



# VTTrans Training Center

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<http://vtrans.vermont.gov/training-center>

The VTTC team is dedicated to bringing VTTrans employees high quality, job relevant training. We understand the importance of developing leaders who inspire, coach, and foster innovation. We also understand the value of educating the entire workforce so that everyone has the chance to learn, grow and develop. Our offerings are designed to promote a culture that fosters innovative ideas across the organization.

## VTTC BRANCHES AND THE TRAINING OFFERED:

### EMPLOYEE DEVELOPMENT

- Pathway to Supervision
- Leadership Institute
- Change Management
- Engaging Your Audience
- Diversity and Respect (Ouch!)
- Engineer Rotation Program
- Mentoring/Coaching
- Grammar
- Generational Differences
- Strengths Based Teams
- Individual Development Planning
- Knowledge Transfer/Succession Planning
- Microsoft Office:  
Word, Excel, Adobe, Visio, Outlook, Office 365

### VERMONT LOCAL ROADS

- Communication & Conflict Management
- Computer Basics and Excel Tips & Tricks
- Game of Logging & Storm Damage
- Heavy Equipment
- Lock Out Tag Out
- OSHA 10 Roadway Safety
- Roads Roundtable
- Snow & Ice Control
- Trenching & Shoring Safety
- TMOST

### FINANCE AND LOGISTICS

This unit provides operational, logistical, and IT support to all branches of the VTTC, as well as our instructors and attendees. LMS administration, performing data analytics, and tracking mandated trainings are also responsibilities of the Finance and Logistics branch.

### TECHNICAL

- Winter Maintenance
- Tire Chain Installation & Repair
- Equipment Training
- Records Management
- Welding
  - Basic Welding
  - Intermediate Stick
  - Intermediate Oxy/Acetylene
- Game of Logging
- LEAN
- GIS
- Roadside Design
- Contract Core
- Structural Stability

### SAFETY AND HEALTH

- Safety for Supervisors
- Chainsaw Training
- First Aid
- Construction Safety Awareness
- Fall Protection
- Working Over/Near Water
- Trenching & Excavation

Annual training requirements (per OSHA):

- Asbestos Awareness
- Bloodborne Pathogen
- Fire Extinguisher
- Hazard Communication
- Hearing Protection
- Lead Awareness
- Respiratory Protection