

**TxDOT Public Transportation Division (PTN)  
Schedule of Training  
Oct - Dec 2016**

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 inclusive and is subject to change. For more information, contact the PTN Training Program Manager at [PTN\\_Training@txdot.gov](mailto: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](mailto:PTN_Training@txdot.gov) for scholarship information if there is a note that scholarships are available for a training class. All Scholarships must be entered through eGrants.

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

<b>October</b>					
Class Name	Dates	Location/ Host	Event Provider	Course Fee	Notes
PASS WORKSHOP	8-9	Houston, TX	CTAA	FREE	Register at: <a href="http://www.ctaa.org">www.ctaa.org</a>
PASS WORKSHOP	10-12	Corpus Christi, TX	CTAA	FREE	Register at: <a href="http://www.ctaa.org">www.ctaa.org</a>
TCRP Report 185 part I: Bus Operator Workstation Design for Improving Occupational Health and Safety, Organization and Training Tools	20	Webinar	NTI	FREE	Register at: <a href="http://www.ce-catalog.rutgers.edu">www.ce-catalog.rutgers.edu</a>
How to Manage Priorities & Time	26	WEBINAR	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
The Supervisor’s Role as Trainer & Coach	26	San Antonio, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
TCRP Report 185 part II: Bus Operator Workstation Design for Improving Occupational Health and Safety, Bus Design Tools	27	Webinar	NTI	FREE	Register at: <a href="http://www.ce-catalog.rutgers.edu">www.ce-catalog.rutgers.edu</a>
Organizational Skills for the Overwhelmed!	31	Dallas, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
Grant Writing Class	31-11/1	Humble, TX	Grant Writing USA	\$455	Register at” <a href="http://www.grantwritingusa.com">www.grantwritingusa.com</a>
<b>November</b>					
Class Name	Dates	Location/ Host	Event Provider	Course Fee	Notes
Organizational Skills for the Overwhelmed!	1	Austin, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
National Transit Database (Urban Reporting)	1-2	Dallas, TX	NTI	\$300	Register at <a href="http://www.ntionline.com">www.ntionline.com</a>
FINANCE 101: For Non-Financial Managers	2	WEBINAR	NST	\$199	Register at : <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
Disadvantaged Business Enterprise	2-4	Lewisville, TX	NTI	\$450.00	Register at: <a href="http://www.nti.rutgers.edu">www.nti.rutgers.edu</a>
Organizational Skills for the Overwhelmed!	3	Houston, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>

<b>Organizational Skills for the Overwhelmed!</b>	<b>9</b>	El Paso, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>Writing With Diplomacy, Tact &amp; Finesse</b>	<b>10</b>	WEBINAR	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>How to Communicate With Tact, Professionalism and Diplomacy</b>	<b>14</b>	Abilene, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>Effective Techniques for Dealing With Difficult Customers</b>	<b>15</b>	WEBINAR	PRYOR	\$99	Register at: <a href="http://www.pryor.com">www.pryor.com</a>
<b>How to Communicate With Tact, Professionalism and Diplomacy</b>	<b>16</b>	College Station, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>Project Management</b>	<b>16</b>	Austin, TX	PRYOR	\$199	Register at: <a href="http://www.pryor.com">www.pryor.com</a>
<b>How to Communicate With Tact, Professionalism and Diplomacy</b>	<b>17</b>	Corpus Christi, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>Coaching and Mentoring Skills for Leadership Success</b>	<b>17</b>	Dallas, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>Project Management for Transit Professionals</b>	<b>17-18</b>	Austin, TX	NTI	\$600	Register at <a href="http://www.ntionline.com">www.ntionline.com</a>

## December

Class Name	Dates	Location/ Host	Event Provider	Course Fee	Notes
<b>National Transit Database (Urban Reporting)</b>	<b>11/30-12/1</b>	Nashville, TN	NTI	\$300	Register at <a href="http://www.ntionline.com">www.ntionline.com</a> <b>NO SCHOLARSHIPS AVAILABLE</b>
<b>Grant Management Class</b>	<b>1-2</b>	Arlington, TX	Grant Writing USA	\$595	Register at: <a href="http://www.grantwritingusa.com">www.grantwritingusa.com</a>
<b>Disadvantaged Business Enterprise</b>	<b>6</b>	Charlottesville, CA	NTI	\$450.00	Register at: <a href="http://www.nti.rutgers.edu">www.nti.rutgers.edu</a> <b>NO SCHOLARSHIPS AVAILABLE</b>
<b>Management &amp; Leadership Skills for First-Time Supervisors &amp; Managers</b>	<b>13-14</b>	Amarillo, TX	NST	\$299	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>The Supervisor's Role as Trainer &amp; Coach</b>	<b>14</b>	Houston, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>The Supervisor's Role as Trainer &amp; Coach</b>	<b>15</b>	Austin, TX	NST	\$199	Register at: <a href="http://www.nationalseminarstraining.com">www.nationalseminarstraining.com</a>
<b>ANYTIME Webinars / Resources</b>					
<b>Curbing Transit Employee Distracted Driving</b>	Anytime	WEBINAR	TSI	FREE	Register: <a href="http://www.tsilearn.dot.gov">www.tsilearn.dot.gov</a>
<b>Supervisor Drug &amp; Alcohol Training Webinar w/ Reasonable Suspicion Training</b>	Anytime	WEBINAR	FS11	\$149	Register: <a href="http://www.fs11.formsite.com">www.fs11.formsite.com</a>
<b>Measuring Customer Satisfaction</b>	Anytime	ONLINE	UT AUSTIN	\$299	Register at: <a href="http://www.utexas.edu/ce/">http://www.utexas.edu/ce/</a>

## Description of Training and Events

**Coaching and Mentoring Skills for Leadership Success:** There's more to be done and fewer employees on your staff to get things done; employees change jobs more frequently, leaving you in constant retraining mode; your staff feels frazzled by the hectic pace; the talent pool for the skills you need seems to be more shallow than ever before; and you're wondering how to clear all these leadership hurdles to get the results you need.

**Disadvantaged Business Enterprise:** This training is designed to assist DBE transit agency staff and FTA regional staff with developing and implementing policies and procedures consistent with US DOT's revised DBE regulations, 49 CFR Part 26, and DOT guidance. This course will provide a basic understanding and working knowledge of the US DOT DBE regulations and DOT guidance. Attendees will be provided with the tools necessary to design and implement a DBE program in their organizations or agencies.

**Effective Techniques for Dealing With Difficult Customers:** Everyone in your organization who deals with angry, disgruntled, irritated, or hard-to-please customers will gain valuable skills that make each customer interaction more pleasant — and end with a more positive outcome!

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

**FTA Substance Abuse Training:** As an adjunct to the FTA Drug and Alcohol National Conference, this one-day seminar is designed to provide essential facts and information to facilitate employers' compliance with DOT's 49 CFR Part 40 and FTA's 49 CFR Part 655. While a high-level overview of the regulations will be discussed, this seminar will focus more on the operational side of a transit agency's functions.

**Finance 101 For Non-Financial Managers:** Become a better manager by learning the basic principles of finance and know how to apply what you learn in your everyday job.

**Grant Management Class:** Beginning and experienced grant managers and administrators from city, county, and state agencies as well as nonprofits, K-12, colleges, and universities are encouraged to attend. You do not need to work in the same profession as the host agency.

**Grant Writing Class:** If you're ready to learn how to find and write grants, you've come to the right place. Beginning and experienced grant writers from city, county, and state agencies as well as nonprofits, K-12, colleges and universities are encouraged to attend.

**How to Communicate with Tact, Professionalism, and Diplomacy:** Learn the secrets to being seen as a polished, influential professional who garners respect and builds positive relationships with ease.

**How to Manage Priorities & Time:** This course helps you arrange your work to make the most of your peak productivity. It teaches you to eliminate time wasters, set goals, and identify which priorities really are urgent so you can keep a healthy perspective on what matters most.

**Making the Transition from Staff to Supervisor:** Successfully adjust to the changing expectations of your boss, peers, and subordinates.

**Managing Multiple Priorities, People, and Deadlines:** Gain more control over your time tasks and priorities than you ever thought possible.

**Measuring Customer Satisfaction:** As with most things in business, measuring customer satisfaction begins with a plan. This UT Austin online program shows you how to get the most out of developing customer surveys as well as analyzing data and implementing change. You

will discover the importance and elements of an effective customer satisfaction system that includes managing customer requirements. You'll learn to use principles of survey design to develop a customer satisfaction survey that works. Finally, you'll use key analytical tools and basic statistical analysis to turn data into useful information that can be operationalized.

**National Transit Database (Urban Reporting):** The goal of this course is to help transit professionals learn the necessary skills for reporting urban data to the NTD internet reporting website.

**Organizational Skills for the Overwhelmed!:** This training is focused on delivering the must-have skills you need to master your time and maximize your effectiveness. We'll show you how to dissect your workday to see which activities are good time investments and which habits you've picked up are flat-out time-wasters.

**PASS Training:** The PASS program is designed as a three-day train-the-trainer session to certify trainers who can then train drivers, or as a two-day driver program in which our instructors train your drivers. This training focuses on the assistance drivers should be providing to passengers with special needs.

**Project Management Workshop:** This seminar is guaranteed to help you complete your projects on time, on budget, and on target!

**TCRP Report 185 Part II: Bus Operator Workstation Design for Improving Occupational Health and Safety – Organizational and Training Tools:** This seminar provides guidance to transit agencies and bus manufacturers as they improve bus operator workstation design, integrate emerging technologies into current procurement practices, and involve all stakeholders in the design and build process.

**TCRP Report 185 Part II: Bus Operator Workstation Design for Improving Occupational Health and Safety – Bus Design Tools:** This seminar provides guidance to transit agencies and bus manufacturers as they improve bus operator workstation design, integrate emerging technologies into current procurement practices, and involve all stakeholders in the design and build process.

**The Supervisor's Role as Trainer & Coach:** This fun and informative one-day seminar is jam-packed with proven strategies and expert techniques to help you train your staff more effectively, thus improving their efficiency and making you a better overall manager.

**Transit Supervisor Certification:** This course is designed to assist new and veteran frontline supervisors to effectively implement their human resource management responsibilities. The fundamental and regulatory responsibilities of supervision will be addressed, as well as day-to-day operations.

**Writing with Diplomacy, Tact & Finesse:** Get powerful techniques guaranteed to make all your writing stronger and clearer... for the results you want. This is the perfect way to improve your most valuable skill at work.