

SUPERVISOR TRAINING PLAN



MANDATORY – Supervisors, within 180 days in the position.
RECOMMENDED – Any employee interested in leadership roles.

Course Code	Subject	Computer	Classroom	Date
DEV115	Practical Supervision		16 hours	
DEV220	Progressive Discipline		6 hours	
DEV240	Recruiting and Hiring		8 hours	
DEV267	Substance Abuse for Managers		4 hours	

ENGINEER-IN-TRAINING TRAINING PLAN

The Engineer Assistant Career Development Program (EADCP) is a formal training program that includes classroom training, test preparation and job rotations. Training and professionalization activities (study sessions, job rotations, Young Engineers Groups, PELS events, etc.) are co-managed by both the D/D and the Human Resources Division.

PE+LS MANDATORY – Employees sitting for the FE and PE exams.

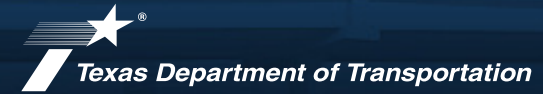
Course Code	Subject	Classroom	Date
EPC101	FE Exam Preparation	96 hours	
EPC102	PE Exam Preparation (Breadth)	96 hours	
EPC103	PE Exam Preparation (Depth)	96 hours	

PE+LS RECOMMENDED COURSES – Employees sitting for the FE and PE exams.

Course Code	Subject	Computer	Classroom	Date
CON116	Critical Path Scheduling – Construction		20 hours	
DES102	Design Concepts from AASHTO (“Green Book”)		24 hours	
DES109	Plans, Specifications and Estimates Package		16 hours	
DES111	Introduction to Roadway Design		32 hours	
DES116	Introduction to Highway Project Development		28 hours	
DES125	Roadside Safety and Design Concepts		24 hours	
GEO101	Basic Geotechnical Engineering for Roadways		24 hours	
TRF110	Highway Capacity Analysis		24 hours	
TRF203	Risk Management and Tort Liability		24 hours	
TRF502	Design Work Zone Traffic Control Plans		24 hours	
MNT400	Homeland Security Training	3 hours		

PE+LS JOB/INDUSTRY SPECIFIC TRAINING – Identified by employee and supervisor.
 (Examples: National Highway Institute courses, Basic Hydrology, Urban Drainage Design, Right of Way Considerations.)

Course Code	Subject	Computer	Classroom	Date



INDIVIDUAL TRAINING PLAN

TxDOT is charged with providing you access to training to help build the **knowledge, skills, abilities** and **competencies** required to perform our mission.

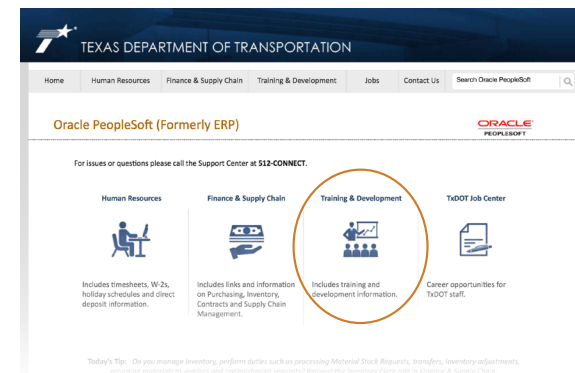
As a public official, you are expected to take personal responsibility for your own training—whether it’s an annual refresher course for compliance or a new job skill.

Your office may have different training requirements related to your position. Please use this job aid to start the conversation with your supervisor and track the training you will need during your first years with TxDOT.

If you have questions about training, please email training@txdot.gov, call 512-416-2000 or contact your local training coordinator.

PEOPLESOFT: TRAINING & DEVELOPMENT

All training, including computer-based training, can be found in the **Training & Development** section of PeopleSoft (<http://legacy-crossroads/apps-cq/portal/>).



Discuss your training with your supervisor and make sure he/she has approved any requests for enrollment.

Expect to see automated messages in your email when action is taken in the system.

NEW EMPLOYEE TRAINING PLAN



MANDATORY – All employees, within first 30 days with TxDOT, except where noted.

Course Code	Subject	Computer	Classroom	Date
DEV225	New Employee Orientation (NEO)		4 hours	
DEV260	NEO Substance Abuse		30 minutes	
SFH003	New Employee Safety Orientation (NESO)		2 hours	
SFH004	Local Safety (conducted by local safety officer)		2 hours	
DEV205	Equal Employment Opportunity (EEO)	1 hour		
DEV235	Human Trafficking	1 hour		
DEV282	Workplace Violence Prevention	1 hour		
EL2016	Human Resources (HR) Policy Manual	15 minutes		
EL2017	Records Retention, Open Records, and Litigation Holds	1 hour		
EL8474	Securing the Human (within 90 days)	2 hour		
ETH101	TxDOT Ethics Policy	1 hour		
SFH420	Hazard Communication (within 90 days)	1 hour		
SFH902/906	Defensive Driving (Online)	6 hours		



Personal Protective Equipment (PPE) must be worn in designated areas, including the roadway. Supervisors will provide appropriate PPE or guidance as to how to obtain PPE at your location when you start. Training that requires protective equipment are designated PPE. When in doubt, bring your PPE.



MANDATORY – Employees working in yards, shops, equipment bays, docks, warehouses, labs, in the right-of-way, and with equipment.

Course Code	Subject	Computer	Classroom	Date
SFH398	Intro to Occupational Safety & Health	2 hours		
SFH401	Focus on Safety		8 hours	
SFH422	Hazard Materials Awareness	1 hour		
SFH853	First Aid Awareness	8 hours		
TCC174	Bloodborne Pathogens	1 hour		



MANDATORY – Employees working in the right-of-way or work zones.

Course Code	Subject	Classroom	Date
TRF520	Work Zone Traffic Control	16 hours	
TRF521/523	Flagger Training	2-4 hours	



JOB SPECIFIC TRAINING – Identified by supervisor.

(Examples: Preventive Maintenance, Safety, Traffic Signals, Torts & Liability Claims, Purchasing Card, Environmental, Maintenance Contract Inspector Course, Small Spill Response, Lab Procedures, Contract Management.)

Course Code	Subject	Computer	Classroom	Date



MANDATORY – Employees driving for the department.

Course Code	Subject	Computer	Classroom	Date
EL6002	Fuel Focus for Users	15 minutes		
EL6004	Key Valet for Users	15 minutes		
MNT148	Snow Plow (PPE)		4 hours	
MNT172	Load and Tie Down (PPE)		8 hours	
MNT300	4-6 Yard Dump Truck (PPE)		32 hours	
MNT301	10-12 Yard Dump Truck (PPE)		32 hours	
MNT303	Semi-Tractor/Trailer (PPE)		24 hours	
MNT305	CDL Prep (PPE)		32 hours	
MNT410	Herbicide Certification (PPE)		8 hours	
MNT411	Herbicide Equipment Training (PPE)		4 hours	
SFH903	Smith System Driver Training		8 hours	



MANDATORY – Employees operating equipment.

Course Code	Subject	Computer	Classroom	Date
MNT120	Asphalt Distributor (PPE)		32 hours	
MNT130	Maintainer – Basic (PPE)		32 hours	
MNT134	Maintainer – Advanced (PPE)		32 hours	
MNT140	Telescopic Excavator (PPE)		32 hours	
MNT145	Dozer (PPE)		24 hours	
MNT155	Backhoe (PPE)		24 hours	
MNT160	Loader (PPE)		16 hours	
MNT164	Sweeper (PPE)		24 hours	
MNT166	Rotary Broom (PPE)		16 hours	
MNT175	Profiler (PPE)		32 hours	
MNT181	Bucket Truck – Crane (PPE)		16 hours	
MNT192	Skid Steer (PPE)		12 hours	
MNT193	Roller (PPE)		8 hours	
MNT215	Introduction to Heavy Equipment (PPE)		8 hours	
SFH504	Forklift Safety Training		8 hours	
SFH506	Forklift Safety Awareness (PPE)	30 minutes		



DEVELOPMENT TRAINING – Identified by employee and supervisor.

(Examples: Success at Work, Project Management, “Personal Empowerment,” mandatory training for another position.)

Course Code	Subject	Computer	Classroom	Date