



U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

JULY 2012

Final Stretch for the Retirement and Financial Planning Webinar Series!

July is the last month for the Office of Human Resources' Retirement and Financial Planning Webinar Series. It's not too late to catch a few last sessions covering the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).

There will be a classroom session held at the National Highway Institute (NHI) in Arlington, VA for FHWA employees in the National Capital Region. Please note space is limited and this session will not be recorded or available via webinar.

You **must be registered** for the webinar(s) or instructor lead session to receive the valuable information pertaining to the session. You can register in the [Talent Management System \(TMS\)](#) by locating the Session title or the TMS Item ID numbers listed below in the Course Catalog; use the scheduled offerings below as a reference to ensure you are registering for the right session.

Here's the schedule for July:

Session	Date	Time (EST)	Description	Scheduled Offering
CSRS Retirement Webinar Series	7/10/2012	2:00 pm	Module 2 - CSRS and Offset Retirement, Part II	21297
	7/12/2012	2:00 pm	Module 3 - FEHB, FEGLI, and Medicare	21300
	7/13/2012	2:00 pm	Module 4 - Social Security and Long Term Care	21303
	7/17/2012	11:00 am	Module 5 - Thrift Savings Plan and Flexible Spending Accounts	21306
FERS Retirement Webinar	7/10/2012	11:00 am	Module 2 - FERS and FERS Transfer Retirement, Part II	21313
	7/12/2012	11:00 am	Module 3 - FEHB, FEGLI, and	21316

Series			Medicare	
<i>TMS Item ID#: DOT_FHWA-002-002</i>	7/13/2012	11:00 am	Module 4 - Social Security and Long Term Care	21319
	7/17/2012	2:00 pm	Module 5 - Thrift Savings Plan and Flexible Spending Accounts	21322
Retirement Planning Seminar (Instructor Lead Session) <i>TMS Item ID#: DOT_FHWA-T-422001</i>	7/18/12	8:30 am - 3:30 pm	Retirement Planning Seminar	22061
	7/19/12	8:30 am - 3:30 pm		
	7/20/12	8:30 am - 11:30 am		

Visit the [Retirement and Financial Planning Webinars](#) SharePoint site for more details. If you have any questions, please contact Kristie Revera at Kristie.Revera@dot.gov.



Corporate Competencies

Upcoming Learning Activities

Career Advancement Series

The *Career Advancement Series* is a webinar series that provides information and guidance to employees for use in planning their career at FHWA. Employees will gain knowledge and tools to chart their own course for learning, performance improvement, and career development.

During the month of July, employees will be engaged in a presentation titled “**Don’t Let Fear Stop You.**” Have you ever had something you desired, something you wanted to go for in life, and you talked yourself out of it? We’ve all experienced that questioning of our abilities, that doubting of ourselves that fear associated with stepping out there and taking a risk. Overcoming this fear and reaching for what we desire is important!

This webinar will teach employees a process for evaluating risk, the “risk-reward” connection, and the tools and skills for connecting with their risk-taking side.

For a tentative schedule of upcoming *Career Advancement Webinars* or presentations from previous sessions, please click [here](#).

To register for this session in the [TMS](#), search for the title “*Career Advancement Series*” in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are

registering for the right session. If you have any questions, please contact Crystal Taylor at Crystal.Taylor@dot.gov.

Topic: Don't Let Fear Stop You

When: Wednesday, July 18 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-04903

Scheduled Offering: 20592

Link to join the Web conference:

<https://connectdot.connectsolutions.com/CareerAdvancement>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 1120496

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

The monthly *IDP Workshop* serves as a great resource for employees who want to create or update their IDPs. Participants learn the significance of developing an IDP and how it benefits employees, supervisors, and FHWA. The sessions also provide guidance about using the Learning Highway, competency frameworks, and TMS to develop IDP content.

During the July and August *IDP Workshops*, employees will specifically learn how to create their IDP using the new TMS 6.3 system. Please note it is not a requirement for employees to complete their IDPs in TMS.

To register for this session in [TMS](#), search for the title "*Individual Development Plan Workshop*" in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are registering for the right session. If you have any questions, please contact Crystal Taylor at Crystal.Taylor@dot.gov.

When: Thursday, July 12 from 2:00 to 3:30pm (Eastern)

Item ID: DOT_FHWA-T-421003

Scheduled Offering: 20603

Link to join web conference: <https://connectdot.connectsolutions.com/idp>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 1120496

When: Thursday, August 9 from 2:00 to 3:30pm (Eastern)

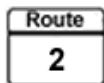
Item ID: DOT_FHWA-T-421003

Scheduled Offering: 20604

Link to join web conference: <https://connectdot.connectsolutions.com/idp>

Teleconference number to access audio portion: 1.888.675.2535

Pass Code: 1120496



Leadership Competencies

Upcoming Learning Activities

Management and Supervision Forum

The *Management and Supervision Forum*, previously known as the *Monthly Managers Meeting*, is part of our ongoing effort to provide tools and resources to FHWA managers, supervisors, team leaders and all employees who are interested in learning about supervision and management.

To register for the sessions listed below in [TMS](#), search for the title “Management and Supervision Forum” in the Course Catalog. Use the Item ID and Scheduled Offering listed below to verify you are registering for the right session. If you have any questions, please contact Michele Moorehead at Michele.Moorehead@dot.gov.

Topic: Knowledge Management

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

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 22101

Link to join the Web conference: <https://connectdot.connectsolutions.com/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

Topic: How to Bridge the Generation Gap

When: Wednesday, August 29 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 22102

Link to join the Web conference: <https://connectdot.connectsolutions.com/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

Topic: Leading from Any Position

When: Wednesday, September 26 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 22103

Link to join the Web conference: <https://connectdot.connectsolutions.com/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

Topic: How to Manage Change

When: Wednesday, October 31 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 22104

Link to join the Web conference: <https://connectdot.connectsolutions.com/performanceplans/>

Teleconference number to access audio portion: 1.877.336.1274

Pass Code: 6780771

Learning News You Can Use

Building a Foundation for Visionary Leadership 2012

June 3-8 was an exciting time for the 37 FHWA employees chosen to participate in this year's *Building the Foundation for Visionary Leadership* course. The participants were all GS 12-14 from throughout different parts of the Agency that applied and competed for a spot in the program. Participants who were chosen to attend received leadership training from Associate Administrators and other senior executives in five core areas that the federal government considers are its Executive Core Qualifications (ECQ's) of leadership.

The course was championed by John Baxter, the Associate Administrator for the Office of Infrastructure. John facilitated every session, identified the challenging issues that groups were assigned to research and led two of the sessions himself. Separate leadership messages were delivered by Victor Mendez, FHWA Administrator, and Jeff Paniati, the Executive Director. On top of the leadership training and group projects participants also completed sessions on topics such as supervision skills, emotional intelligence, building resilience, and developing a professional presence.

In addition to receiving leadership training, participants were separated into teams and assigned challenging issues that the Agency is currently dealing with. Each team had to research the issue and present their findings and solutions to a panel of senior executives on the final day of the course.

After facing questions from the panel of subject matter experts other senior executives and Associate Administrators who chose to attend the presentations asked questions as well. One participant stated on an evaluation that "this group process allowed us to develop important team building and collaboration skills." The next call for nominations for this course will come out in the fall of 2012.

The Advanced Leadership Program

Twenty-five participants graduated from FHWA's *Advanced Leadership Program* in June. The 6-month program challenges employees in grades 14-15 who want to further develop their leadership skills in their current job, as well as explore their readiness for advancement. The program kicked-off in January with a 3-day session, followed by four 1-day sessions of classroom training over the following 5 months. The program was designed to enable participants to:

- Apply the ECQ's, which are the critical leadership competencies important to FHWA leaders;

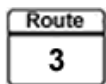
- Prepare a more robust resume;
- Interview more effectively and confidently for the next level of leadership;
- Work more effectively in teams;
- Demonstrate a higher level of emotional intelligence in their leadership roles;
- Create an environment where all employees can contribute and succeed; and
- Create an action plan for the next level of leadership.

Congratulations to the hard-working graduates who just completed the program.

Human Capital Management Training

More than two dozen new supervisors got practical learning experience in human resources policies, practices, and issues during FHWA's latest *Human Capital Management Training* session. At the end of the 2 ½ day class, one participant remarked that, "I now have many tools in my toolbox that will help me better manage my team." When asked to identify the most valuable part of the course, another participant replied, "Everything!"

Supervisors from Federal-aid Divisions, Western Federal Lands Division, and the Lakewood Administrative Service Team participated in the class, which was held in Lakewood, Colorado, June 12-14. Additional classes are being scheduled for the coming months.



Professional Competencies

Learning News You Can Use

NHI Introduces New Web-based Training

The National Highway Institute has created a new course titled Strategies for Developing Work Zone Traffic Analyses (133110). This interactive Web-based training (WBT) course provides an overview of how traffic analysis tools can be applied specifically to work zone analysis problems. Traffic analysis tools represent various transportation modeling approaches such as sketch planning, travel demand modeling, and traffic simulation (microscopic, mesoscopic, and simulation approaches).

The purpose of this course is three-fold. First, it will educate the participants regarding the constraints and opportunities of work zone analysis associated with available transportation modeling approaches. Second, it will build familiarity with the various work zone factors influencing the selection of a transportation modeling approach. Third, it will provide the participants with practical experience in developing a transportation modeling approach in a

collaborative process that considers issues ranging from work zone characteristics, performance measurement, technical risk assessment, and resource constraints.

Upon completion of the course, participants will be able to characterize a work zone and select and justify a transportation modeling approach based upon the work zone characterization.

The Strategies for Developing Work Zone Traffic Analyses is designed for professionals employed by State DOTs (district engineers, corridor planners, project engineers, traffic engineers, and work zone planners), FHWA division offices staff, transportation engineers, traffic staff, planners, metropolitan planning organizations, and consultants.

For more information, please visit www.nhi.fhwa.dot.gov.

The Policy Guidance Center – Now Available on the Web

The Federal-aid Highway Program Policy and Guidance Center (PGC) is now available on the Web. Previously, the PGC was only available to FHWA employees, but now anyone may access this “one-stop shop” for information on policy and guidance documents issued by visiting <http://www.fhwa.dot.gov/pgc/>.

The PGC provides users a way to locate up-to-date policy, guidance, and other relevant decision-making information. The content and ownership of documents posted on the site remains with the originating office, and the PGC provides electronic access, via links, to the documents you need.

The PGC allows users to sort documents by category (such as policy, guidance, legislation, and regulation) or topically by discipline and sub-discipline. Users may also do quick and advanced searches for documents through a cross-referenced, keyword search engine. The PGC has enabled faster, more efficient access to official documents and has already improved the consistency and quality of program delivery.

The Policy & Guidance Center includes documents from all disciplines that deliver programs administered by the Federal Highway Administration. The PGC is a vital tool in FHWA's Discipline Support System.

Visit the PGC on the web at <http://www.fhwa.dot.gov/pgc/>.

FHWA Portal (SharePoint) Training

Has anyone ever asked you to document how you did something? Consider using SharePoint. SharePoint is a tool for centralized information sharing and collaboration in a Web-based location.

HOW IT WORKS

SharePoint captures the process leading up to the creation of a draft, the drafts themselves, the final version, workflows and approvals that happened during document creation, and conversations and related tasks that took place during the document creation.

BENEFITS TO YOU

SharePoint can also streamline your workflows by creating a common workspace for everyone to use. It facilitates knowledge sharing among newer and more experienced employees, from a new college graduate to a retiree with 40 years of knowledge and experience.

HOW TO REGISTER

Visit the Knowledge Application Team (KAT) SharePoint site to learn more and register for an upcoming Training session open to all FHWA employees.

<https://one.dot.gov/fhwa/help/Page%20Library/Training.aspx>

The Knowledge Application Team (KAT) Presents: FHWA's Web Conferencing User Forum

View Demos, Practice New Features, Ask Questions and Exchange Ideas, Tips and Tricks with Other Users!

FHWA's Web Conferencing User Forum provides an interactive online environment for vibrant discussion of Web Conferencing and ways to increase the effectiveness of your events. To register please go to <https://connectdot.connectsolutions.com/registerdemo>.

FHWA Web Conferencing – It's in Your Hands

Would you like to know how to schedule and manage your own web conferences? Consider becoming a Named User through the KAT.

HOW IT WORKS

As a Named User in Adobe Connect 8, you will have autonomy to schedule your own meetings, designate additional people to become meeting hosts or presenters in your room, use a dedicated teleconferencing number, design your own meeting rooms, and learn more about best practices in Web conferencing.

BENEFITS TO YOU

When you become a Named User to host Web conferences, all aspects of running the meeting are in your hands. The KAT team will serve as technical advisors to help you become master hosts when using the Adobe Connect 8 tool.

So if you have projects coming up that will require your colleagues to collaborate from multiple locations in an interactive environment, then web conferencing may be a good solution to meet your needs.

For more information, please contact the Knowledge Application Team at webconferencing@dot.gov.



Items of Interest

TMS Course of the Month: Emotional Intelligence in the Workplace

“Emotional Intelligence in the Workplace (TMS Course Number: TMS_comm_09_a02_bs_enus)” is a great TMS course for aspiring leaders!

Do you know what it takes to be a top performer in the world of work? While it’s important to have technical expertise and analytical skills, emotional intelligence is what helps set the bar of excellence in work. This course is designed to identify some of the common misconceptions about intelligence at work and defines the three key areas of emotional intelligence: self-awareness, self-regulation, and motivation.

If you have recently completed a course in TMS, have found it beneficial, and would like to share what you have learned with other FHWA employees, submit a brief synopsis about that particular course for the *TMS Course of the Month* to Crystal Taylor at Crystal.Taylor@dot.gov.

The Learning Highway Express SharePoint Site

You may have noticed a new addition to the FHWA SharePoint Portal! Recently, the Talent Development Division (TDD) launched the [Learning Highway Express](#).

The site features the latest information about mandatory training, learning and development programs, a calendar of events, and much more! The Learning Highway Express offers employees a one-stop-shop to find current, useful information quickly. The site also provides links to other helpful information found on StaffNet’s Learning Highway.

Also, TDD welcomes your input to help make the Learning Highway Express a great site. If the site is missing something or you would like to offer suggestions to make it more user-friendly, check out the discussion boards and give us your feedback!

Sign Up to Receive the Learning Highway Newsletter

Would you like the different learning opportunities mentioned above to come to you? Sign up to receive the monthly *Newsletter* [here!](#)

If you would like to stop receiving the *Newsletter*, please send an email to Crystal Taylor at Crystal.Taylor@dot.gov.



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