We are pleased to announce the Transportation Engineering Training Program (TETP) courses for the 2019/20 fiscal year. Now in our 13th year, the TETP offers CDOT engineers, project managers and external partners the training you need in both pre-construction and construction tracks, including:

- **E-learning:** Take these courses at your own pace. Courses cover important topics from guardrail systems to plan checking, writing specifications, survey basics, budget management and more.

- **Instructor-Led Training:** Courses in diverse topics such as lighting, structural plans, writing, work hour estimation, project management, National Highway Institute (NHI) and much more.

We offer over 40 courses, representing 250+ hours of training opportunities. Read through this brochure to understand all that's available to you this fiscal year.

**Sign up for Classes Now!**

We announce all course offerings in the fall, which means you can sign up for any of our courses now. To sign up:

- **CDOT employees:** Go to The Hub intranet (http://intranet) > Our People tab > TETP Program

- **External partners:** Go to https://www.codot.gov/programs/tetp

Don’t delay. Courses fill on a first-come, first-served basis. The sooner you sign up, the better!

**Questions**

If you have questions, please contact program manager Allison Wilson at allison.wilson@state.co.us or 303.757.9298.

*Have a great training season!*

**TETP Program Team**
Exciting New Offerings

New courses developed in FY19 and scheduled for delivery in early FY20 respectively include:

- Utility Coordination

FY20 Courses in Development

- Facilitation Skills (eLearning and workshop)
- Negotiation Skills (eLearning and workshop)
- eSignatures for Project Records and Plan Sets
- Work Hour Estimation (ILT)

ILT - Instructor-Led Training

Pre-Construction Engineering/Technical Design

Applied Roadway Design (ILT)
Professional engineers and engineers in training with 0-5 years of experience can benefit from this 4-day course where participants apply CDOT’s roadway design principles through true-to-life activities and exercises. Attendees will practice using the CDOT Roadway Design Guide, AASHTO’s Roadside Design Guide, AASHTO’s “Green Book” and other resources to develop design criteria and use those criteria in designing a roadway. Computer software programs will not be used in the class.

Context Sensitive Solutions (ILT)
This course introduces the basic elements and principles of context sensitive solutions. It gives participants the background and tools to work with a multi-disciplinary team to apply context sensitive solutions to project design.

Design Build Contracts (ILT)
This training includes a series of course modules delivered on an as-needed basis to help resident offices navigate through the design build procurement process, including: delivery selection matrix, developing request for proposal, RFO/RFP evaluations, contract administration, audits and visioning workshop.

eSignatures for Project Records and Plan Sets (New online course under development)
Series of online video trainings to assist CDOT/consultant engineers and managers with step-by-step instructions on the implementation of electronic signatures for contract documents, and eStamping of design reports, project specifications, and construction plans.

Guardrail End Anchorage Systems for Construction Engineers and Inspectors (eLearning and Field Guide)
The Guardrail Systems Field Guide is for CDOT and consultant construction engineers and inspectors. Together with the eLearning course, the Field Guide will help you critically approach the installation, repair or replacement of guardrail end anchorages to ensure all elements are compatible and properly installed and that the basic design is appropriate. For end anchorages, transitions and median terminals used in Colorado, the Field Guide includes drawings, photos and information about the manufacturer, type, installation, MASH compliance, how it works and other general information. The Field Guide is available as a downloadable PDF file so you can use it on the job.

Interchange Planning and Design (ILT)
This course is for CDOT geometric design engineers and planners as well as traffic engineers and project managers involved with design and operations of freeway interchanges. The course covers basic traffic operational and geometric design for various interchange types. Students will examine the process of efficient study for interchanges including selection of appropriate configuration and development of design and traffic documentation to support decision-making. Students will be trained in the latest tools and techniques for the planning and design of service interchanges. They will be given an opportunity to work as part of a group on an interchange reconstruction problem. The TETP Transportation Core Curriculum is a prerequisite.

Lighting Design Guide (ILT)
The Lighting Design Guide course for traffic, design and project engineers emphasizes
quality lighting for motorists by encouraging effective lighting methods. This includes designing for optimal visibility, selecting proper equipment, locating lighting effectively to minimize glare, increasing uniformity and reducing light pollution. Topics include a lighting guidelines overview, visibility basics, Dark Skies’ state law impacts, equipment selection, roadway design guidelines, selected non-roadway design examples and an introduction to CDOT M-standards and lighting specs (sections 613 and 715).

**Plan Checking (eLearning)**
A quality set of contract documents results in competitive bids and fewer disputes or claims. This course is designed to provide a basic understanding of how to improve plan quality by using an appropriate plan checking process. Participants will have the opportunity to review a set of plans that are ready for advertisement and to cross-check them with the plans, specifications and estimates (PS&E). Students will make use of a PS&E checklist and compare the advantages of different methods of checking plans. The course is segmented into 6 modules: Introduction to Plan Checking, Your Plan Checking Process, Checking the Plan Sheets, Pay Items, Special Provisions and Additional Plan Documents.

**Public Speaking and Presentations (ILT)**
Learn the core skills for effective public speaking so you can confidently communicate to audiences in this one-day, hands-on course. The course emphasizes a practical model for presentation development, organization, support, audience analysis and delivery; and includes a segment on slide design to enhance key messaging. Learners practice their speaking and presentation skills (in class) by delivering a presentation they’ve created (in class). This course is a prerequisite for Train the Trainer.

**Reading Structural Plans (ILT)**
This course prepares engineers, technicians and inspectors to read and interpret structural plans in order to provide design input, identify design conflicts and constructability issues, and ensure construction compliance. Participants will use existing CDOT structural plans for exercises, activities and group discussion.

**Specifications Writing and Development (eLearning)**
Specifications, a critical part of any CDOT contract, communicate the procedures, materials, equipment and payment terms needed to complete the work. This online course introduces designers to the tools, processes and best practices for creating specifications packages. There are no prerequisites other than having a basic understanding of CDOT processes and terminology.

**Survey Basics for Engineers (eLearning)**
This online course is designed to introduce the fundamentals of surveying as it relates to highway construction projects. The course is segmented into the following modules: Measuring the Earth, Applying Earth Measurements, Land Ownership, Right of Way and Measurement Technologies. Topics include coordinate systems, survey plan sheets and survey data, verifying project location, how to request a survey, and the tools and technologies of surveying. This course also covers concepts of selecting the best method, time needed, accuracy, LIDAR, and total station, among others.

**Train the Trainer (ILT)**
Learn the art of training facilitation and delivery in this two-day course. Explore how adults learn; effective training and instruction design elements and options; training methods, tactics, and tools; and facilitation and classroom management interventions. The second day of the course concludes with learners demonstrating 30 minutes of their training session, integrating their new skills, knowledge and tools. Hands-on, in-class time is provided on both days to design, develop, integrate and practice Train the Trainer course objectives prior to the in-class practical demonstration. Participants are encouraged to come to class with training content they have been tapped to deliver to use for the practical demonstration.

**Transportation Core Curriculum (Weeklong ILT course)**
This weeklong course is designed for new engineers who need to learn CDOT processes. Space is limited and fills on a first-come, first-served basis. The Transportation Core Curriculum brings together the various functions involved in a CDOT project to establish multi-disciplinary knowledge within CDOT’s engineering work force, using facilitator presentations and group discussion and activities. This knowledge helps the decision-making processes throughout a transportation project be more cost effective, timely, efficient, and responsive to CDOT’s internal and external customers’ needs. The eLearning course “Project Lifecycle Simulation” is a prerequisite.

**Utility Coordination (New ILT course for early FY20)**
This course introduces a new paradigm for collaboration with utilities and other stakeholders throughout a construction project. The course focuses on the importance of research and providing detailed information for all stakeholders. It teaches how being proactive and identifying utilities, even before scoping, affects the design of the project. Additional focus is on assessing and managing risks, coordinating with utilities and how to develop an effective work plan.
Work Hour Estimation (ILT course update planned for FY20)
This course provides the fundamentals for developing work-hour estimates for both in-house and consultant staffed projects. Participants establish core knowledge on developing a detailed project scope of work using CDOT’s Generic Scope of Work.

Writing for Engineering Professionals (ILT)
This three-day class teaches you writing for the engineering world. All training materials are customized for those in civil engineering, the environmental sciences, construction and related fields. Writing is taught as a science, not an art. Metrics and strategies are provided as objective measures of writing’s clarity and conciseness. The training is presented as workshop. Topics include: strategies for adjusting reader perception; methods for improving organization, conciseness and writing flow; using appropriate conventions to express numbers; parallel structure; appropriate use of active and passive voice; problems in agreement; and improving clarity through various punctuation strategies (comma rules, semicolons, hyphens); and more.

Negotiation Fundamental (New eLearning course under development)
Unsuccessful negotiations can result in project delays, increased costs, increased demands on key resources, damage to relationships, inefficient use of taxpayer dollars and/or negative publicity. Improved negotiation skills will enable CDOT to build better relationships and use a consistent approach to save time and money, resulting in more efficient projects. This online learning course will explain what a negotiation is and why negotiation skills are important for all CDOT staff, identify the nine milestones in the CDOT negotiation process (including the importance of documentation), introduce distributive and integrative negotiation methods and examine when and how to escalate problems.

Negotiation Skills Workshop (New course under development)
This classroom-based workshop will include both distributive and integrative approaches to negotiation, as well as guidance on situations in which each approach may be most appropriate in the context of CDOT’s work. Target audiences for this learning include design, construction and specialty groups. At the end of this workshop, you will be able to complete all nine steps of the CDOT negotiation process, from assessing the solution to closing the solution. The Negotiation Fundamentals eLearning is a prerequisite.

Pre-Construction Project Management Workshop (Project Delivery Plan [PDP]) (ILT)
This course provides instructions for how to complete a Pre-Construction Project Delivery Plan (PDP) – a relatively new process to CDOT that follows industry standard practices and incorporates existing CDOT practices and terminology. If you are interested in Project Management Training, please send a request to DOT_PMO@state.co.us

Consultant Selection Training (ILT)
This course is required for anyone looking to participate on a consultant services selection panel. It covers the advertisement and request process, the consultant selection requirements and process, panelist responsibilities and obligations, and how to score forms and procedures.

Facilitation Skills Workshop (New course under development)
Take this hands-on workshop to learn strategies and tools to successfully facilitate meetings, including how to manage group and team relationships as well as how to select the right processes to drive results. This course covers key tactics to use during facilitation sessions. In the course, you will practice facilitation skills in a variety of different contexts. The course includes a prerequisite eLearning that establishes basic skills and knowledge of facilitation.
## TETP FY20 PRE-CONSTRUCTION TRAINING CALENDAR

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### PRE-CONSTRUCTION PROJECT MANAGEMENT

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**NEW eLearning and Instructor Led Courses Coming FY20**

**NEW eLearning and Instructor Led Courses Coming FY20**

**TBD - Course Available Through Program Management Office (PMO)**

**eLearning Available Through CDOT Learning Management System (LMS)**
What’s New Construction

Exciting New Offerings
New courses developed in FY19 and scheduled for delivery in early FY20 respectively include:
• Materials Technician Certification (eLearning)
• Project First Program (ILT)

FY20 Courses in Development
• Materials Technician Certification / Local Agency (eLearning)

ILT - Instructor-Led Training

Construction - Engineering

Construction Change Orders (eLearning)
This course is for project and resident engineers involved with Change Orders for construction projects. The course explains the who, what, when, where, why and how of Change Orders, using examples from the simple to the complex. It explores how change orders and explanation letters need to be written and processed to effectively modify the contract between CDOT and the construction contractor. It also addresses federal and state regulations and requirements. There are no prerequisites, but construction project experience, familiarity with standards/specifications and familiarity with SiteManager software are strongly recommended.
Construction Project Administration

Construction Project Administration for Local Agencies (ILT)
This course introduces Local Agency project managers to CDOT’s best practices in construction project administration. Understanding the contract and its implications, meeting facilitation, field inspections, federally-required paperwork and reporting, and accessing and interpreting documentation will be presented.

Construction Project Administration for Maintenance Projects (ILT)
This course introduces CDOT Maintenance project managers to best practices in maintenance project
administration. Understanding the contract and its implications, meeting facilitation, field inspections, federally-required paperwork and reporting, and accessing and interpreting documentation will be presented.

**Construction Project Financials (Form 65) (eLearning)**
This online course identifies and explores the Project Financials Statement, more commonly known as Form 65, and how you can identify, interpret and understand the financial status of your project, focusing on Post-Award.

**Disputes and Claims Resolution (ILT)**
This introductory course provides instruction on resolving disputes and claims according to CDOT specifications, using the Dispute Resolution Board and the Arbitration and Litigation process.

**Construction Force Accounts (eLearning)**
This course is for project and resident engineers who work with the force account method of payment on construction projects. The course uses examples from simple to complex to explain the who, what, when, where, why and how of force accounts.

**Managing Contract Time (ILT)**
This course is an overview of how to manage contract time for project managers and project engineers. It covers using CPM schedules to manage contract time and address delay issues on construction projects. There will be detailed discussions on issues that arise with an early completion date, how to handle a delay, what float ownership is, the benefit of using a baseline schedule, and the risks and benefits of certain actions. The Managing Contract Time eLearning Course is a prerequisite course to familiarize learners with important information found in existing CDOT materials relating to managing contract time and addressing delays.

**Materials Technician Certification (New eLearning for early FY20)**
This online course is designed for materials testers who are new to working with CDOT, including consultants and new CDOT hires. The course provides information and simulated situations, so students can learn about and practice the CDOT approach to administering testing, documentation and communication on construction projects. By the end of the course, materials testers will understand their role on a CDOT project and be able to find and use available resources, follow best practices, communicate with team members, enter and verify data in the Laboratory Information Management System (LIMS), and follow appropriate documentation procedures. Prerequisites include successful completion of CDOT’s SiteManager Materials (SMM)/LIMS for Samplers and Testers training and at least one current CDOT certification for asphalt, concrete and/or soil testing.

**Materials Technician for Local Agency Certification (New eLearning course under development)**
This online course is designed for Materials Technicians working on Local Agency sponsored construction projects. Same principles covered under the Materials Technician Certification course but tailored to address specific processes and procedures required under Local Agency level projects.

**Construction Manual - Section 100 (eLearning)**
This eLearning course for CDOT project managers, project engineers, construction engineers and inspectors introduces the key subsections in the Section 100 Standard Specification. It addresses the basic rules and regulations of project administration and issues where the majority of conflicts and disputes on a project arise. This is a prerequisite for the instructor-led Construction Project Administration course.

**Construction Inspector Qualification Testing**
This testing is available to both CDOT and non-CDOT inspectors. To register go to: [www.codot.gov/programs/tetp/construction-inspector-qualification](http://www.codot.gov/programs/tetp/construction-inspector-qualification)

**Construction Budget Management for Project Managers and Engineers (eLearning)**
In this online course, project managers and engineers will gain a basic understanding of project construction budgets, resource allocation and the budget management process during each phase of Pre-Construction. The course introduces the software programs used to manage different parts of the financial and planning process as well as the STIP, key budget terms, overs and unders, and indirect costs.

**Project First Program (New ILT course)**
This course will prepare you to successfully use the Project First Program on your projects. Project First formalizes the partnering process to proactively identify and manage risks through collaboration. The goal is to create project wins while maintaining relationships. After you complete this course, you will understand: the requirements of the Project First standard special provision; how to facilitate Project First workshops; how to manage the Escalation Ladder; how to Manage the Issue Documentation Matrix; how to differentiate when an issue should follow the Project First Escalation Ladder vs. the Disputes and Claims for Contract Adjustments process; and understand all the Project First resources.
### TETP FY20 Construction Training Calendar 2019 2020

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#### Construction Engineering
- Construction Change Orders
- Construction Force Accounts
- Construction Project Administration
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  - R1 4-5
  - R3 M31-A1
- Construction Project Administration / Maintenance
  - 25
- Construction Project Financials (Form 65)
- Construction Manual – Section 100
- Construction Work Zone Safety & Mobility (Coming FY20)
- Disputes and Claims Resolution
- Managing Contract Time (w/ Prerequisite eLearning course)
- Materials Technician Certification (Coming Fall 2019)
- Materials Technician Certification / Local Agencies (Coming FY20)
- NHI - Change Order and Claims Processing
  - 23-27
- NHI - Principles and Applications of Highway Construction Specifications
  - 10-11

#### Construction Project Management
- CPM Scheduling for Construction
  - TBD
- Budget Management for Engineers
- eLearning Available Through CDOT Learning Management System (LMS)
- Project First (NEW Course for FY20)
  - R4 17th
  - R4 3rd & R1 29th
  - R2 3rd
- NHI - Contract Administration Core Curriculum
  - R5 12th
  - R3 4th
  - 5-6

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**CPM Scheduling for Construction (ILT)**
This course teaches the fundamental techniques to create and analyze a Critical Path Method (CPM) schedule. You’ll learn to use an Microsoft Project schedule. You’ll also learn how to create reasonable, achievable design and construction (Form 859) schedules in Microsoft Project based on the project’s key tasks. Finally, you’ll learn how to analyze a complex construction schedule to determine the status of a project and identify slack or float and delays.
Contact Us:

Allison Wilson, Training Manager
303.757.9298
Allison.Wilson@state.co.us

Seating Availability
Is on a first come first serve basis. Additional offerings may be provided based on demand and resource availability.

Enrollment
To register for any TETP course view program details here:
www.codot.gov/programs/tetp

NHI Courses
If you are interested in any courses offered through the National Highway Institute (NHI), please contact your regional training coordinator and Allison Wilson.

Disclaimer
These educational courses are intended as guidance regarding design, construction and management of transportation projects and do not constitute official rules or regulations of CDOT.