

Trainer Attribute Focus: *Interested in Learning & Motivating*



FAST FACTS for the Instructor Certification Program

- **DEV119 Training Basics for Trainers (Virtual and In-person)** 20 hours. Adjuncts can assist in training to begin Senior Instructor level.
- **DEV120 Training Curriculum Design (Virtual)** 40 hours.
- **DEV121 Training Curriculum Development (Virtual)** 32 hours. One Note application added to four-part course.
- **DEV123 Professional Development (Virtual and In-person)**. This class is designed as a special class where adjunct instructors receive guidance in training and instructional design.
- **DEV142 Basic PowerPoint with a Twist (Virtual and In-person)** 8 hours. Adjunct—developed course that teaches new PowerPoint skills
- **DEV140 Entry-level Computer Basics (In-person)** 8 hours. We furnish computers and helpers to teach basic computers, exploring Crossroads and People Soft, emailing, and typing.
- **Classes that are continuing development:**
 - *Knowing Yourself: Exploring 24 Character Strengths*
 - *Power of Positivity to Productivity (developers use “Canva” to create Participant Guide)*
 - *Basic TxDOT Field Math (pre-pandemic development)*
 - *MNT108 Chainsaw Training Program (Special Project with Tom Brown’s section)*
 - *Training and Development Tools (DEV120 stage)*
 - *Video Production (DEV120 starting in August)*
 - *Creativity (DEV120 starting in September)*



ICP Board of Directors (2020-2022)

Barbara Raines-Evard: Prog Admin
Jeff Clark: Knowledge Architect
Dean Carpenter Turner: Connections

- ◆ Amanda Allen: Special Projects
- ◆ Leighann Heine: Analyst
- ◆ Heather Evans: ICP Podcast Producer
- ◆ Anthony White: Media Specialist
- ◆ Angela Kissel: Event Coordinator
- ◆ Karen Peoples-Mitchell: Membership
- ◆ Teresa Muehlberger-McMillian: Communications

ICP Contact:

ICP-BOARD@TXDOT.GOV

ICP Members (SharePoint)

PowerPoint templates; Annual Workshop presentation recordings; ICP Adjunct Course Materials for DEV119, 140, 142; ICP Podcast recordings; instructor resources

WFD Contact:

training@txdot.gov
512-416-2000

Leadership Development Pathway

<https://txdot.sharepoint.com/sites/LDP/SitePages/Leadership-One.aspx>

Career Dev Program

development@txdot.gov
512-416-2700
Jessica Bogus Britney Richardson

Tuition Assistance Program

education@txdot.gov
Kristi Garcia / Shandon Richardson

Introducing a new project! **ICP Podcast**

As our newest ICP Board member, Heather Evans, has accepted Barbara’s challenge to create a monthly podcast for ICP members (and friends). With a similar format as our annual workshop, Heather will be teaming with Amanda, Latrisha, and Angela to emcee a fun-filled, knowledge-based, **hourly** exploration of topics specifically designed for instructors and developers. Podcasts scheduled for second Monday of the month. Want to share your skills? Questions?

Contact Heather.Evans@txdot.gov



Digital Badges Program

The TxDOT Digital Badges Program adds recognition features to the Instructor Certification Program and instructor development. Once certified, adjuncts can request their earned digital badges (contact Barbara or Teresa) and use them for email signatures or our new ICP Passport Program.



New Certified Instructors: January - June 2022

	<p>Jennifer Bierman Raul Miranda III Jarod Schnell Cory Howard Laura Riley</p>	<p>Victor Mendoza Shandon Richardson Sam Swain David Travis Douglas Stutzman</p>	<p>Darren McDaniel Suzanne Johnson James Elliott</p>
	<p>Dawnita Germain-Bonne Tom Nagel</p>		
	<p>Leighann Heine: ICP member since 2016, Board member since 2020. Manages information about members, membership training, onboarding committee, teaches DEV140, DEV119; designated Ice Breaker Specialist for our workshops, developed new Stockpile & Bunker Training and Inventory Management classes. June 13 was a “go live” date on an online course, “Measuring Stockpiles with iPhone.”</p> <p>Teresa Muehlberger-McMillian: ICP member since 2016, Board member since 2020. Actively welcomes and onboards new ICP adjuncts, assists with ICP websites, provides safety knowledge for TxDOT courses, manages safety training for Pharr. Her DEV120 class developed the first ICP course (DEV130: Connect The Dots). Teresa teaches DEV119, DEV142, DEV220, TRF523, TRF521, TRF522, SFH905, SFH904, M.O.M.. Workshop, ITCP, SFH003, SFH004, SFH519. She also develops many safety courses.</p> <p>Jennifer Keller: ICP member since 2018, Board member 2020-2022. Began marketing ICP by advertising at Maintenance Conference, working with Creative Services about flyers, trained DEV140, DEV119, DEV120, DEV142; developed and/or taught: Recordkeeping Bootcamp; Inspector Development Workshop; Construction Inspector Bootcamp; Dispute Resolution. Jennifer is working on her Masters’ Degree and happy that some topics she learned in ICP training helped her start with a good foundation. Thank you for serving as a Board Member!</p>		

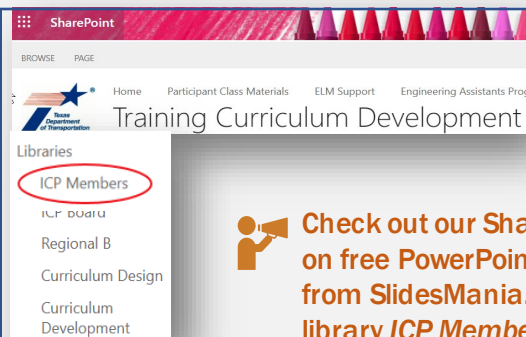
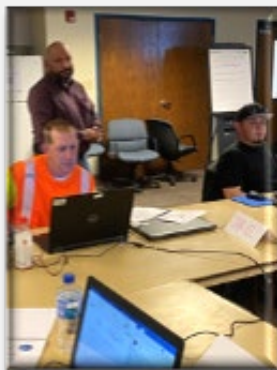
Barbara's Corner

When my friend wanted a second career as a teacher/professor, I suggested he observe classes in a school or college. Reflecting back to our last visit, I should have told him he could observe an ICP class! I would be proud for him to see our instructors. We have outstanding talents which we spotlight in our annual ICP Workshops. (Thank you, presenters, emcees, proctors, and my outstanding event planner.) Also, there are more talented adjuncts who could share experiences at our new ICP Podcasts (hint, hint). I am dedicating this newsletter to the adjuncts who have gone beyond expectations to enhance training and development at TxDOT.

Another special appreciation goes to Dr Jeff Clark and Anthony White, Board Members, who recently completed a project that I believe will affect our training in the future. We are going to take their knowledge and experience and turn in into an ICP course about shooting, editing, and preparing videos for training!

Get ready to learn new things through training ICP classes, Podcasts, and working with other adjuncts.

DEV140 Amarillo class



 **Check out our SharePoint site on free PowerPoint templates from SlidesMania. Use the library ICP Members.**

REMINDER For All Adjuncts

Please email your pictures and bios for the Instructor Directory.

Contact:
(Karen.Peoples@txdot.gov)

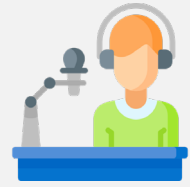
Professional Growth Strategies

December: Adjuncts traveled to Van Horn and Laredo to train employees in DEV140 Entry-level Computer Training and DEV142 Basic PowerPoint. Employees completed training with new skills, less computer stress, and many smiles. Thank you to Tom Nagel, Angie Gonzalez, Jennifer Keller, Angela Kissel, Rebekah Dobrasko, and Jerry Guerra!

April: Adjuncts helped Barbara get reacquainted with DEV119 Training Basics for Trainers in person! Lubbock was so windy outside, but Karen kept sharing all kinds of goodies with us, so we didn't mind. Thank you to adjuncts Karen Peoples-Mitchell, Tom Nagel, and Dawnita Germain-Bonne.

Spring: Amarillo employees discovered new skills in DEV140 and then asked for more "learning" after class! Thank you to Tom Nagel, Dawnita Germain-Bonne, Leighann Heine, Nufo Perez, Laura Riley, LaViza Matthews, and Tyler Snyder for assisting with the **eight** scheduled classes.

June: Adjuncts Eric Lopez (returned retiree), Victor Mendoza, and Tyler Snyder joined Barbara in Ft Stockton, June 28 for a DEV140 class.



ICP Podcasts

SAVE THE DATES!

SEPT 12	12-1
OCT 10	12-1
NOV 14	12-1
DEC 12	12-1



Spotlight

Teresa Muehlberger-McMillian and Barbara Raines-Evard are piloting a new class that combines Dev119 Training Basics for Trainers and TRF522 Certified Instructor: Qualified Flagger courses. Working on a Training Plan for Pharr's SPOC employees,

Teresa is providing opportunities for SPOC growth in training, development, safety, and leadership skills.



Puzzle: Which languages below say, "Thank you"? See page 6 for answers.

Děkuju=Czech
Kiitos-Finnish



Professional Growth Strategies

Through the Pandemic, the DEV120 Training Curriculum Design classes chose to learn and grow with new self-improvement topics. We hope to have fall classes ready for a couple of pilots.

Spotlight

Adjuncts Sara Van Wyk, Missy Ray, Anna Red, Eliamar Garza-Romero, and Jill Christie, teamed up to develop a class on positivity. Truly working from their hearts, each team member has been researching memorable content (intentional words/thoughts, attitude, encouraging others, gratitude, and mindfulness) AND learning other new skills. Almost all members are learning how to design the curriculum in Canva!



Spotlight

Adjuncts Tom Nagel, Brian Lamb, and Araceli Rodriguez assisted ICP by personally contacting maintenance supervisors and setting up DEV140 classes in their district. Thank you!



DEV140 CLASSES

Oct 12: Waco /Hamilton Cnty
Oct 11: Waco/Falls County

Available Dates:
Nov 1/2

ICP Scheduling



Adjuncts working on SENIOR Level required to help teach DEV119.

DEV119_VIR_88467	(JUNE 21-23)
DEV119_PHR_XXXX	(JULY 5-6) PILOT
DEV119_VIR_89292	(JULY 19-21)
DEV119_SHQ_90723	(AUG 2-4) RESERVED
DEV119_VIR_88907	(AUG 23-25)
DEV119_VIR_91300	(SEPT 13-15)
DEV119_VIR_91957	(SEPT 27-29)
DEV119_HOU_90526	(OCT 4-6) in-person
DEV119_PHR_XXXX	(OCT 17-19) RESERVED
DEV119_VIR_92013	(NOV 8-10)
DEV119_PHR_XXXX	(DEC 5-7) RESERVED

Contact for more information:
Barbara.RainesEvard@txdot.gov



Adjuncts working on MASTER Level required to help teach DEV120.

DEV120_VIR_89445
Aug 9,10
Sept 8,8
Oct 13,14

DEV120_VIR_89057
May 17,18, 2022
June 14,15
July 12,13

DEV120_VIR_91730
Sept 22,23
Oct 27,28
Nov 29,30



Moving the Needle on Digital Accessibility

Being accessible for everyone, including people with disabilities, creates a better work environment, supports inclusion, and reduces risks to the agency. To that end, TxDOT has appointed a new Accessibility Coordinator located in ITD. Meet **Dawn Watkins**.

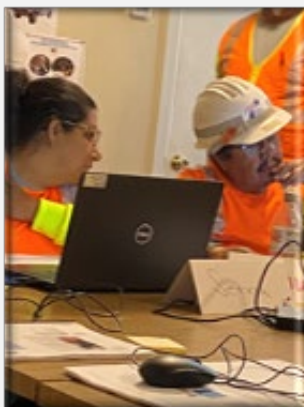
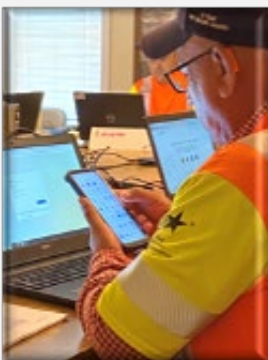
Dawn has been working with stakeholders in Program Delivery and Planning & Administration to create an Electronic and Information Resources (EIR) Accessibility Policy for TxDOT. This policy covers all digital information, content, technology, and communications that has been developed or purchased by TxDOT. This policy aligns with Texas Administrative Code, Title 1, Chapters 206 and 213 and Section 508 of the Rehabilitation Act of 1973.

The draft policy is being reviewed by policy governance and may be approved in July. If approved, communication and implementation plans will include resources on making training materials accessible for everyone. Keep an eye out.

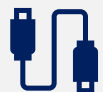
Contact Dawn (dawn.watkins@txdot.gov) if you have any questions.

ICP Computer Training in Ft Stockton

Ft Stockton employees welcomed us with beautiful skies, a little rain, mountains, and an interest in learning!



Technology
is changing
our world!



More changes coming!

ICP Passport Project: The project team is continuing to make advances towards launching an automated ICP Passport. Dean Carpenter Turner, Angela Kissel, and Amanda Allen continue to meet with Creative Services and Web Development to design a new SharePoint site for ICP. What started as an adjunct activity tracker has evolved into a full-scale enhancement to our ICP site that will also support our marketing and administrative efforts. This new site will be linked directly from the HRD page on Crossroads, making our program information much easier to find.



REMEMBER!

ICP Passport coming soon!

ICP Podcast coming in September!

Look for new ICP classes in the fall!

Have an awesome summer!



Spotlight

We are also looking forward to another class that is in the last phase of design.

Knowing Yourself: Exploring 24 Character Strengths

Our class spent time researching Character Strengths through the VIA Institute. Class members Chris Tremblay and Sedrick Montgomery gave us insight into possibilities for personal and professional growth. We designed a planner for our follow-up session which is called the “Accountable Club”!



Answers to “thank you” puzzle.....

Merci=French

Danke=German

Takk= Norwegian

Koszi=?

Köszönöm=Hungarian

Mahalo=

Mauruuru=Tahitian

Dziękuję=Polish

Gracias=Spanish

Grazie=Italian

Cnacuo=?

Obrigado=Portuguese

Vinaka=Fijian