

APPENDIX E

Technical | Safety | Equipment | Environmental | Supervisory

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Technical Roads Scholar Workshops

The new Roads Scholar Program requires 30 hours from the Technical category to complete Level 1, 42 hours for Level 2, 48 hours for Level 3 and Masters. See table below for a more visual representation.

<i>Road Scholar</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Masters</i>
<u>Categories</u>	Hours Required per Category for each Level			
Technical	30	42	48	48
Safety	6	12	18	18
Equipment	18	30	36	36
Environmental	6	6	12	12
Supervisory	0	6	12	12
Tailored to choice				49
Cumulative Hrs.	60	96	126	175

The following are Technical categorized workshops:

Americans with Disabilities Act and the Right of Way

This workshop is intended for town managers/ planning commissioners, administrators, select board members, public works directors and foremen. It is intended to provide an overview of a municipality's legal obligations under the Americans with Disabilities Act in relation to providing accessible pedestrian facilities in the public right of way. The focus will be on developing an understanding of design standard for sidewalks, curb ramps, crosswalks and pedestrian signals.

Topics Covered: Legal aspect of the American's With Disabilities Act, understanding the needs of pedestrians with disabilities, sidewalk design, curb ramp design, accessible pedestrian signals

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

All About Asphalt Pavements

This one-day workshop will teach participants the basics of pavement design, when to pave a gravel road, various paving materials, what treatments work best, super-pave, aggregates, and the principles and practices of hot and cold mix paving. This is an interactive workshop, so bring your questions and concerns.

Topics Covered: Fundamentals of a good road, asphalt paving materials, hot mixes and cold mixes, choosing the right application for your roads

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Basics of a Good Road

This one-day workshop presents basics of road design, construction and maintenance. While a few technique items will be discussed, the bulk of the presentation is practical and instructive. Selectboard members, managers and roads personnel will be able to implement much of this information immediately.

Topics Covered: Elements of a good road, road design, road construction, and road maintenance

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Bridge Maintenance and Preservation

Vermont municipalities own and maintain 66 percent of the bridges spanning 20 feet or more and thousands of short bridges and culverts. Are your bridges structurally deficient?

Topics covered: An overview of Vermont's bridges. Vermont has the sixth highest percentage of bridges over 20 feet in length rated structurally deficient in the nations. Bridge inspection reports and virtual bridge inspections will be reviewed, as well as latest innovations in asset management and preservation techniques.

Audience: State and local officials, including those responsible for inspecting, maintaining and reporting on bridge and those responsible for funding the work should attend this event.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Bridge Maintenance for Local/State Agencies

This workshop covers the consequences of deferring maintenance. You will learn of typical problems and provide practical advice for maintenance and repairs on these areas and more: approaches, deck maintenance, deck joints, deck drains, bearing maintenance, beams, sets and caps, and winter maintenance.

Topics Covered: Importance of routine bridge maintenance, identifying distresses, Understanding the causes, and review common repair procedures.

Instructor: John Hopkins has over 38 years experience in construction and maintenance projects such as highways, bridges and automotive assembly plants, high-rise buildings and nuclear power plants.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Fee: 30 Per Person

Full-Depth Reclamation of Asphalt Pavement with Cement

Deteriorating roads are a constant problem. The cost of asphalt has more than doubled. This seminar will present state-of-the-art information on full-depth recycling with cement. This is not a highly technical presentation.

All municipal officials are invited to attend, especially those who are responsible for

selecting or approving techniques for road reconstruction.

Topics covered: From specifications to step-by-step construction considerations, a wide range of topics regarding road construction will be included in this workshop.

- * Introduction to pavement distresses and recycling techniques
- * Stabilizers
- * Drainage and frost
- * Construction/Case Studies
- * Videos
- * Design
- * Long-term Performance

Credits: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Maintaining Gravel Roads - Geosynthetics

Participants will deal with everyday operations relating to gravel roads. Typical operations to be covered are drainage (including crowns, ditches and culverts), blading the surface, grading out bad spots, spreading new material and a short session on using geotextiles to correct problem spots on gravel roads.

Topics Covered:

AM: Importance of drainage, cutting ditches, maintaining crowns, culvert installation and maintenance.

PM: Blading operations on routine dragging (smoothing), cutting out washboards, spreading new material, and techniques to help improve operations and use of geotextiles on gravel roads including a demonstration.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Lines, Levels and Layouts

This workshop is geared for small town and city road departments. The workshop covers the basics of field measurement. The instructions are simple and practical and include hands-on field work. Bring a calculator or hand level if you have one.

Topics covered: Basics of field measuring, tools of the trade, terminology, basic math, and field notes. Covered under field applications are: culverts, ditches, cross-sections, staking, estimating quantities, reading a rod, pop level use for elevations and laying out a culvert.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Maintaining Gravel Roads

This one-day workshop will help participants deal with everyday operations relating to gravel roads. Typical operations to be covered are drainage (including crowns, ditches and culverts), blading the surface, grading out bad spots, spreading new material and a short session on using geotextiles to correct problem spots on gravel roads.

Topics covered: The morning will cover drainage, cutting ditches, maintaining crowns, culvert installation and maintenance. The afternoon will focus on blading operations on

routine dragging (smoothing), cutting out washboards, spreading new material, and techniques to help improve operations and use of geotextiles on gravel roads, including a demonstration.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Road Drainage

We will highlight practical drainage techniques that work, drawing from Vermont situations as much as possible. Please bring ideas, questions and problems from your town.

Topics Covered: Earth materials and subsurface water properties, earth materials and subsurface water effects, subsurface drains – what they do and don't do, cross section elements – their purpose and maintenance techniques, legal duties and procedures with regard to drainage, culvert maintenance/inspection/installation, ditches, and erosion and slopes

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Road Signing

This one-day workshop will present the general provisions, installation and proper use of traffic signs and pavement markings on roads and streets. We will discuss legal ramifications of the misuse of traffic control devices. With this information, participants will have the ability to install and maintain traffic control devices using the Manual on Uniform Traffic Control Devices (MUTCD) as the standard.

Topics Covered: Overview of the MUTCD, principles of signing, standards for signing, striping and delineation, work zones/signs and a town signing program.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Safety Features in Road Design

This one-day workshop gives local officials tools for identifying features of unsafe local roads and how to correct them inexpensively. All municipal officials are invited to attend.

Topics covered: Introduction to municipal highway design, identifying road hazards, slopes and drainage, safety at bridges, clear zones and sight distances, and intersections.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Vermont Online Bridge and Culvert Tool (VOBCIT)

Topics Covered: How to Approach an inventory, pros/cons of different approaches, Virtual inspections; data recording, Walk-through of program and manual.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

Winter Road Maintenance

This one-day workshop is intended for Vermont municipal officials, particularly those involved in road work and public works. All municipal officials are invited to attend. Please bring pictures to share about winter equipment or facilities and two copies of your winter operations plan. Group work and problem-solving activities are part of the day's learning experience.

Topics covered: Winter storm planning, snow and ice operations, winter operations tips, liquid calcium chloride, salt and sand storage and application, public relations, equipment and spreader calibration.

Credit: This is a 6 hour Technical Workshop under the new Vermont Local Roads Scholar Program.

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Safety Roads Scholar Workshops

The new Roads Scholar Program requires 6 hours from the Safety category to complete Level 1, 12 hours for the Level 2, and 18 hours for the Level 3 and Masters. See table below for a more visual representation.

<i>Road Scholar</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Masters</i>
Categories	Hours Required per Category for each Level			
Technical	30	42	48	48
Safety	6	12	18	18
Equipment	18	30	36	36
Environmental	6	6	12	12
Supervisory	0	6	12	12
Tailored to choice				49
Cumulative Hrs.	60	96	126	175

The following are Safety categorized workshops:

Basic First Aid & Adult CPR

Upon completion of this one-day class, an open book test, and practical demonstration, students will receive a card certifying they have completed an American Red Cross Standard First Aid and Adult CPR course.

Topics covered: Recognizing emergencies and disease transmission. Adult choking and cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) will be covered as will basic first aid regarding head and neck injuries and bleeding control.

Audience: This workshop is open to all municipal employees and officials. This workshop may save your life or somebody else's someday.

Credit: This is a 6 hour Safety Workshop under the new Vermont Local Roads Scholar Program.

Defensive Driving

This workshop is for the experienced operator who understands the basics of handling a dump truck, loader and other maintenance vehicles with an emphasis on safety. All municipal officials are invited to attend.

Topics covered: This day-long workshop covers: vehicle inspection, collision prevention, applying safe driving, work site, moving site, city driving techniques, backing, snowplowing. The training concludes with the opportunity to use a driving simulator that puts you right behind the wheel in real time facing hazards and other conditions.

Credit: This is a 6 hour Safety Workshop under the new Vermont Local Roads Scholar Program.

Safety on the Job

This one-day workshop is intended for Vermont municipal officials, particularly those involved in road work and public works. All municipal officials are invited to attend.

Topics covered: How to lessen the possibility of lawsuits against your town, promoting safety awareness in public works, on-the-job safety tips for crews, and an easy safety awareness program for your municipality.

Credit: This is a 6 hour Safety Workshop under the new Vermont Local Roads Scholar Program.

Tractor/Mower Operator Safety Training (T.M.O.S.T.)

The workshop consists of a facilitated classroom session during the morning and a hands-on training in the afternoon. Students receive a handbook and associated materials including a TMOST safety package (safety hard hat, work gloves, ear plugs and safety glasses) and a Certificate of Training.

Topics covered: Hands-on safety training includes equipment inspection, placing safety signage, mounting tractor, safe operating techniques and using personal protective gear. Safety management of hazards and risks before and during operation and shutdown are covered.

Credit: This is a 6 hour Safety Workshop under the new Vermont Local Roads Scholar Program.

Audience: This full-day workshop is for personnel who work with tractors, mowers and other equipment and to those who outsource roadside mowing.

VOSHA / OSHA

This workshop is conducted on-site and provides the host municipality with a comprehensive look at their facility and the way they do business. The workshop will be a discussion that can affect all employees and protect your municipal infrastructure. All VOSHA/OSHA Safety and Health Standards are used along with standards and guidelines from the insurance industry such as NFPA (National Fire Protection Association) standards. We discuss the use of BMP (Best Management Practices) in workplace safety. This is an effort to help prevent injuries at the facility and on the job site.

Topics Covered: All VOSHA/OSHA standards for electrical safety, lockout/tagout, work zone safety, trench safety, fire prevention, storage of flammable liquid, confined space and PPE. These topics and more will be discussed in addition to an inspection of your facility.

Work Zones & Flagging

During the construction season VOSHA will be looking at municipal work zone set ups, proper signs and stands. Flaggers may be asked to produce a card certifying that they have received adequate flagger training. This 4 hour flagger training satisfies VOSHA requirements. NOTE: Flaggers – check the date on your card. It is valid for 2 years from the date it was issued.

Topics covered: Proper use of cones, signals, barricades, and flaggers. The parts of a typical work zone and how to deal with common problems will be addressed as will proper flagging techniques.

Audience: This half-day workshop is open to municipal personnel, especially those involved in work zone traffic control and flagging. Each will receive a pocket card showing successful completion.

Credit: This is a 4 hour Safety Workshop under the new Vermont Local Roads Scholar

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Equipment Roads Scholar Workshops

The new Roads Scholar Program requires 18 hours from the Equipment category to complete Level 1, 30 hours for Level 2, 36 hours for Level 3 and Masters. See table below for a more visual representation.

<i>Road Scholar</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Masters</i>
Categories	Hours Required per Category for each Level			
Technical	30	42	48	48
Safety	6	12	18	18
Equipment	18	30	36	36
Environmental	6	6	12	12
Supervisory	0	6	12	12
Tailored to choice				49
Cumulative Hrs.	60	96	126	175

The following are Equipment categorized workshops:

Advanced Welding

This one-day workshop allows participants to practice various welding techniques. Participants must bring their own welding shield, oxygen shield, gloves and leather. Basic Welding is a prerequisite for attending. Advanced Welding is not a program for beginners.

Topics covered: Out-of-position arc welding, alloys/cast steel welding, metallic inert gas (MIG), tungsten inert gas (TIG), stainless steel/aluminum, plasma arc cutting, hard surfacing and build-up, repair/reinforcement, and hands-on participation.

Audience: This workshop is intended for employees who do the welding in their municipalities and those highway superintendents who do their own welding. This is a hands-on program and will cover practical welding techniques.

Credit: This is a 6 hour Equipment Workshop under the new Vermont Local Roads Scholar Program.

Air Brake Systems

This one-day workshop is intended for Vermont municipal officials, particularly those involved in vehicle maintenance and their supervisors. Personnel who work on, operate, or would like to know more about air brakes would benefit. All municipal officials are invited to attend.

Topics covered: Air brake basics, preventative maintenance, restoring s-cam performance, and slack adjuster. Please bring ideas, questions and problems from your town; or let us know your concerns when you register so our instructor will be prepared to assist you more effectively.

Credit: This is a 4 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Basic Welding

This one-day workshop provides an excellent overview of basic welding techniques, equipment and safety.

Topics covered: Shop welding safety, soldering, oxy-acetylene torch brazing, welding and cutting, labor saving torch techniques, specialty metal torch welding, metal identification, electrode selection, and welding alternatives and consequences

Audience: No prior experience is necessary to attend the Basic Welding workshop. This workshop is intended for employees who do the welding in their municipality.

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Chain Saw Operations

This one-day workshop is intended for Vermont municipal road personnel who do brush cutting and tree removal. This is a hands-on workshop and a must for anyone who handles or maintains chain saws. By listening to explanations, watching demonstrations, and then practicing techniques, participants come away with better work habits and greater self confidence in their ability to safely fell trees and cut brush.

Topics covered: Saw handling, safety, maintenance, clothing, felling, and demonstration at nearby site. Find answers to your questions one two-cycle operation, sharpening saw chain, maintenance, and the latest in personal chain saw safety. *If possible, bring your chaps, eye protectors, file and hard hat. Ear protection will be provided.*

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Forklift Training

This 4 hour workshop is conducted on-site at your municipality. Forklifts are one type of powered industrial truck used in facilities. Other types include platform lift trucks, motorized hand trucks, tractors, and other trucks that are powered by an electric motor or internal combustion engine. Improper handling or misuse of forklifts often causes injuries. To help decrease the number of these injuries, OSHA requires forklift operators to be trained and evaluated.

Topics Covered: The forklift safety program covers basic operating and loading rules for safe travel. Steps are included to conduct a safety check before operating the forklift and at the end of each shift.

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Front End Loader

This workshop is intended for Vermont municipal officials, particularly those involved in road work and public works. Emphasis will be on non-technical, practical applications. All municipal officials are invited to attend.

Topics covered: This day-long workshop covers the safety, maintenance and operations of the front end loader. This is a hands-on workshop.

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Hand and Power Tool Safety Training

This workshop will focus on the proper and safe operation of both hand and power tools used in the trades. Participants will become more familiar with the basic operations of each tool. With time permitting, the workshop will allow hands-on practice.

Topics covered: Hand, pop, carpenter and auto levels. Bench and portable grinders. Drills. Gas powered generators, compactors and tampers. Pneumatic impact hammer, drill and jacks. Various hand tools and personal protective equipment.

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Road Grader Operations

Upon Completion of this workshop participants will understand the importance of grading, road designs, proper drainage techniques, and basic grader maintenance

Topics covered: Importance of using good road materials, proper drainage, ditches, crowns, and culverts.

Credit: This is a 4 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Tractor-Loader-Backhoe

This one-day workshop draws from your experience and expertise as much as possible. The emphasis will be on non-technical, practical applications. The morning will cover safety and maintenance. There will be a hands-on contest, with prizes, in the afternoon.

Topics Covered: Safety, maintenance, machine operations and hands-on.

Credit: This is a 6 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

Trucks/Winter Equipment

This half-day workshop features various types of equipment. Some will be on hand. If your town has a good, bad, new or otherwise unique truck or piece of winter equipment and you would be willing to bring it and share information with other municipalities, please bring it with you!

Topics covered: Safety and service, trucks and chassis, bodies and plows, light and heavy snow removal equipment, municipal financing and group discussion.

Credit: This is a 4 hour Equipment Workshop under the New Vermont Local Roads Scholar Program.

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Environmental Roads Scholar Workshops

The new Roads Scholar Program requires 6 hours from the Environmental category to complete Level 1 and 2 Road Scholar. Level 3 and Masters require 12 hours of Environmental designated workshops. See table below for a more visual representation.

<i>Road Scholar</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Masters</i>
Categories	Hours Required per Category for each Level			
Technical	30	42	48	48
Safety	6	12	18	18
Equipment	18	30	36	36
Environmental	6	6	12	12
Supervisory	0	6	12	12
Tailored to choice				49
Cumulative Hrs.	60	96	126	175

The following are Environmental designated workshops:

Environmental Management Made Easy

Do you store over 1320 gallons above ground? Do you have an underground storage tank? Learn about fuel storage Requirements and the Basics of Spill Prevention Control and Countermeasures.

Topics Covered: Learn which Vermont and Federal environmental regulations apply to your shop and how to be in compliance; Learn how to determine which wastes are hazardous and how they must be managed; Learn about available no cost resources such as assistance program and materials; Prepare your shop for an environmental inspection.

Credit: This is a 4 hour Environmental Workshop under the new Vermont Local Roads Scholar Program.

Instructor: John Daly and Paul VanHollebeke

Fee: \$20 per person

Fish and Aquatic Organism Passage through Culverts - Issues and Solutions

Do you ever wonder what effects installing culverts and other stream crossing structures have on aquatic life? Bridges and culverts can change the natural flow of water and sediment, creating barriers to fish and other aquatic organisms.

Topics covered: This day long workshop covers: state and federal regulations for aquatic organism passage at stream crossings, the challenges that fish and animals face while migrating through streams, culverts and natural river processes, state permitting process, and will have a stream flume model demonstration.

Credit: This is a 6 hour Environmental Workshop under the new Vermont Local Roads Scholar Program.

Instructors:

Shayne Jaquith - River Restoration Scientist with Vermont DEC
 Rich Kern - Fisheries Biologist with Vermont Fish and Wildlife
 Staci Pomeroy - River Management Scientist with the Vermont DEC
 Linda Boudette - Better Back Roads Technicians

Fee: \$30 per person

Invasive Plant Management

Invasives 101: Identify threat, how it impacts an area, and how to eliminate the problem using the best management practices.

Topics Covered:

1. Discuss why invasive species are a threat to Vermont's natural resources, local economies, and human health
2. Be able to identify weeds in the field based on plant form and habitat
3. Use effective prevention techniques; how to stop the spread of invasive terrestrial plants one load of dirt at a time
4. Develop methods for communicating with the public regarding what your road crew is doing to reduce the spread and impact of invasive species
5. Discuss methods for troubleshooting barriers to implementing best management practices

Credit: This is a 4 hour Environmental Workshop under the new Vermont Local Roads Scholar Program.

Instructors:

Sharon Plumb - Coordinator of the Nature Conservancy's Wise on Weeds! Outreach and Education Program.
 Craig Dusablon - Landscape Coordinator for the Vermont Agency of Transportation

Fee: \$10

Road and Trees

Roads and Trees: Competition, Coexistence, Compromise. Are trees compromising your line of vision, leaning dangerously over a power line, or causing accidents? What can you do to fix these problems?

Topics Covered: Trees in the Right-of-Way, working with the tree Wardens, identifying tree hazards, management techniques, equipment, utility issues, tree ordinances, and storm debris estimating.

Audience: This workshop is intended for Vermont Municipal personnel who make decisions about tree/limb removal, inspection, right-of-ways and road safety.

Credit: This is a 4 hour Environmental Workshop for all levels of the Vermont Local Roads Scholar Program

Instructors:

Danielle Fitzko, Rick White, David Wilcox - VT Department of Forests, Park and Recreation
 Duane Dickenson - Central Vermont Public Service
 Kate Forrer - University of Vermont Extension

Salt - "The Seasons": Select, Ship, Store, Spread

What happened the winter of '07-'08? Prepare for the future by looking at the past. The goals of the meetings are to: dispel discrepancies in information, answer your questions, and discuss the future.

Topics Covered: We will review the information from towns, vendors, trucking companies, and VTTrans and discuss the pros and cons of contracts, salt calibrations, bulk buying, and working more efficiently with the goal of determining the best route to follow.

Audience: This workshop is intended for individuals who make decisions on the ordering and purchasing of salt, i.e., Road Supervisors, Town Manager, Select board members, and others.

Credit: This is a 4 hour Environmental Workshop for all levels of the Vermont Local Roads Scholar Program

Instructors/Facilitators: Vermont Local Roads

Fee: \$15 per person

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Supervisory Roads Scholar Workshops

The new Roads Scholar Program requires 6 hours from the Supervisory category to complete Level 2, and 12 hours for Level 3 and Masters. See table below for a more visual representation.

<i>Road Scholar</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Masters</i>
Categories	Hours Required per Category for each Level			
Technical	30	42	48	48
Safety	6	12	18	18
Equipment	18	30	36	36
Environmental	6	6	12	12
Supervisory	0	6	12	12
Tailored to choice				49
Cumulative Hrs.	60	96	126	175

The following are Supervisory categorized workshops:

Budgets for Road Projects

This one-day workshop is intended for those who would like to know how to easily prepare project budgets and how to present them. We will emphasize the importance of gathering information, determining alternative remedies and costs, and developing a budget. We will be evaluating a town road, so please bring a reflective vest and head gear.

Topics covered: Identify pavement distress, identify road and roadside problems, identify repair strategies, develop a budget, and how to present a budget.

Credit: This is a 6 hour Supervisory Workshop under the new Vermont Local Roads Scholar Program.

Disaster Response and Recovery for Road Crews

This workshop is intended to familiarize crews with likely issues in planning for and responding to road damage from natural disasters so that you can avoid common paperwork mistakes, understand the federal disaster response process in advance, get reimbursed the proper amount, and repair/replace damaged roads in the best fashion.

Topics Covered: Planning for Emergency Situations, Emergency Services After the event - Are costs recoverable?, and How to Mitigate Against Future Events.

Credit: This is a 6 hour Supervisory Workshop under the new Vermont Local Roads Scholar Program.

Keys to Open Communication

Gain awareness of your own and others' communication style preferences and what those preferences mean at work

Topics Covered: Discuss and practice the basics of effective communication; Discuss and practice the key components of effective listening; Identify ingredients for assertive messages, and discuss ways to respond to non assertive messages; Discuss and practice communication skills in in conflict situations; Develop personal plans for improving workplace communication.

Credit: This is a 6 hour Supervisory Workshop under the new Vermont Local Roads Scholar Program.

Getting Your Message Across

We deal with many people in our jobs: co-workers, subordinates, bosses, elected officials, citizens and others. Usually people are pleasant. Sometimes they're not. People generally pull together to get a job done, but sometimes they don't.

This one-day workshop deals first with the need to understand where people are coming from and the roles they play. We then consider ways to work toward understanding the goals and objectives of departments and what it means to be a municipal employee. Participants will explore good planning and management techniques and the ways to work together as a team. This means improving our communication, resolving conflict and working effectively with boards and the public.

Topics Covered: What are good customer relations, elements of getting your message across, elements of good communication, communicating with the public, your boss and co-workers

Credit: This is a 6 hour Supervisory Workshop under the new Vermont Local Roads Scholar Program.

Project Inspection for Municipal/State Employees

This one days workshop covers the major duties of someone responsible for project quality. An emphasis will be placed on materials and operations and the important aspects of what to look for that can result in problems after the job is completed.

Topics covered: It addresses the importance of understanding: Plans, contracts, materials to be used, various quality control tests used in project inspection, problems to look for during and after the job

Credit: This is a 6 hour Supervisory Workshop under the new Vermont Local Roads Scholar Program.