

**TxDOT Public Transportation Division (PTN)
Schedule of Training
April – September 2018**

This calendar is posted for the convenience of public transit agencies; TxDOT does not endorse or recommend any specific vendor for training. The information posted is not all-inclusive and is subject to change. For more information, contact the PTN Training Program Manager at PTN_Training@txdot.gov.

TxDOT provides tuition and travel reimbursement scholarships for transit agency employees to obtain training as funding allows. Please contact PTN_Training@txdot.gov for scholarship information if there is a note that scholarships are available for a training class.

NOTE: Applicants must contact the entity listed in the “Notes” column for registration.

April 2018					
Event	Dates	Location/Host	Event Provider	Fee	Notes
Implementing Conditional Eligibility for ADA Complementary Paratransit Trip by Trip (2pm-3:30pm)	4	WEBINAR	Easter Seals	\$45	http://www.projectaction.com/event/implementing-conditional-eligibility-for-ada-complementary-paratransit-trip-by-trip/
Project Management for Transit Professionals	4-5	Houston, TX	NTI	\$600	www.nti_info@nti.rutgers.edu
Human Resources for Anyone with Newly Assigned HR Responsibilities	9	Victoria, TX	Pryor	\$149	www.pryor.com
How to Deliver Exceptional Customer Service	12	Houston, TX	Pryor	\$199	www.pryor.com
How to Deliver Exceptional Customer Service	13	San Antonio, TX	Pryor	\$199	www.pryor.com
Making the Transition from Staff to Supervisor	17	Austin, TX	Pryor	\$199	www.pryor.com
EXCEL for the Business Professional	18	Austin, TX	CLOUD TRAINING	\$189	https://www.cloudtraining.com/index.php?option=com_content&view=article&id=4&Itemid=7
Human Resources for Anyone with Newly Assigned HR Responsibilities	19	Waco, TX	Pryor	\$149	www.pryor.com
Human Resources for Anyone with Newly Assigned HR Responsibilities	20	Houston, TX	Pryor	\$149	www.pryor.com

Mastering Microsoft Word	20	Austin, TX	Cloud Training	\$179	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=606&Itemid=5
Making the Transition from Staff to Supervisor	22	San Antonio, TX	Pryor	\$199	www.pryor.com
Learn to Write Effective Policies & Procedures	23	Austin, TX	Pryor	\$199	www.pryor.com
Leadership, Team Building and Coaching Skills for Managers and Supervisors	23	Houston, TX	Pryor	\$249	www.pryor.com
Learn to Write Effective Policies & Procedures	24	Houston, TX	Pryor	\$199	www.pryor.com
Making the Transition from Staff to Supervisor	25	Houston, TX	Pryor	\$199	www.pryor.com
May 2018					
Event	Dates	Location/Host	Event Provider	Fee	Notes
EXCEL for the Business Professional	1	Lubbock, TX	CLOUD TRAINING	\$189	https://www.cloudtraining.com/index.php?option=com_content&view=article&id=4&Itemid=7
EXCEL to the Max	2 - 3	Lubbock, TX	CLOUD Training	\$279	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=618&Itemid=5
TCRP E-11: Relationship Between Transit Asset Condition & Service Quality	3	WEBINAR	NTI	\$0	www.nti.rutgers.edu
Title VI and Public Transit	4-5	Lewisville, TX	NTI	\$600	www.nti.rutgers.edu
EXCEL to the Max	7-8	Austin, TX	CLOUD Training	\$279	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=618&Itemid=5
APTA (American Public Transportation Association) Bus & Paratransit Conference	6-9	Tampa, FL	APTA	Varies	Info at: www.apta.com NO SCHOLARSHIPS AVAILABLE
A Crash Course for the First-Time Manager or Supervisor	8	Bryan, TX	Pryor	\$149	www.pryor.com
A Crash Course for the First-Time Manager or Supervisor	9	The Woodlands, TX	Pryor	\$149	www.pryor.com

Word for the Business Professional	14	Lubbock, TX	CLOUD Training	\$169	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=619&Itemid=5
Procurement Series II – Risk Assessment and Basic Cost or Price Analysis	14-18	Houston, TX	NTI	\$600	www.nti.rutgers.edu
A Crash Course for the First-Time Manager or Supervisor	15	Houston, TX	Pryor	\$149	www.pryor.com
A Crash Course for the First-Time Manager or Supervisor	16	New Braunfels, TX	Pryor	\$149	www.pryor.com
SMS Principles for Transit	21-23	El Paso, TX	TSI	\$55	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
Effective Goal-Setting and Planning Skills	22	Austin, TX	Pryor	\$99	www.pryor.com
Effective Goal-Setting and Planning Skills	23	San Antonio, TX	Pryor	\$99	www.pryor.com
Effective Goal-Setting and Planning Skills	24	Houston, TX	Pryor	\$99	www.pryor.com

June 2018

Event	Dates	Location/Host	Event Provider	Fee	Notes
EXCEL for the Business Professional	4	Lubbock, TX	CLOUD TRAINING	\$189	https://www.cloudtraining.com/index.php?option=com_content&view=article&id=4&Itemid=7
Procurement Series III – RFPs & Competitive Contract Negotiations	4-8	Lewisville, TX	NTI	\$600	www.nti.rutgers.edu
CTAA (Community Transportation Association of America) Expo	10-14	Pittsburgh, PA	CTAA	Varies	Info at: http://web1.ctaa.org/webmodules/webarticles/anmviewer.asp?a=5148&z=5 NO SCHOLARSHIPS AVAILABLE
Managing Emotions Under Pressure	11	Houston, TX	Pryor	\$149	www.pryor.com
Managing Multiple Priorities, Projects and Deadlines	11	The Woodlands, TX	Pryor	\$99	www.pror.com

Managing Multiple Priorities, Projects and Deadlines	13	San Antonio, TX	Pryor	\$99	www.pror.com
Managing Multiple Priorities, Projects and Deadlines	20	Austin, TX	Pryor	\$99	www.pror.com
SMS Principles for Transit	20-22	Houston, TX	TSI	\$55	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
Managing Emotions Under Pressure	21	Austin, TX	Pryor	\$149	www.pryor.com
Managing Multiple Priorities, Projects and Deadlines	21	Houston, TX	Pryor	\$99	www.pror.com
EXCEL to the Max	25	Lubbock, TX	CLOUD Training	\$279	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=618&Itemid=5
Transit System Security	25-29	Ft. Worth, TX	TSI	\$75	http://tsi-dot.csod.com

July 2018

Event	Dates	Location/Host	Event Provider	Fee	Notes
TxDOT-PTN Semi-Annual Meetings	9-13	Austin, TX	PTN	FREE	
Transit Bus System Safety	9-13	Denton, TX	TSI	\$110	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
EXCEL for the Business Professional	10	Lubbock, TX	CLOUD TRAINING	\$189	https://www.cloudtraining.com/index.php?option=com_content&view=article&id=4&Itemid=7
Business Writing for Results	11	Houston, TX	Pryor	\$179	www.pryor.com
Business Writing for Results	12	Austin, TX	Pryor	\$179	www.pryor.com
Business Writing for Results	13	San Antonio	Pryor	\$179	www.pryor.com

Project Management Workshop	24	Houston, TX	Pryor	\$199	www.pryor.com
Project Management Workshop	25	San Antonio, TX	Pryor	\$199	www.pryor.com
Project Management Workshop	26	Austin, TX	Pryor	\$199	www.pryor.com
Strategies for the Overwhelmed	31	Houston, TX	Pryor	\$99	www.pryor.com
Effectively Managing Transit Emergencies	31 - Aug 3	Houston, TX	TSI	\$60	http://tsi-dot.csod.com
August 2018					
Event	Dates	Location/Host	Event Provider	Fee	Notes
Strategies for the Overwhelmed	1	Austin, TX	Pryor	\$99	www.pryor.com
Effectively Managing Transit Emergencies	7/31 - 8/3	Houston, TX	TSI	\$60	http://tsi-dot.csod.com
Strategies for the Overwhelmed	2	San Antonio, TX	Pryor	\$99	www.pryor.com
Leadership, Team Building and Coaching Skills for Managers and Supervisors	9	Austin, TX	Pryor	\$249	www.pryor.com
Leadership, Team Building and Coaching Skills for Managers and Supervisors	10	San Antonio, TX	Pryor	\$249	www.pryor.com
How to Plan and Monitor a Budget	14	San Antonio, TX	Pryor	\$199	www.pryor.com
Substance Abuse Management and Program Compliance	14-16	Houston, TX	TSI	\$ 50	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
Making the Transition from Staff to Supervisor	15	College Station, TX	Pryor	\$199	www.pryor.com

How to Plan and Monitor a Budget	15	Austin, TX	Pryor	\$199	www.pryor.com
Making the Transition from Staff to Supervisor	16	Temple, TX	Pryor	\$199	www.pryor.com
How to Plan and Monitor a Budget	16	Houston, TX	Pryor	\$199	www.pryor.com
Advanced EXCEL, Macros & More	22-23	Austin, TX	CLOUD Training	\$319	https://www.cloudtraining.com/index.php?option=com_eventbooking&task=individual_registration&event_id=609&Itemid=5
Leadership, Team Building and Coaching Skills for Managers and Supervisors	30	Waco, TX	Pryor	\$249	www.pryor.com
September 2018					
Event	Dates	Location/Host	Event Provider	Fee	Notes
Human Resources for Anyone with Newly Assigned HR Responsibilities	18	New Braunfels, TX	Pryor	\$149	www.pryor.com
Human Resources for Anyone with Newly Assigned HR Responsibilities	20	The Woodlands, TX	Pryor	\$149	www.pryor.com
ONLINE					
Event	Dates	Location/Host	Event Provider	Fee	Notes
PASS Basic Program	Any	Online	CTAA	\$50	www.training.ctaa.org
PASS Basic Recertification Program	Any	Online	CTAA	\$25	www.training.ctaa.org
PASS Full Driver Recertification Program	Any	Online	CTAA	\$35	www.training.ctaa.org
Curbing Transit Employee Distracted Driving	Any	Online	TSI	\$0	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
Fatigue and Sleep Apnea Awareness for Transit Employees	Any	Online	TSI	\$0	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80

Rail Nomenclature	Any	Online	TSI	\$0	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
SMS Awareness	Any	Online	TSI	\$0	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80
Transit Asset Management Training: Calculation Performance Measures and Setting Targets	Any	Online	TSI	\$0	https://tsi-dot.csod.com/selfreg/register.aspx?p=tsi-dot&c=rti-80

Description of Events

A Crash Course for the First-Time Manager or Supervisor: Make your move into your new supervisor position smoother and more successful. Attend this one-day training seminar and gain all the skills and insights you need to lead with confidence and conviction!

Advanced EXCEL, Macros & More: This class is for advanced EXCEL users that would like to expand their knowledge in the realm of macros and other EXCEL topics.

Business Writing for Results: You can produce clear, sharp, effective copy — it's just a matter of learning a basic set of writing skills. Attend this business writing training and you'll learn, step-by-step, how to shape your thoughts and organize your words. Forget about stuffy grammatical rules that are complicated and hard to remember. This seminar focuses on day-to-day writing, bringing you up to speed with skills that will be useful to you for the rest of your life.

Curbing Transit Employee Distracted Driving: This 30-minute online course is designed to raise awareness of distracted driving with the desired outcome of reducing the risk of distracted driving by public transportation professionals.

Effective Goal-Setting and Planning Skills: With our Effective Goal-Setting and Planning Skills training course, you'll not only discover this critical component, but dozens of other tools, tips, strategies, fresh ideas and more — all geared toward setting and accomplishing goals easily and painlessly. From setting individual goals to working within the framework of a team environment, we'll help you get past the internal roadblocks and external issues that have hindered you in the past.

Effectively Managing Transit Emergencies: This course provides information on understanding the necessity, purpose, development, and implementation of emergency management and how it relates to the other safety functions of a transit system. Participants will learn how to better understand the emergency management concept and the role of the transit system in responding to emergency/disaster situations in both the community and transit system. The course provides information related to acquisition and operational phases of a transit system's life cycle. Participants will be prepared to understand the elements of an effective emergency management program and how interaction of these elements affects the management of the emergency situations, as well as the roles and responsibilities of internal transit agency personnel and external stakeholders (e.g. fire, police, EMS, etc.) The course structure includes training related to the U.S. National Response Framework (NRF), National Incident Management System (NIMS), and Incident Command System (ICS). The course concludes with an Advanced Tabletop Exercise (TTX) involving the class participants and utilizing the Homeland Security Exercise and Evaluation Program (HSEEP) format.

Excel for the Business Professional! This class is designed for the beginner who wants to learn how to create basic formulas. Have you been using a spreadsheet that someone else designed but you don't know how they created the formulas?

Excel to the Max: This course is designed for intermediate to advanced users. It covers absolute references, creating and using named ranges, working with multiple pages in a workbook, creating and using advanced formulas, and much more.

Fatigue and Sleep Apnea Awareness for Transit Employees: This 50-minute online course is designed to inform and guide transit operators and systems regarding the identification and treatment of individuals at high risk for obstructive sleep apnea and other sleep disorders, as well as teaching general concepts about sleep and fatigue.

How to Deliver Exceptional Customer Service: Developed and presented by customer service experts, this seminar teaches ways to work easily with others and create a more pleasant environment. We've drawn from what is working in companies all across America. In this workshop, you'll learn ways to communicate keeping your composure under stress, and much more.

How to Plan and Monitor a Budget: This course will teach you how to build in contingencies and wisely plan for unforeseen circumstances, making your budget a planning tool with maximum flexibility. You'll see immediate and direct benefits from these practical, hands-on budget principles and strategies.

Human Resources for Anyone with Newly Assigned HR Responsibilities: This course will swiftly get you up to speed on all aspects of HR — from legal and compliance issues to hiring and firing, benefits administration, records maintenance and more!

Implementing Conditional Eligibility for ADA Complementary Paratransit Trip by Trip: *Implementing Conditional Eligibility for ADA Complementary Paratransit* will address how to schedule trips based on a person's conditional eligibility for ADA Complementary Paratransit. Once the determination has been made that a person can ride fixed-route transit for some, but not all, of his/her trips and conditions are placed on his eligibility to take ADA Complementary Paratransit, then the complex process of implementing these eligibility conditions begins. Topics in this session will include tracking riders' conditions analyzing individual trips, determining eligibility for conditions that regularly change (i.e. weather-related occurrences) and best practices in implementing conditional eligibility.

Leadership, Team Building and Coaching Skills for Managers and Supervisors: This team-building seminar will teach you step-by-step, how to produce a manager's "game plan" to ensure you'll reach your goals and objectives. Plus, find out how to maximize every employee's abilities ... and uncover strengths and talents you never knew existed!

Learn to Write Effective Policies & Procedures: Well-written, concise policies and procedures are the framework that holds your organization together and makes everything run smoothly and efficiently. Attend this one-of-a-kind, career-enhancing program and learn valuable techniques for writing policies and procedures with skill and ease.

Making the Transition from Staff to Supervisor: This new supervisor training was specifically designed to address the needs of anyone who is new to managing others. What you learn in this class will arm you with a powerful new set of skills, strategies and techniques for dealing with the issues you will encounter as you take on your new position and move forward in your career.

Managing Emotions Under Pressure: Achieving what you want in life means doing what it takes ... not just now and then ... not just when you feel like it ... but every day. It takes learning self-discipline and emotional control. And that's why so many people have found this seminar to be so powerful.

Managing Multiple Priorities, Projects and Deadlines: Set aside just one day, and you'll be able to manage multiple demands and priorities, get more done in less time, keep on top of numerous projects and deadlines, and eliminate pressure and stress from your work day. *If you're too busy to attend, enroll today!* For you, this seminar is truly a top priority!

Mastering Microsoft Word: This custom class is designed to help students increase their knowledge of Microsoft Word skills. Topics chosen for this class were identified as areas that would be useful for specific job-related tasks. The goal is to improve efficiency and productivity.

PASS: The (PASS) Driver Certification Program ensures that community transportation drivers have current expertise in passenger assistance techniques and sensitivity skills appropriate for serving persons with disabilities.

Procurement Series II – Risk Assessment & Basic Cost or Price Analysis: The second of a four-part series, this four-day course is designed to strengthen the procurement practices of transit authorities by improving the ability to perform cost and price analysis. This basic training helps build the sound financial management practices that are expected of organizations and agencies receiving direct grant support from the FTA. This revised course uses "best practices" and several hands-on exercises to augment explanations of acquisition strategies and design-build contracts, using data from cost and price analysis and price and cost certification. The effects that risk has on different types of contracts and specifications are covered in great detail. The *Best Practices Procurement Manual* and *Circular 4220.1F* are referenced throughout the course. This course is conducted utilizing exercises, case studies, and other interactive training activities. A small calculator would be helpful for the class exercises.

Procurement Series III – RFTs & Competitive Contract Negotiations: The third course in a four-part series, this three-day course will provide participants with a negotiation skill set. The participants will gain a greater understanding of negotiation, how to build negotiating skill sets and practice their application, when to negotiate, and how negotiations are impacted by what is being procured. Competitive contract negotiations, non-competitive contract negotiations, moving beyond deadlock, and proposal evaluation are covered at length and augmented by best practices and exercises. The *Best Practices Procurement Manual* and *Circular 4220.1F* are referenced throughout the course. This course is conducted utilizing exercises, role-playing, case studies, and other interactive training activities. Opportunities will be available to practice negotiating skills and techniques. A small calculator would be helpful for the class exercises.

Project Management Workshop: At this seminar, you'll learn expert techniques for building successful project teams, creating efficient plans and implementing effective tracking measures to ensure your projects come in on deadline and on budget. In one fast-paced, well-designed day, we'll cover all the essential elements of project management. We'll provide practical information to not only help you save time, but also increase the success of your projects.

Rail Nomenclature: Topics include rail transit modes, vehicles, track and special track work, traction power, signal systems, rail grade crossings, and operations control center/vehicle maintenance facilities.

SMS Awareness: This course will introduce the participant to Safety Management Systems (SMS), describe the four components of FTA's SMS Framework, and identify the importance of Employee Safety Reporting Systems to the success of SMS. This course is the mandatory prerequisite for the SMS Safety Assurance VLT Course.

SMS Principles for Transit: This course includes an introduction to the principles and four components of a Safety Management System (SMS): Safety Policy, Safety Risk, Safety Assurance, and Safety Promotion. Building upon traditional transit system safety, participants will learn about FTA's SMS framework. At the end of this course, participants will have a greater awareness of critical safety practices which are available through SMS integration with transit system safety, including practical applications and exercises to begin SMS implementation.

Strategies for the Overwhelmed: You'll get more done and be more valuable within your organization. You'll feel less stressed and frazzled. And best of all, you'll be able to get to the high-priority projects you never seem to have time for.

Substance Abuse Management and Program Compliance: This course is designed to provide the participant with the knowledge to evaluate and self-assess their Agency's substance abuse program and compliance with FTA regulations and industry best practices. The course involves lecture, videos, Q&A sessions with expert instructors, and peer information sharing. This course promotes a better understanding of FTA substance abuse compliance regulations and their application to transit agency policies and procedures of this course.

TCRP E-11: Relationship Between Transit Asset Condition & Service Quality: The purpose of this webinar will be to review the final research products of TCRP E-11, Relationship Between Transit Asset Condition and Service Quality. The research was intended to provide transit agencies guidance in relating asset condition to service quality that are of immediate value for use in supporting capital investment decisions. The webinar will summarize the elements of transit service quality and present a model for predicting journey time with adjustments to account for service quality, termed Effective Journey Time (EJT). It will also detail a set of calculation tools developed through the workshop for demonstrating the effects of changes in asset condition on service quality using the EJT model.

Transit Asset Management Training: Calculation Performance Measures and Setting Targets: In this training course on transit asset management (TAM), you will learn how to measure the performance of your agency's transit assets and use those performance measures to set effective and achievable targets. You will also learn how to report performance measures and associated asset condition targets to the National Transit Database or NTD. The course also provides guidance on categorizing which transit assets must have their condition assessed and the correct methods to assessing asset condition, by asset category. Additionally, you will learn how to measure the performance of each asset category using individual asset condition information, how to set targets for future asset condition, and what information to report to National Transit Database or NTD.

Transit Bus System Safety: Study the four pillars of Safety Management Systems (SMS) and how SMS and System Safety work together to help create a safer working environment. Discover how the application of engineering and management principles, criteria and techniques can help to lower safety risk to acceptable levels. Explore the concepts of safety climate, safety risk management, the hazard reduction matrix as well as the hazard reduction precedence

Transit System Security: Develop an increased knowledge of Transit System Security and how it relates to Safety Management Systems (SMS). Gain new resources to reduce crime and improve customer and employee security. Learn how to use a uniform format for developing and implementing security policies and procedures through

a System Security Plan with crime prevention as the major component. Included are basic security terms, the eight steps in the threat and vulnerability identification, and resolution process.

Word for the Business Professional: In this class you will learn shortcuts, tricks, and techniques that will not only help you when you are using Microsoft Word but will also help you overall when using a computer. Learn effective ways to navigate the software, format and then repeat the format, layout tricks and more. You will learn many time saving techniques and gain an overall understanding of how to use Word.