas.elliott@dot.gov

New Web-Based Training! 381005 TCCC Commercial Driver's License (CDL) Series – Air Brakes

This course will discuss the parts of an air brake system, dual air brake systems, and how to inspect and effectively use air brakes. The training is provided in two modules. Module one consists of air brake system parts and dual air brake systems. Module two consists of inspecting air brakes and using air brakes. For those interested in driving a truck or bus with air brakes, or pulling a trailer with air brakes, you will need to take a test on the material mentioned above.

This training does not have specific information on general CDL knowledge or pre-trip inspection. You may complete other training in the CDL series to learn more about them. For training on general CDL knowledge please see course 381004 and for training on pre-trip inspection please see course 381006.

This training was prepared by the Transportation Curriculum Coordination Council (TCCC) in partnership with NHI and is designed for those interested in CDL air brake systems. The course is recommended for TCCC levels I and II as well as anyone interested in obtaining a CDL.

For more information on the CDL examination and requirements that apply to your State, contact your State license agencies.

Target Audience: This course is designed for anyone interested in learning more about CDL air brake systems.

Training Level: Basic

Length: 1.5 hours

Registration: www.nhi.fhwa.dot.gov

Contact: Chris Newman, 202.366.2023, christopher.newman@dot.gov or Thomas Elliott, 703.235.0319, thomas.elliott@dot.gov

Items of Interest

New Learning Highway Posters

Do you want to know of forthcoming events or training classes and help us get the word out? Look for the training classes or workshops being advertised on poster boards throughout the Headquarters building. The posters are filled with important information and updates. Posters will remain on display until the event has ended or updated with new information, or whichever comes first. We are emailing them to the training coordinators so field offices can display them, too.

The National Highway Institute (NHI) Web Site is Getting a New Look!

The NHI is updating its Web site to make it easier to find the resources you need. At the end of June, NHI launched several preview pages for site visitors to experience the new look. These preview pages will give visitors a sample of the changes that will be applied to the entire site over the next few months. Still to come is a new Home Page design, which will make site content more accessible and easier to read, including a left-side navigation bar and site map link to make the Web site easier to use. Overall, the updates will make using the NHI Web site more enjoyable and efficient for everyone. The new design and functionality elements will be applied across the entire site in September 2010.

To check out the new Web site design, please visit the www.nhi.fhwa.dot.gov and browse the preview pages.

Highlights of Recent Learning Activities

Executive Core Qualifications (ECQ) Academy

Recently, 19 participants completed FHWA's Executive Core Qualifications (ECQ) Academy. These participants were GS-14s and GS-15s currently working in FHWA Headquarters. Participants met one day a month for six months. The course stressed team-based activities that developed the ECQs, book reviews, and activities that promoted active listening skills and emotional intelligence.

In addition, participants formed teams and completed a course project. Team members devoted themselves to completing group projects after regular work hours and on weekends. A senior executive coach guided each team. Members of each team interviewed and shadowed the senior executive during the completion of the project.

Thanks to Anne Crouch for serving as the lead instructor. Based on feedback, it was a hugely successful pilot. The program is expected to be repeated later this year.

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