



U.S. Department
of Transportation
Federal Highway
Administration

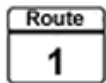


A monthly feature for FHWA employees

SEPTEMBER 2010

Announcement: We wish Fred Shwaery, Chief, Talent Management Division, Office of Human Resources the best in his retirement. He has provided leadership in the development and implementation of the Learning Highway and this monthly newsletter. Laurie Montgomery will serve as the Acting Division Chief.

Upcoming Learning Activities



Corporate Competencies

TMS: The New eLMS

The Department will be migrating to the Training Management System (TMS) and should be completed by October 1st. TMS is operated by National Business Center (NBC/DOI) which is also responsible for our Personnel Payroll System (FPPS). Changes and new features include:

- User ID will change to your official DOT email address (all CAPS)
- New Passwords will be reset to 12 characters
- New talent profile and access communities for social networking within DOT
- Learning History filtering options (by date range, item type and completion status)
- Access to a larger SkillSoft (online courses) catalog
- Expanded TMS Helpdesk assistance to offer tiered technical service based on complexity of problems.

ACTION: We encourage all FHWA employees to complete any online courses that are currently in progress in their learning plans, and to print and maintain a copy of their approved IDP (My plan 2009-2011). Only IDP's "approved" through the system will be migrated to TMS.

Training Coordinators, employees and supervisors will have the opportunity to register for webinars and other types of training that will familiarize them with the new features and functionality of TMS.

Thank you in advance for your support as we make this transition. If you have any questions, please contact Araceli Rivera, FHWA System Administrator, HAHR-Talent Development Division at 202.366.1209 or Araceli.Rivera@dot.gov.

New Employee Orientation

From September 14 through September 16, approximately 60 field office employees will come together for the third New Employee Orientation (NEO) in 2010. We are pleased to introduce these employees to FHWA's leaders, organization, programs, goals, and business processes.

In addition to this NEO session, planning is underway for the next session of NEO for Headquarters employees that will be conducted in early 2011. Information will be distributed to program offices as details become available.

Audience: Field office **new** employees

When: Tuesday, September 14 through Thursday, September 16

Where: Courtyard by Marriott, Capitol Hill/Navy Yard, Admiral Ballroom

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

Formal Mentoring Program

The Office of Human Resources is excited to announce the kick-off of the new FHWA Formal Mentoring Program.

This seven-month formal program provides opportunities for employees in the management pipeline (GS12-14) to interact with senior leaders in a number of different ways. The kick-off session takes place in Baltimore on September 15 and 16. Twenty mentors and their protégés will receive training on the roles and responsibilities in a mentoring relationship, participate in group and individual activities as well as review results of personal and leadership evaluation tools. During the program, protégés will gain insight regarding expectations, receive career guidance, and help translating goals into actions.

In addition to the formal mentoring program, FHWA will develop an informal program that will provide for employee guidance and direction on career advancement in FHWA by seasoned managers and leaders. Stay tuned for more information later in the fall. For questions, comments or other information please contact Nicole Hicks, Program Manager, at 202.366.1202 or via email at Nicole.hicks@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: [Thursday, September 9](#) [Tuesday, September 21](#)

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.

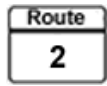
Pre-requisite: SharePoint 201: <http://fhwa.na3.acrobat.com/sp201wbt/>

SharePoint 202: [Friday, September 10](#) [Friday, September 24](#)

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: [Wednesday, September 29](#)



Leadership Competencies

Leadership Competency Certificate Program (LCCP)

During the last year, approximately 225 Leadership Competency Certificate Program (LCCP) participants have been hard at work attending monthly webinars and completing a variety of SkillSoft courses. In August, participants were introduced to Executive Core Qualifications (ECQs) by Melisa Ridenour, Eastern Federal Lands Division Engineer.

The September Graduation webinar will build on Melisa Ridenour's ECQ discussion with Jeff Feldman, our guest speaker, discussing Leading Change.

Audience: LCCP Participants and their supervisor

Topic: Graduation/Leading Change

When: Thursday, September 16 from 2:00 to 4:00 (Eastern)

Details will be sent to participants.

Scheduled Offering: Training Coordinators, please DO NOT create a new item for this workshop. Human Resources will add the applicants to Electronic Learning and Management System (eLMS).

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

The Value of Inside Out Coaching Workshops to Managers

Over the past 2 years about 180 managers, supervisors, and team leaders have had the opportunity to attend one of 9 dynamic 1-day coaching workshops. Inside Out Coaching Workshops are helping our managers learn to effectively coach for both performance and engagement. Managers who attended our Leadership Decision Making Courses were the first to receive the benefits of the workshop. Because of the excitement expressed by our managers about the coaching workshop we offered several additional sessions nationwide. For more information about the Inside Out coaching, visit: <http://www.insideoutdev.com/>

In 2011, the Talent Development Division plans to continue to offer this valuable coaching workshop to managers. If you are interested please contact, Nicole Hicks at 202.366.1202 or contact her via email at nicole.hicks@dot.gov.

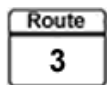
Human Capital Management for Supervisors and Managers

The Office of Human Resources will host a 3.5 day session of Human Capital Management for Supervisors and Managers course on October 19 through 21. The 3-day course will be located in the Washington DC area for current supervisors, team leaders and managers working in the metro area. Approximately 30 slots will be available and priority will be given to new supervisors and team leaders.

This month both the Directors of Field Services North and West will each host a Human Capital Management for Supervisors and Managers course. The course will be hosted in Indianapolis, IN on September 21 through 24 for DFS North and in Sacramento, CA on September 28 through 30 for DFS West. Approximately 30 participants from division offices throughout each DFS will be attending. Max Azizi (DFS North) and Brenda Bryant (DFS West) are the points of contact for these sessions.

Each session of the course provides an overview of a wide range of content including: Merit Principles, Prohibited Personnel Practices, EEO, diversity, classification, pay, staffing and hiring, leave, performance management, conduct and performance actions, grievances and occupational health and safety. Participants will also receive information concerning the federal government's new hiring reform and what the Federal Highway Administration is doing in regards to this current and ongoing reform.

The instructor uses role modeling games, case studies, lectures, discussions, DVDs on course topics and course exercises. Participants receive a 350-page textbook that will serve them as a reference guide after the course is completed. Nicole Hicks is the program manager for the Federal Highway Administration's supervisory and management courses. She can be reached at 202.366.1202 if you have any questions regarding this course.



Professional Competencies

Project Management Associate Certificate Program

Last month more than 20 project managers attended the Project Management Program at Western Federal Lands Highway, Vancouver, Washington. Project managers who attended the three courses (Project Management, Risk Management, and Scheduling and Cost Control) received a Project Management Associate Certificate. For more information, contact Joseph Ramseur at 202.366.6517 or email joseph.ramseur@dot.gov.

New Course – Roundabouts: Designing Intersections for Safety (380096)

The modern roundabout is a proven strategy for increasing the safety and operations of intersections. A well-designed roundabout can reduce the frequency and severity of intersection crashes for all users, including pedestrians and bicyclists. This course highlights the benefits of modern roundabouts and provides participants with the fundamental knowledge needed to plan and apply roundabout intersection projects in their area.

This is an introductory level training with a blend of technical and non-technical planning, design, and operations considerations. The course is geared toward transportation professionals with at least one year of work experience.

Upon completion of the course, participants will be able to:

- Distinguish a modern roundabout from other types of circular intersections
- Describe the safety advantages of roundabouts
- Describe the operational advantages roundabouts provide
- Identify types of locations where roundabouts may be appropriate
- Describe strategies to overcome common barriers to the implementation of roundabouts, such as negative public perceptions
- Describe the key considerations when planning an area's first roundabout
- Apply basic traffic operational models and capacity calculations for roundabouts
- Describe key geometric design principles of a modern roundabout
- Apply signing and marking suggested practices
- Apply design strategies for pedestrians and bicyclists

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

Northwest Geotechnical Workshop

The Northwest Geotechnical Workshop will be held from Monday, September 20 through Thursday, September 23 in Lakewood, Colorado.

Preliminary Agenda:

Monday, September 20 from 5:00 pm to 7:00 pm - Meet and Greet (Homewood Suites)

Tuesday, September 21 from 8:00 am to 4:00 pm - Technical sessions include: Chile Earthquake; the Colorado Department of Transportation's Getting the Shaft: Light Weight Caissons Applied to Land Slide Mitigation; I-5: Southwest Iowa Street Viaduct Bridge Replacement Project, Slope Stability in the Urban Environment; Scoby Slide – New York Route 219, Global and Local Experiences; Colorado Rockfall Simulation Program (CRSP) & Soil Nail Analysis Program (SNAP); FHWA Activities in the Implementation of Hollow Bar Technologies; Smith River Road Soil Nail Walls; and Integration of Geotechnical Asset Management.

Wednesday, September 22 from 8:00 am to 4:00 pm - Technical sessions include: Ross Rockfall Mitigation Project; Implementation and Development of Rockfall Attenuator; A Brand New Rock Cut - What Could Possibly Go Wrong?; Some Landslides You Fix - Some You Name; Legacy Parkway- Lessons Learnt from Backsides Burnt; Field Investigations, Geophysical Surveys, and Determining the Seismic Class at Two Bridge Sites; The Saga Continues - Railroad Multi-plate Woes in South Dakota; Implementation and Delivery of a Risk Reduction Rock Slope; Scaling Program in Washington State; Crossing Alaskan Tundra with Geo Blocks (or everything you should know about arctic plumbing but had no idea to ask); and Idaho Transportation Department (ITD) District Six Maintenance Rockfall Mitigation Program or ITD District Six Rocks.

Thursday, September 23 - Activities include: Case Study - Salmon River Road, and a Field Trip.

Location: The workshop will take place in the Moffett Tunnel Room, FHWA Building, 12300 E. Dakota Avenue, Lakewood, Colorado 80228.

Registration Fee: \$100 (tentative) - includes lunches, break refreshments, field trip, and banquet. The registration fee will be collected at the workshop and is payable in cash or with a check. We will not be able to accept credit card payments this year.

Contact: For additional information, please contact Barry Siel, 720.963.3208, barry.siel@dot.gov.

Items of Interest

Decision Making

Struggling to make a decision? What should I do? Will my decision be the right one? Here is an excellent article on "Making Decisions" from the author, Fatimah Musa, on learning to make decisions for your personal and professional life. The link for this article is: www.decision-making-tools.com/s01.html

Also, you'll find five online courses on Decision Making in ELMS to help you become an effective decision maker.

- Decision Making: Implementation and Evaluation (Length: 2.5 hours)

- Decision Making: Making Tough Decisions (Length: 1 hour)
- Decision Making: The Fundamentals (Length: 1 hour)
- Decision Making: Tools and Techniques (Length: 1 hour)
- Decisions and Risk (Length: 2 hours)

Highlights of Recent Learning Activities

New Employee Orientation for Field Employees

On August 3rd to 6th, approximately 100 of the FHWA's newest field employees attended the New Employee Orientation (NEO) at DOT Conference Center. NEO is coordinated bi-annually by the Office of Human Resources providing participants the chance to delve into the key issues and topics within FHWA, while networking with their peers and having a little bit of fun at the same time. On the first day, following the welcome by the Executive Director, employees participated in presentations that provided a thorough overview of the agency.

On day two, NEO participants went on a trip to the Turner-Fairbank Highway Research Center in McLean, VA for a tour of the facility and its working research laboratories. In addition, participants attended a program fair at DOT Conference Center during which they were asked to select and attend presentations given by various FHWA Program Offices.

On day three, the participants attended sessions to learn how they can make the most out of their careers within FHWA. From Wellness to Human Resources, the panelists and guest speakers offered a view into many issues that will help them not only get to know more about the programs that are available to them as employees, but also about career advancement and the many opportunities that are available at FHWA.

The NEO concluded with discipline meetings that allowed participants to gain a more in-depth look into their own discipline. Overall, employees and speakers alike enjoyed this year's orientation.

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