



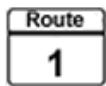
U.S. Department  
of Transportation  
Federal Highway  
Administration



A monthly feature for FHWA employees

JANUARY 2011

## Upcoming Learning Activities



### Corporate Competencies

#### Career Advancement Series

The *Career Advancement Series* is a 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 Talent Management System (TMS) under the Scheduled Offering and Item ID list below. If you have any questions, please contact Suzy Tyson at [suzy.tyson@dot.gov](mailto:suzy.tyson@dot.gov).

**Topic:** How to Get Ahead at FHWA

**When:** Tuesday, January 11 from 2:00 to 4:00 (Eastern)

**Item ID:** DOT\_FHWA-T-04903

**Scheduled Offering:** 12481

**Link to join the Web conference:** <http://fhwa.adobeconnect.com/CareerAdvancement>

**Teleconference number to access audio portion:** 1.888.675.2535

**Pass Code:** 3478278

**Topic:** Interviewing Skills

**When:** Tuesday, January 25 from 2:00 to 4:00 (Eastern)

**Item ID:** DOT\_FHWA-T-04903

**Scheduled Offering:** 12482

**Link to join the Web conference:** <http://fhwa.adobeconnect.com/CareerAdvancement>

**Teleconference number to access audio portion:** 1.888.675.2535

**Pass Code:** 3478278

#### Individual Development Plan (IDP) Workshop: A Road Map for Your Career

The monthly IDP workshops serve as a great resource for employees who want to create or update their IDPs. Participants will learn the significance of developing an IDP and how it

benefits employees, supervisors, and the FHWA. The sessions will also provide guidance about using the Learning Highway, competency frameworks, and the Talent Management System (TMS) to develop IDP content.

Please register in TMS under the Scheduled Offering and Item ID list below. If you have any questions please contact Suzy Tyson at [suzy.tyson@dot.gov](mailto:suzy.tyson@dot.gov).

**When:** Thursday, January 13 from 2:00 to 4:00 (Eastern)

**Item ID:** DOT\_FHWA-T-421003

**Scheduled Offering:** 12628

**Link to join the Web conference:** <http://fhwa.adobeconnect.com/idp>

**Teleconference number to access audio portion:** 1.888.675.2535

**Pass Code:** 3478278

## Preparing for Retirement

**Topic:** Webinars on: the Federal Employees Retirement System (FERS), the Civil Service Retirement System (CSRS), and Financial Planning for Federal Employees.

**Dates:** Webinars will run from January 5, 2011 until April 14, 2011.

**Method of Instruction:** Webinar training

**Point of Contact:** Steven Graham, 202.366.5238 or [steven.graham@dot.gov](mailto:steven.graham@dot.gov)

**Target Audience:** All FHWA employees

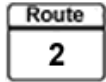
The Office of Human Resources will be providing a series of webinars for all FHWA employees so that they can better understand their retirement and how to prepare for it. The webinar schedule and instructions on how to register for the webinars are posted on Staffnet under the Learning Highway's Corporate Route as well as the Hot Lanes section. Click on this link to take you directly to the: [FHWA Retirement Planning Webinars – Schedule](#)

The webinars cover three topics: FERS, CSRS and Financial Planning for Federal Employees. Each topic is broken down into five ninety-minute webinars. If an employee completes all five webinars, they will have received seven and a half hours or one full day of instruction on that topic. For example, if an employee wants to learn more about FERS retirement planning, they will listen to five ninety-minute webinars on that topic. The webinars will be offered on five different days but will be offered in a consecutive order (webinar 1, 2, 3, 4 and 5). Each topic is offered three times through April of 2011 so if an employee misses one or two webinars in a series they can still attend the webinar that they missed on another date.

To register in TMS, employees will need to login in, go to the Calendar of Offerings which is under the Catalog tab and click on it. Afterwards click on the date of the session you would like to attend; employees will then see a list of offerings for that day as well as a register button on the right hand side of the screen.

Steven Graham is the point of contact for all registration and access issues. To contact Steven please send an email to: [steven.graham@dot.gov](mailto:steven.graham@dot.gov).

For retirement related questions employees should contact their designated benefits specialist.



## Leadership Competencies

### Manager's Monthly Meeting

The Monthly Managers Web Conference is part of our ongoing effort to provide FHWA managers, supervisors, and team leaders with learning and development opportunities; however, all employees are welcome to attend.

Please register in TMS under the Scheduled Offering and Item ID list below. If you have any questions or concerns, please contact Suzy Tyson at [suzy.tyson@dot.gov](mailto:suzy.tyson@dot.gov).

**Topic:** TBD

**When:** Wednesday, January 26 from 2:00 to 4:00 (Eastern)

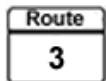
**Item ID:** DOT\_FHWA-T-340031

**Scheduled Offering:** 12596

**Link to join the Web conference:** <http://fhwa.adobeconnect.com/managersmonthly/>

**Teleconference number to access audio portion:** 888.675.2535

**Pass Code:** 3478278



## Professional Competencies

### New Course: An Overview of the Railroad-Highway Grade Crossing Improvement Program (380097)

A highway-rail grade crossing is the intersection of two transportation modes: railroads and highways. Many crossings are "at-grade" which significantly increases incidents of often fatal crashes between trains and motor vehicles. Within the last 30 years, there have been substantial reductions in crashes and fatalities at highway-rail grade crossings due to the efforts of Federal, State, and local governments, the railroads, and non-profit organizations. Although the number of crashes has decreased over the years, preventable crashes still occur and it is important to continually improve highway-rail grade crossing safety.

The goal of this training is to provide participants with the knowledge and tools needed to plan, implement, and evaluate safety improvements to highway-rail grade crossings. The course presents an overview of the regulations, responsibilities, and funding mechanisms that apply to today's Highway-Rail Grade Crossing (HRGX) program as well as the steps involved in planning, implementing, and evaluating highway-rail grade crossing improvement projects.

An Overview of the Railroad-Highway Grade Crossing Improvement Program training is geared toward State DOT personnel involved in highway-rail grade crossings; public project engineers from railroad industries; transportation consultants; FHWA safety engineers; MPOs; city, county, and DOT personnel; and FRA crossing managers.

**Contact:** For more information about this course and other National Highway Institute (NHI) courses, please visit the NHI Web site at [www.nhi.fhwa.dot.gov](http://www.nhi.fhwa.dot.gov).

# Items of Interest

## Using the Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) is a voluntary, work-based program that provides an experienced, licensed EAP counselor to employees who have personal and/or work-related issues. EAP services are free and confidential. Whether you contact the EAP service center for relationship, family, emotional, divorce, alcohol, drug, financial, or job concerns, they will be there to help you.

The DOT Headquarters has an on-site Licensed Professional Counselor, Wendy Davis, 4 days a week. If you would like to make an appointment, please contact her at 202.493.0087. If an employee or household member would like to be seen closer to home, please call the EAP service center at 1.800.222.0364 or 1.888.262.7848 (TTY), 24 hours a day, 7 days a week.

For a wealth of information on life issues, visit the EAP website at [www.FOH4you.com](http://www.FOH4you.com).

# Highlights of Recent Learning Activities

## Humpback Bridge Site Visit

Katerina Roman went on a site visit to a local bridge construction project with her mentor, Terri Miller, recently. She is an entry level Civil Engineer at the Eastern Federal Lands Highway Division (EFLHD) in Sterling, VA. Here is her story along with pictures of her Humpback Bridge site visit.

Earlier this year I applied for the EFLHD mentoring program. One of the short term goals on my mentoring development plan was to learn how other engineering offices in the Division work together. In coordination with Terri Miller, my mentor, and the Construction office, I was able to visit an active construction project, the Humpback Bridge. The Humpback Bridge project consists of an existing bridge replacement, improving the grade of the road, and the safety of pedestrians by adding a pedestrian bike trail with tunnels under the bridge.



During this visit I was well received by Eastern Federal Lands (EFL) construction employees working on the project. They took their time to carefully explain to me the history of the bridge, the needs of the project, how the design addressed those needs, the different construction stages, project constraints, issues presented during the construction and how they are handling

public safety. Being there helped me better understand each of their daily roles, including the contractor and sub-contractors.



I also had the opportunity to see the complexity of connecting the beams together, the historic preservation of the site and all the small details they have to take into consideration while performing all the major work.

Since the project embraces so many different activities at the same time, it requires a lot of coordination and communication between all parties. Having realized this, I now will be able to constantly remind myself as a designer to design for or seeing the big picture without forgetting how important the small picture can be at times.



# Contact Information

Laurie Montgomery  
Acting Chief, Talent Development Division  
202.366.9437  
[Laurie.montgomery@dot.gov](mailto:Laurie.montgomery@dot.gov)

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Eleni Triantafell  
Human Resources Specialist, Talent Development Division  
866.769.2718  
[Eleni.Triantafell@dot.gov](mailto:Eleni.Triantafell@dot.gov)

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Lilly Pinto  
Communications Specialist, NHI  
703.235.0958  
[Lillian.pinto.ctr@dot.gov](mailto:Lillian.pinto.ctr@dot.gov)

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Deborah Vocke  
Marketing Specialist  
FHWA Resource Center  
410.962.3744  
[Deborah.vocke@dot.gov](mailto:Deborah.vocke@dot.gov)

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