



U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

OCTOBER 2012

FHWA SPEED MENTORING!

Join us for a new, innovative approach to mentoring via **SPEED MENTORING**. **SPEED MENTORING** expands the opportunity for more FHWA staff to participate in mentoring.

Unlike traditional mentoring, FHWA's **SPEED MENTORING** experience is a one-to-many relationship brought to your office virtually. These are facilitated sessions where panelists respond to pre-set experience and value-based questions.

This events will provide participants with a fast-paced opportunity to hear Agency Leaders share information about their career journey, lessons learned, challenges and advice on a number of topics (Giving Thanks, Inspirations, Successes, Overcoming Obstacles, Career Risks, Dealing with Family, and Relationships, etc.).

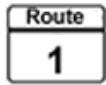
Three web conferences have been scheduled. **To register click the dates you want to attend.**

- **Thurs, October 18th, 2:00 – 3:30 PM ET**
 - Jan Brown – DFS South
 - Rick Suarez – CFLHD
 - Bob Tally – TX DO
 - Jim Cheatham - HEPP

- **Thurs, November 15th, 2:00 – 3:30 PM ET (Postponed from August 30th)**
 - John Baxter – HIF
 - Joyce Curtis – HFL
 - Amy Lucero – OTS
 - Melisa Ridenour – EFLHD

Please note all sessions will be recorded for later viewing.

For questions and reasonable accommodation request, please contact Karen Pinell at Karen.Pinell@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.

The next webinar in the *Career Advancement Series* will be held in October on “**Resume Skills.**” Have you been actively seeking positions in FHWA? Are you aware of the type of information you need to include in your resume to impress a hiring manager? Do you know how to effectively market yourself through your resume? Join us as representatives from the Office of Human Resources provide valuable information on resume writing.

Please note the topic for September’s webinar has been postponed and will be rescheduled at a later time.

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: Resume Skills

When: Tuesday, October 23 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-04903

Scheduled Offering: 20595

Link to join the Web conference: <http://fhwa.adobeconnect.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.

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, October 4 from 2:00 to 4:00pm (Eastern) (New Date!)

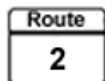
Item ID: DOT_FHWA-T-421003

Scheduled Offering: 20605

Link to join web conference: <http://fhwa.adobeconnect.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: 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: <http://fhwa.adobeconnect.com/performanceplans/>

Teleconference number to access audio portion: 1.888.684.8852

Pass Code: 2556052

Topic: The Impact of Perception on Performance

When: Wednesday, November 28 from 2:00 to 4:00pm (Eastern)

Item ID: DOT_FHWA-T-340031

Scheduled Offering: 22595

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

Teleconference number to access audio portion: 1.888.684.8852

Pass Code: 2556052

New Webinar Training for Hiring Managers and Supervisors at FHWA

In honor of National Disability Awareness Month, the Office of Human Resources will be hosting a webinar for hiring managers and supervisors titled Best Practices in Hiring People with Disabilities.

Do you know how to effectively use government-wide efforts to hire and retain people with disabilities? Are you aware of the best way to remove barriers to equality in the workforce? Are you open to improving hiring strategies for individuals with disabilities? Join us as speakers, Ms. Veronica Villalobos, Director of the Office of Diversity and Inclusion, and Mr. Michael Murray, Diversity Program Manager for Government-wide Disability Programs, from the Office of Personnel Management (OPM) provide valuable information on the benefits of hiring people with disabilities.

When: Wednesday, October 25 and 26 from 2:00 to 3:30pm (Eastern)

Link to join the Web conference:

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

Teleconference number to access audio portion: 1.888.363.4749

Pass Code: 3981699

For more information, please contact Eleni Triantafell at Eleni.Triantafell@dot.gov.

Learning News You Can Use

Leadership for Innovative Decision Making Course 2012

Leadership for Innovative Decision Making, formally known as Leadership Decision Making, offers important insights to 13 step decision-making process model and sharpens the decision making ability of the participant. The program's goal centers on teaching participants the skills they need to become effective decision makers (leaders who can design optimal decision making environments within their organizations and improve overall organizational performance).

The 2012 LiDM Kick-Off welcomed 12 participants, four coaches and two program moderators in Lakewood, CO on August 7 and 8. After the Kick-Off, three report-out sessions and a graduation were held within a six week time period. The final report-out session and graduation was held at the National Highway Institute (NHI) in Arlington, VA on September 20th where FHWA Executive Director, Jeff Paniati shared his insight about leadership decision-making and answered questions from the participants. Other FHWA leaders also participated the final session offering their leadership decision-making ideas.

In the end the program's executive sponsor Jan Brown shared her passion and vision for the program and ended the program with Peter Ducker's 10 suggestions for making better decision.



HR Skills Training for Supervisors

A packed classroom of supervisors and team leaders 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 supervisor remarked that it was one of the best courses they had ever taken. The training was held in Sacramento, California, where the California Federal-aid Division Office generously shared their office space and served as gracious hosts. Additional HCM training is being scheduled for the coming year.

For more information about this course and upcoming sessions, please contact Michele Moorehead at Michele.Moorehead@dot.gov.

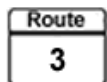
Is Supervision for Me?

Fifty employees participated and graduated from FHWA's "Is Supervision for Me?" July 24-26 and September 11-13 in Shepherdstown, WV.

The title of this interactive course, *Is Supervision for Me?* helps to explain its purpose. Supervision is not for every employee. Before applying for a team leader or supervisory position, an aspiring leader needs to know what to expect, what skills are necessary, and what challenges are likely, as well as the rewards that come with leading others. The training helps enable employees to make informed decisions about whether to seek supervisory opportunities as part of their career advancement in FHWA. For those who may realize that supervision is not their choice, they still benefit by learning skills and concepts that enhance any position.

At the conclusion of the 3-day pilot-training program, one participant summarized what it meant to them: "The opportunity to attend this training and the information provided helps me to realize that my agency truly cares that I have the KSA's needed to be a highly functioning/performing employee within the agency. In turn, this reinforces my commitment to my job and providing the best public service I can."

Congratulations to all the graduates!



Professional Competencies

[Learning News You Can Use](#)

2012 Financial Management Training Session for Administrative Professionals in Northeast and Mid-America States

The session will be held Tuesday, October 30 through Wednesday, October 31 (with travel on Monday, October 29 and Thursday, November 1) at the Major General Emmett J. Bean Federal Center in Indianapolis, Indiana.

Administrative support staff, GS-2-9, in the Northeast and Mid-America States (CT, DC, DE, IL, IN, IA, KY, MA, MD, ME, MI, MN, MO, NH, NJ, NY, OH, PA, RI, VT, and WI) from Division Offices, Resource Center, and Federal Lands Highway are eligible to attend. Please discuss this opportunity with your eligible employees as registration information will be sent directly to ASSD members in the coming weeks.

New Instructor-led Training! Asphalt Pavement In-Place Recycling Technologies

Transportation agencies focusing on the use of sustainable, cost effective, and environmentally conscious construction practices often consider in-place recycling techniques as a viable alternative to the more traditional rehabilitation techniques used on asphalt-surfaced pavements. NHI training [Asphalt Pavement In-place Recycling Techniques](#) (131050) is designed to help participants acquire necessary skills for selecting the appropriate in-place recycling technique for a given set of conditions, choosing the appropriate materials for the project, developing suitable specifications, and constructing those projects effectively.

The Asphalt Pavement In-place Recycling Techniques course includes two brief Web-based training (WBT) modules, and two days of Instructor-led, classroom-based training (ILT). Through independent study, classroom interaction, and workshop activities, participants explore the current technologies available in the area of asphalt pavement in-place recycling. Two WBT lessons introduce pavement evaluation techniques and the three potential recycling techniques, along with the types of equipment commonly used for each. The classroom session focuses on project and technique selection and justification, materials considerations and mix design, construction specifications, and project control considerations during construction.

For more information about NHI courses, please visit the [NHI Website](#).

New Instructor-led Training! Utility Coordination for Highway Projects

Every State highway agency participates in construction projects that include accommodation and relocation of utilities along public rights-of-way. [Utility Coordination for Highway Projects](#) (134006) considers how communication, cooperation, and coordination between transportation agencies and utility companies can mitigate or avoid common challenges. Participants in this blended course (combination of Web-based and Instructor-led formats) learn how, when, and where in the project development process to identify and conduct effective utility coordination.

Participants first take a self-paced, Web-based training to learn about regulatory requirements for both public and private utilities, subsurface utility engineering (SUE), and their own State's Utility Accommodation Policy. During the 2-day classroom event, participants learn to identify risks and potential issues associated with utilities, and then work together to evaluate ways to avoid or mitigate those risks and issues. (Please note: An optional lesson on utility challenges in projects using design-build delivery and other alternative contracting methods is available to be taught at the discretion of the State.) By putting these lessons into practice, utility-related complications in many cases can be predicted and mitigated at the most appropriate stage of project development, which can reduce potential negative impacts to timeline and budget.

For more information about NHI courses, please visit the [NHI Website](#).



Items of Interest

TMS Course of the Month: Customer Service Fundamentals: Building Rapport in Customer Relationships

“Customer Service Fundamentals: Building Rapport in Customer Relationships (**TMS Course Number:** TMS_cust_09_a01_bs_enus)” will provide employees with the tools necessary to provide better customer service. Using a customer-focused approach, this course centers on building good rapport with customers. Building good rapport with customers requires you to know your customer, understand their situation, and provide an empathetic ear for them to voice their concerns. In addition, building good rapport can positively impact the company you work for. If you are looking to develop or even refresh your customer service skills, this is the course for you!

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.

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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