

Virginia Transportation Training Programs



Career Development

www.virginia.gov/jobs/career_development.asp

Human Resources and Training Division Virginia Department of Transportation | Richmond, Virginia

Program Summary

VDOT needs a strong workforce that is capable of addressing transportation challenges today and well into tomorrow. We want employees to be able to move sideways, as well as up the organization, as they develop skills sets to be competitive for other positions in the department. Career development supports our efforts to fill the VDOT talent pipeline, especially in key areas of our business.

Career development helps our employees to see opportunities for the future in a more structured way.

Career development at VDOT includes:

- a one-stop online team site and resources for employees/managers.
- aspirational positions in some of VDOT's core business areas and how to best develop for them.
- ways to develop leadership competencies & technical skills.
- career coaches that are VDOT trained professionals.
- links to systems to access jobs beyond those featured in the team site.

Program Information and Impact

Established in 2015

Estimated Impact of Program: 7,500 people (agency-wide)

Established Outcomes:

- Number of lattice moves in/out of identified roles
- Number of employees in formal stretch roles
- Number of internal promotions
- Employees developing in roles related to critical positions

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Civil Engineering Scholarship Program (CESP)

www.virginiadot.org/jobs/engscholarprog.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Civil Engineering Scholarship Program provides civil engineering students the opportunity to gain valuable, real-world work experience to help them in their studies and prepare for future career choices, earn money over the summer and receive stipends to assist with educational expenses. The Civil Engineering Scholarship Program provides participants with a \$3,500 stipend for the fall and spring semesters. Stipends are issued based on continued program eligibility.

Civil Engineering Scholarship Program participants spend summers working in a challenging and interesting VDOT position. Each position is paid and provides hands-on work experience within a variety of disciplines and geographic areas, under the tutelage of a Professional Engineer.

Please see the [website](#) for specific requirements to apply.

Program Information and Impact

Established in 2000

Estimated Impact of Program: 20-25 interns (cohort)

Established Outcomes:

- Scholars have developed skills, a heightened awareness of public sector work and interest in working for VDOT.
- Scholars have performed tasks to help VDOT to meet a business need in their particular work area.
- Scholars achieve full-time work at VDOT through the Core Development Program or other job opportunities.

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Internship Program

www.virginiadot.org/jobs/internship_program04.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Internship Program provides its participants with on-the-job training by giving them hands-on assignments. Program participants spend the summer working on unique projects and activities. In addition, participants get the opportunity to network with other interns. This allows them to learn from each other about the diverse needs of the organization.

Requirements to apply:

- Be a US citizen or permanent US resident.
- Be at least 18 years of age.
- Undergraduate students in their sophomore, junior or senior year, enrolled in a 2-year or 4-year accredited college/university.
- Graduate students enrolled in a degreed program in an accredited college/university.
- Possess a minimum cumulative grade point average of 2.5 or above on a 4.0 scale or 3.0 or above on a 6.0 scale.
- Complete a minimum of 12 credit hours per semester for undergraduate students and 9 graduate level credit hours for graduate students.

Program Information and Impact

Established in 2001

Estimated Impact of Program: 35 people

Established Outcomes:

- Interns have developed skills and a heightened awareness public sector work and interest in working for VDOT.
- Interns have performed tasks to help us to meet a business need in their particular work area.
- Interns achieve full-time work at VDOT.

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Core Development Program

www.virginiadot.org/jobs/CoreDevProgram.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Core Development Program, intended for recent college graduates, offers the opportunity to take on a real job and work alongside seasoned professionals, from engineers to financial analysts.

The program focuses on developing the technical and leadership competencies that will sustain the Virginia Department of Transportation (VDOT) now and into the future. Associates can expand their primary discipline while cross-training in core business functions.

This 24-month program builds capable, innovative and experienced individuals with the know-how and skills to transition into a vital role at VDOT. Selected individuals participate in the program as full-time employees, with a competitive benefits package.

Program Information and Impact

Established before 1965

Estimated Impact of Program: 50 Associates for the 2014-2015 year

Established Outcomes:

- Associates develop the technical and leadership competencies that will sustain the Virginia Department of Transportation (VDOT) now and into the future.
- VDOT has a pipeline of ready employees to fill critical roles.

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Valuing Diversity

www.virginiadot.org/default.asp

Human Resources and Training /Civil Rights Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Valuing Diversity team site contains learning resources designed for instructor-led training, resources for managers to use in discussion with others and resources for self-directed learning. One of VDOT's values is "trust, respect, support, and encourage each other," and this value underpins valuing diversity in all aspects of our workforce. District Training Managers and Central Office Learning Consultants are prepared to support managers in delivering the training and guide managers in how they use these resources.

Program Information and Impact

Established in 2015

Estimated Impact of Program: 7,500 people

Established Outcomes:

- Increased awareness of how valuing diversity aligns with VDOT's core values
- Optimal individual, team and organizational performance

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Leadership Enhancement and Development Program (LEAD)

www.virginiadot.org/default.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

Leadership Enhancement & Development, LEAD, is an intensive development experience for mid-senior level leaders that focuses on leadership development and learning through developmental experiences on and off the job, reflection and interaction with others. Cohorts with 25-30 leaders each will participate in the program over 12-15 months. Program components include:

- Orientation – 1-day orientation to the program
- Assessments – 360, MBTI, and conflict management
- Institute – 4-day event to include analysis of assessments, coaching, and VDOT Executive Panel
- Individual Development Plan (IDP) and activities – serves as framework for development. May include projects, shadowing, interviews with leaders internal and external to VDOT and out-of-position assignments
- Role Exchange – Cohort members identify business and leadership development opportunities, then exchange roles while receiving mutual support for their development
- Peer Coaching – Members learn from and coach each other in small groups
- Hot Topics – These are timely 1 day “hot” topics and will include well-known experts. Open to all managers

Program Information and Impact

Established in 2014

Estimated Impact of Program: 25-30 people per cohort

Established Outcomes:

- Increased collaboration and communications across organizational lines
- Leaders better prepared to effectively cope with change, decide and act without the full picture, and comfortably handle risks
- Leaders who look beyond the obvious to solve problems and build effective teams
- Leaders who are deliberate in developing their direct reports, using principles of situational leadership as a framework

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Construction Inspector Trainee Program

www.virginiadot.org/jobs/constdevtrainee.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Virginia Department of Transportation's (VDOT) construction inspectors ensure the safe and sound construction of the Virginia's roadways. The Construction Inspector Trainee Program develops inspectors through classroom training, mentoring and on-the-job experience. Trainees participate in the program as full-time employees, with a competitive benefits package.

Requirements to apply:

- A high school diploma or an equivalent combination of education and training
- Good math skills; detail-oriented; enjoy the outdoors; have an interest in construction

Program Information and Impact

Established in 2012

Estimated Impact of Program: 20 per cohort, in 2015, 39 in cohort

Established Outcomes:

Individuals with verified, highly desirable and proficient skills as construction inspectors and ready to transition into vital roles at VDOT.

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Maintenance Training Academy

www.virginiadot.org/jobs/maintrainacademy.asp

Human Resources and Training Department of the Virginia Department of
Transportation (VDOT) | Richmond, Virginia

Program Summary

The Maintenance Training Academy (MTA) is a state-of-the-art, innovative program/facility in Thornburg, Virginia offering statewide training programs. Individuals receive hands-on equipment and highway construction instruction. Learning involves classroom and outdoor equipment training.

The academy delivers relevant, clear and comprehensive training on many topics including:

- Heavy equipment operation
- Preventive maintenance
- Work zone safety
- Snow operations

This training is offered to both state employees and to approved partners.

Program Information and Impact

Established in 1992

Estimated Impact of Program: 7,300 people

Established Outcomes:

State employees and approved partners become proficient, highly capable equipment operators and maintenance technicians. Individuals completing these classes will have verified, highly desirable and proficient skills.

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Leadership Development Program for Supervisors (LDP-S)

www.virginiadot.org/default.asp

Human Resources and Training Division Department of the
Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

The Leadership Development Program for Supervisors (LDP-S) uses a blended learning approach (on-line and instructor-led courses, videoconferencing and coaching) to assist supervisors in acquiring the skills and competencies necessary to become a VDOT leader. This program provides participants opportunities to learn from other supervisors and practice new skills where they can apply their learning, expand their professional network and ultimately bring out the best in their people. Eligible participants are current first-line supervisors who are continuous learners, are motivated to complete the program, and who have their immediate supervisor's recommendation.

Those selected for the program will also participate in the following activities:

- Video teleconferences
- Guided discussions with their manager
- Discussion boards with their peers
- Read short articles relating to leadership throughout the program

Program Information and Impact

Established in 2012

Estimated Impact of Program: 50+ people per cohort

Established Outcomes:

- Front-line supervisors possess skills critical to leadership at this level including motivating and directing others and building effective teams.
- VDOT has engaged competent front-line supervisors capable of leading others to achieve critical business goals.

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Leadership Development Program for Teammates

www.virginiadot.org/default.asp

Human Resources and Training Department of the Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

This program is for high performing teammates who demonstrate potential and willingness to perform at the next level are the future leaders of VDOT. The Leadership Development Program for Teammates (LDP-T) is designed to provide non-supervisory personnel an introduction to leadership competencies found in VDOT's Supervisor Model and develop those interested in leading people or projects.

The LDP-T target audience is employees who do not supervise others and who:

- Have a solid understanding of the Teammate Model competencies
- Have demonstrated potential and interest to perform at the next level
- Represent all career fields
- Reflect the diversity of our state-wide workforce
- Have support from their supervisor to help them develop as a leader
- Program components include classroom-based courses, interview with a leader in an area of interest, learning and project "stretch" assignments, writing assignments, mini job shadow (1-3 days) and leadership roundtable.

Program Information and Impact

Established in 2012

Estimated Impact of Program: 15 people x 9 districts = 135 people

Established Outcomes:

- Teammates who possess skills in competencies including communicating with impact conflict resolution, creative problem solving, customer service, situational self-leadership, teamwork and teambuilding and time management.
- Teammates prepared to assume roles as front-line supervisors or project managers.

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Virginia State University Internship Program

www.virginiadot.org or Virginia State University website

Human Resources and Training Division Department of the
Virginia Department of Transportation (VDOT) | Richmond, Virginia

Program Summary

This two-semester program gives students of engineering at Virginia State University real-world experience in the field of engineering. The program is paid for by Virginia State University.

Program Information and Impact

Established in 2012

Estimated Impact of Program: 20 people

Established Outcomes:

- Real-work experience that ties in with university classroom-learning
- Job skills to prepare them and/or employment in an engineering field

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Materials Certification Schools

www.virginiadot.org/default.asp

Human Resources and Training Department of the Virginia Department of Transportation | Richmond, Virginia

Program Summary

The Materials Certification Program provides on-going training in Materials Technology for some 12,000 industry and Department employees for the purpose of providing a competent workforce. These workers are involved in the production, utilization, acceptance, testing and inspection of materials used in Virginia's transportation infrastructure.

The Materials Certification Program is offered by the Materials Division of the Virginia Department of Transportation (VDOT) and offers individuals training and certification in areas including: Aggregate Properties; Asphalt Field Level 1; Asphalt Field Level 2; Asphalt Plant Level 1; Asphalt Plant Level 2; Asphalt Plant Mix Design; Central Mix Aggregate Plant; Concrete Field; Concrete Plant; Pavement Marking; Slurry Surfacing; Soils and Aggregate Compaction and Surface Treatment.

Program Information and Impact

Established before 1960

Estimated Impact of Program: 12,000 people

Established Outcomes:

- Proficient workers, including contract and VDOT employees, skilled in the production, utilization, acceptance, testing, and inspection of materials used in Virginia's transportation infrastructure

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VDOT University Virtual Campus

www.virginiadot.org/business/virtualcampus.asp

Human Resources and Training Division Department of the Virginia Department of Transportation | Richmond, Virginia

Program Summary

The Virtual Campus is the Virginia Department of Transportation's (VDOT) web-based learning management system. This application connects agency employees and external business partners to the training resources they need.

The VDOT University Virtual Campus is the most convenient way for those learners to access tools to ensure professional and personal development. The VDOT Virtual Campus is always accessible (24/7) from any internet location. The Virtual Campus provides:

- Access to training transcripts
- Extensive course catalog
- Online registration for both classroom and Web-based courses
- Continuously new and updated courses and content
- Integrated online administration and reporting
- Online collaboration and "communities of practice" via "team rooms"

Program Information and Impact

Established in 2005

Estimated Impact of Program: 20,000 internal/external users

Established Outcomes:

- Employees can access just-in-time resources to support their professional development and job performance.
- Agency/employees have capability to track skills/proficiencies for workforce.
- Employees empowered to take control of required or personal development
- Effective infrastructure for all online classes
- Agency able to extend resources beyond boundaries beyond our agency (e.g. Materials Certification classes)

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Learning Partnership Program

www.virginiadot.org/default.asp

Human Resources and Training Department of the Virginia Department of Transportation | Richmond, Virginia

Program Summary

The Learning Partnership Program (LPP) provides tuition reimbursement to employees seeking to enhance their careers through continuing education pursuits. The purpose of the Learning Partnership Program is to promote and support career growth and development at VDOT to achieve our mission of providing quality transportation solutions for our Commonwealth.

The Learning Partnership Program supports opportunities for all classified VDOT employees to develop critical skills and knowledge through accredited or approved educational courses at learning institutions external to VDOT.

Employees may be reimbursed up to \$5,250 per calendar year. Employees approved for Learning Partnership Program funding sign an employment tenure agreement committing to work for VDOT for a minimum of 12 months.

Program Information and Impact

Established in 1995

Estimated Impact of Program: 7,500 people

Established Outcomes:

- Employees develop critical skills to succeed in their current position or skills to meet future business needs at VDOT.

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Mayor's Youth Summer Works Initiative Program

www.virginiadot.org/default.asp

Human Resources and Training Division Department of the Virginia Department of Transportation | Richmond, Virginia

Program Summary

Sponsored by the City of Richmond Mayor's Office, this summer internship program is for City of Richmond juniors and seniors to help them develop real-world life and work experiences while earning a paycheck. Internships are available in engineering and business parts of the organization.

Program Information and Impact

Established in 2010

Estimated Impact of Program: 25 people

Established Outcomes:

- Youth equipped with real-world experiences to prepare them for future employment and educational opportunities.

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Transportation Operator (TO) Trainee Program

www.virginiadot.org/default.asp

Human Resources and Training Division Department of the Virginia Department of Transportation | Richmond, Virginia

Program Summary

The Transportation Operator (TO) Trainee Program allows for recruitment of motivated, action-oriented individuals with basic manual labor skills, basic experience with hand and power tools and a CDL Class B Learners permit into an entry-level maintenance role.

The program also provides VDOT the opportunity to develop desired competencies in these individuals to better equip them to succeed in the more skilled maintenance TO II positions. These TO II trainees shall be a valuable source of more skilled maintenance staff needed to fill District maintenance vacancies more effectively and expediently.

Once the trainees are on board, they have a series of trainings to accomplish – a mixture of classroom, video and on-line courses, as well as on-the-job training. It is anticipated that it may take several months to complete the training requirements. In the meantime, a trainee will work toward securing the CDL license required of a fully-functional TO II. The program will create a pool of well-qualified individuals trained in VDOT processes and policies - ready to assume TO II positions as they become vacant.

Program Information and Impact

Established in 2015

Estimated Impact of Program: TBD people

Established Outcomes:

- Individuals better equipped to succeed in the more skilled maintenance TO II positions.
- Success of the pilot Transportation Operator Trainee Program and its subsequent implementation statewide provides VDOT a pro-active approach to succession planning and replacing skill-gaps generated in maintenance vacancies.

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Women and Leadership

www.virginiadot.org/default.asp

Human Resources Training Division
Virginia Department of Transportation | Richmond, Virginia

Program Summary

This program's bi-monthly sessions focus on women's careers, talents and challenges women may face. The series explores topics including Effective Communication, Success and Likeability, Sitting at the Table and Work/Life Balance issues. Session activities include guest speakers, video selections, small-group exercises, and discussions. Open to male and female employees. Currently available in Culpeper District only.

Program Information and Impact

Established in 2015

Estimated Impact of Program: 80 people

Established Outcomes:

- Women equipped with skills and relationships critical to success in leadership roles.
- Men and women have increased knowledge of difference and similarities between and within groups to support stronger relationships and improve productivity.

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Wounded Veterans Internship Program

www.virginiadot.org/jobs/WoundedVetProgram.asp

Civil Rights Division

Virginia Department of Transportation | Richmond, Virginia

Program Summary

The Wounded Veterans Internship Program was launched in September 2006 with the support of the Federal Highway Administration. The program assists veterans with the transition from military to full-time civilian employment. The program focuses on disabled veterans that have returned from Afghanistan and Iraq who are unable to return to a former job due to physical or emotional disabilities or because the position is no longer available.

VDOT was the first transportation department in the nation to create such a program and has served as a model for other states across the country. The program allows veterans to revamp previous job skills or develop new skills. VDOT works with a number of veteran service organizations to implement the program, which attempts to locate internships near the participant's home and rehabilitation facility. Internship placement depends on aptitudes and interests, and could be in areas such as planning, finance, project management, security, procurement, quality control, information systems, engineering, civil rights and human resources.

Internships last from 12 to 18 months, depending on the needs of the veterans and the VDOT office where they are placed. Veterans are compensated at an hourly rate determined by the skill sets involved and the particular position where the intern is placed. Placement depends upon the veteran's aptitudes, interests, and the needs of the Department. Veterans in the program can compete for full-time VDOT jobs, or they can be introduced to jobs in the private sector or another government agency.

Program Information and Impact

Established in 2006

Estimated Impact of Program: 81 veterans, agency as a whole

Established Outcomes:

- Eighty-one (81) wounded veterans have been enrolled as participants in a variety of positions between 2007 and 2015.
- Thirty-three (33) wounded veterans have obtained full-time employment between 2007 - 2015. Nine (9) of the 81 program participants obtained full-time employment with VDOT and five (5) program participants obtained part-time employment with VDOT.
- Three (3) of the program participants enrolled in college full-time

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