



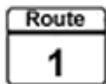
U.S. Department
of Transportation
Federal Highway
Administration



A monthly feature for FHWA employees

OCTOBER 2009

Upcoming Events



Corporate Competencies

Travel Card Training

The Department of Transportation will be requiring all employees who hold travel cards and all who will apply for them to complete travel card training. This is scheduled to be announced in mid-October.

The training can be completed in less than an hour by completing Course DOT-B30-TCT-000029 in ELMS.

SharePoint Training

The Knowledge Application Team (KAT) offers several learning opportunities on SharePoint.

SharePoint 101: Basic User Training provides an overview tour of a SharePoint site. Participants learn the fundamentals of SharePoint including how to use Web parts, the document library, and working with tasks.

SharePoint 102: Intermediate User Training encourages participants to build on the knowledge acquired in SharePoint 101. The training covers how to work with tasks, how to use wikis and blogs, create and contribute to discussion boards and use the survey feature.

Audience: All FHWA employees
When: Several sessions from October through December
Where: Web conferences
Registration:
<http://one.dot.gov/fhwa/help/Lists/Training%20Calendar/calendar.aspx>

Contact: FHWAPortalAdmin@dot.gov

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

Learn the significance of developing an IDP and how it benefits employees, supervisors and the Federal Highway Administration.

Learn how to create a plan in ELMS and develop the IDP content using the Learning Highway and the competency frameworks.

Supervisors can learn how to review and approve plans for their employees in eLMS.

Please register in ELMS under the assigned Item ID: **FHWA-T-421003** and Scheduled Offering: **31036**. Please **DO NOT** create a new item for this workshop.

Audience: All employees
When: Thursday, October 22 from 1:30 to 3:30 (Eastern)
Item ID: FHWA-T-421003
Scheduled Offering: 31036
Link to join the Web conference:
<http://fhwa.na3.acrobat.com/idpworkshop/>
Teleconference number to access audio portion: 877.926.9454
Pass Code: 9382566
Contact: Araceli Rivera, 202.366.1209 or Nicole Hicks, 202.366.1202.

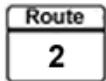
Preparing for Retirement

The Office of Human Resources will provide several learning opportunities on retirement and financial planning for all employees.

Sessions cover:

- the Federal Employee's Retirement System (FERS),
- the Civil Service Retirement System (CSRS),
- Financial Planning and
- Managing the Transition to Retirement.

Audience: All employees
When: Instructor-led training at Headquarters: October 27 to 29
Webinar Schedule for field personnel:
Ongoing seminars have been scheduled from October 2009 through January 2010. Please use the link below to view the schedule.
https://staffnet/opt/training/comp_coporate/retire_webinar.htm
Contact: Steven Graham 202.366.5238



Leadership Competencies

Inside Out Coaching for Managers

The Office of Human Resources is providing several learning opportunities on coaching. The coaching workshop, *Inside Out Coaching for Managers*, covers:

- concepts and practices that will help others uncover their innate ability to respond to the performance pressure of today
- how to reduce interference that can block performance
- how to achieve meaningful goals and more personal satisfaction with less stress

Audience: managers, supervisors and team-leaders

Note: Self-registration is available for employees through the ELMS

Course Item Number: FHWA-T-04102

Please use the specific date/location scheduling offering number below to register for the course.

<http://intra.fhwa.dot.gov/opt/training/elms/elms.htm>

When: Tuesday, October 13 from 8:30 to 4:30 (Eastern)

Where: Sam Nunn Atlanta Federal Center
61 Forsyth Street, S.W.
Conference Center Room D
Atlanta, GA 30303

Scheduling Offering Number: 31100

Contact: Vonita Porch 404.562.3902

When: Tuesday, October 27 from 8:30 to 4:30

Where: Federal Highway Administration
610 East Fifth Street,
Vancouver, WA 98661

Scheduling Offering Number: 31101

Contact: Merry McKay 360.619.7569

When: Wednesday, November 18 from 7:30 to 4:30

Where: DOT Dakota Building
Moffat Tunnel Conference Room, 1st Floor
12300 W. Dakota Ave
Lakewood, CO 80228

Scheduling Offering Number: 31102

Contact: Kay Dugan, 720.963.3473

Please note that any required travel funds must be paid by the participant's home office.



Professional Competencies

Finance Seminar

The Office of the Chief Financial Officer is partnering with the Office of Technical Services to present learning and development opportunities to field staff in the financial management discipline. This is also a great opportunity for interactive discussions of core financial management topics, emerging issues, and best practices.

Audience: Financial specialists in Grades 11-13

When: Tuesday, November 3 to Thursday, November 5

Where: Denver, Colorado

Please contact Paul Smith, 202.366.8761 or email paul.d.smith@dot.gov if you have any questions or require additional information.

Field Office Administrative Support Staff

Audience: Field office administrative support staff

When: November 17 and 18

Location: Phoenix, Arizona

We are pleased to announce a learning opportunity for field office administrative support staff. Entitled *On the Frontlines of Leadership*, this program is designed to further develop both professional and technical skills of the administrative support staff. This program provides opportunities to network and to share best practices as well as hear from senior leaders.

Travel expenses will be paid for by central funding. Participants who do not have a travel card will need to apply for one quickly. Instructions will be sent to them on how to obtain one.

In the coming weeks, we will share additional details about the *On the Frontlines of Leadership* program.

On the Front lines of Leadership – Headquarters Administrative Support Staff

The Office of Safety and the Office of Human Resources are working together to implement a learning event for administrative support staff who work in Headquarters.

The FHWA considers all employees leaders. FHWA's administrative support staff works with the public, multiple stakeholders, or provides much needed support to an executive, office, or team. They are examples of leadership on the frontline, which is why this learning event has been titled "On the Frontlines of Leadership."

The learning event will have two goals:

- understand the importance their work plays in fulfilling the FHWA mission and
- learn skills based on the competencies from the Learning Highway that will help them excel in their careers. The skills will include instruction on communication skills, customer service, and the ability to manage change.

Audience: Headquarters administrative support staff

When: Wednesday, December 2

Where: Headquarters Conference Center

Contact: Steven Graham at 202.366.5238.

Hold the Date

Check out the following upcoming events. Look for more information in next month's *Learning Highway Newsletter*. For now, please make a note of them.

NHI Real Solutions Seminar Series - Always on-line!

Just a reminder: This free monthly series features guest speakers presenting problems or issues they've faced in the field and what steps were taken to solve the problem. Participants can ask questions and receive answers. To find out about future seminar offerings, visit the Web at: www.nhi.fhwa.dot.gov/about/realsolutions.aspx

National Highway Institute Catalog

To view the NHI *catalog*, go to

http://www.nhi.fhwa.dot.gov/training/brows_catalog.aspx.

National Highway Institute Providing New Resources Through Social Media

Ever been "poked," "tagged," or learned of an event through someone's wall? If you have, you're probably familiar with Facebook.

Because many of the National Highway Institute's customers use Facebook, NHI developed an [NHI Facebook](#) page which includes recently launched trainings, Web conferences, and any conferences NHI will be attending, in addition to other updates.

For those who prefer LinkedIn, NHI's [LinkedIn](#) page serves as a resource for transportation professionals to meet other professionals with diverse backgrounds. NHI will also post new organization news here.

The NHI [Learning Forum](#) provides industry professionals the opportunity to discuss transportation issues online and ask questions, as well as provide feedback about current courses and trainings they would like to see.

Get Connected!

Highlights of Recent Learning Activities

Executive Core Qualifications Academy

The Office of Human Resources is conducting the Executive Core Qualifications Academy to develop leadership competencies in GS 14-15 employees. This program is a pilot initiative for 20 Headquarters participants.

The Academy focuses on providing participants with opportunities and experiences to advance their skills in managing people and programs. The kickoff session was conducted on October 6. The participants will meet monthly as they work on building their ECQ skills and will present a team presentation in the spring.

FY 2009 SES Briefing

The Federal Highway Administration had five Senior Executives attend the Senior Executive Service Briefing held on September 16 and 17 at the Ronald Reagan Building and International Trade Center in Washington.

It was an exciting program with White House speakers and Michael Watkins, author of *First 90 Days in Government*. High-ranking Government officials and policy makers provided valuable information on the President's vision, standards, and agenda. Speakers addressed the unique challenges facing SES members in their new positions.

Northeast Leadership Development Academy Kick Off

The Office of Technical Services' Communications and Marketing Technical Service Team partnered with several divisions in the Northeast to launch the first Northeast Leadership Development Academy (NELDA). The NELDA is being sponsored by the Rhode Island Division and began on September 22nd. The 3-day kick off session was highly successful and participants left energized and ready to take on the requirements of the program. Several Northeast Division Administrators participated in the kick off session, held in Providence.

This long-term leadership training program is modeled after the Leadership Development Academy (LDA) that has been available to the Federal Lands Highway Division offices for the past several years. This is the first time that the LDA is focused on division personnel as the primary participants. There are 21 participants in NELDA from the Connecticut, Maine, Massachusetts, New Hampshire, New York, Pennsylvania and Rhode Island divisions, the RITA-VOLPE Center, and the Resource Center.

Like the LDA, NELDA is a challenging and motivating six-month program of classroom learning, virtual work, and team projects. The program emphasizes self-management skills, which are the cornerstone of emotional intelligence. After the opening three-day kick off, the program continues in five monthly sessions, culminating in a graduation ceremony in April. Throughout the six months, participants work with teammates and coaches, and the program leader, to develop emotional intelligence skills, improve teamwork

tactics, and stretch their abilities in the areas of project management, communications, and relationship building.

If you'd like more information on NELDA, please contact NELDA Coordinator Jacinda Russell of the Rhode Island Division at jacinda.russell@dot.gov.

For more information on the LDA program in general, please contact the Communications & Marketing TST's Ann Crouch at ann.crouch@dot.gov or Carin Michel at carin.michel@dot.gov

Learning Highway News

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