

## Upcoming classes offered through VTrans Training Center (VTTC)

(All classes held at: VTTC 1716 US Route 302 Berlin, VT 05633-5002 unless noted)

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**LEAN WHITE BELT:** A ½ day training to introduce the principles, philosophy, and tools of Lean. This course will acquaint attendees with the Lean methodology, provide an understanding for application of Lean tools in the workplace, and help to identify those individuals who aspire to become Lean practitioners and advance to Yellow and Green Belt training(s).

**MARCH 9, 2017 8:00 AM – 12:00 PM**

**MAY 11, 2017 8:00 AM – 12:00 PM**

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**ADOBE ACROBAT PRO DC:** This class will help users create PDF files directly within the Adobe program or to convert other file types such as Microsoft Word and Excel, all while maintaining their original form. Also covers accessing PDF documents, creating and saving documents, navigating documents, creating and using fillable forms, and working with security options.

**MARCH 14, 2017 8:30 AM – 3:30 PM**

**MAY 2, 2017 8:30 – 3:30 PM**

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**Computer Basics:** This class is intended to inform students with little or no computer exposure to the basics of computers. Additionally this class is designed to introduce Windows 7 and demonstrate the majority of user interface and personalization features. This class is structured into 2 parts, a formal instruction block and an open discussion block.

**MARCH 22, 2017 8:30 AM – 2:30 PM – Bennington VTrans Office**

**JUNE 28, 2017 8:30 AM – 2:30 PM – Colchester VTrans Office**

**SEPTEMBER 26, 2017 8:30 AM – 2:30 PM – Mendon VTrans Office**

**DECEMBER 13, 2017 8:30 AM – 2:30 PM**

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**CONSTRUCTION SAFETY AWARENESS (CSA):** This training promotes a safe and healthy workplace to all new employees. Also provides employees an awareness level of job-related safety issues in compliance with OSHA regulations for various safety trainings.

**MARCH 14, 15 AND 16, 2017 9:30 AM – 2:30 PM**

**APRIL 11, 12 AND 13, 2017 9:30 – 2:30 PM**

**MAY 16, 17 AND 18, 2017 9:30 – 2:30 PM**

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**AOT – EAP MANAGING STRESS, BUILDING RESILIENCY:** Take the opportunity out of your busy workday to bolster your resiliency. You will learn about and practice techniques for minimizing the impact of stressors on your well-being.

**MARCH 20, 2017 2:00 PM – 3:30 PM**

**MARCH 21, 2017 9:00 AM – 10:30 AM ~Davis Building, 1 National Life Dr., Montpelier, VT 05633**

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**PATHWAY TO SUPERVISION:** This pilot program is for those looking to advance in their careers. You will learn about supervisory roles and expectations, how to foster an environment that motivates, how to communicate effectively and use a strength-based assessment to develop your career and be a successful role model and leader.

**MARCH 23, APRIL 6, APRIL 20, MAY 4 AND MAY 18, 2017 8:30 AM – 3:30 PM**

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**EXCEL FORMULAS & FUNCTIONS:** This ½ day course provides students with the knowledge and skills regarding the usage of useful formulas and functions in Microsoft Excel including: basic formulas and functions, look up and reference formulas, text, date and time formulas, array and database functions and many efficiency tips.

**APRIL 4, 2017 8:30 AM – 11:30 AM**

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**EXCEL TIPS & TRICKS:** This course offers valuable tips and tricks to maximize the capabilities of Excel. You will learn shortcuts that are sure to speed up application development with Excel and take your skills to the next level.

**APRIL 4, 2017 12:30 PM – 3:30 PM**

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**ENGAGING YOUR AUDIENCE WITH FINESSE:** This two-day workshop is highly participative with each attendee giving several types of “real world” presentations. Individual critique is used after each presentation, where positive aspects of each presentation are reinforced and options are given for turning negatives into positives.

**APRIL 6 AND APRIL 20, 2017 8:30 AM – 3:30 PM**

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**SAFETY FOR SUPERVISORS:** This class is designed for those that are either current supervisors or are temporarily assigned to act as supervisors. It covers the OSHA regulatory expectations of the responsibilities of this position.

**APRIL 25, 2017 9:30 AM – 2:00 PM**

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**AOT – EAP GETTING TO WIN-WIN:** This workshop introduces you to skills used in resolving differences. Our focus is on creating intention, being a listening presence, active listening and creating solutions collaboratively. A win-win solution is one which benefits all parties involved.

**MAY 23, 2017 2:00 PM – 3:30 PM ~VTrans Dill Building, 2178 Airport Rd. Unit A Barre, VT 05641**

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**RIVERS & ROADS TIER II:** A two-day training providing the knowledge and skills required to distinguish between stable and unstable rivers, identify various types of river instability, forecast a river's response to alternative structural treatments and build those treatments.

**MAY 31 AND JUNE 1, 2017 8:30 AM – 4:30 PM**



**TRAINING CENTER**