



The Connecticut Transportation Leadership Program

Program Objective

Successful transportation agencies don't just have great employees, they also have great leaders. The Connecticut Technology Transfer Center, in response to requests from local agencies in Connecticut, is offering this opportunity for comprehensive leadership training.

Structure of the Program

Eight trainings will be completed over the course of two years. Trainings will be held from 8:30 am to 3:30 pm (Lunch will be provided). A capstone project and presentation are also required for completion of the program.

Who May Apply?

The Transportation Leadership Program is open to current and future leaders of municipal and state transportation agencies. Directors of Public Works, Town Engineers, Highway Superintendents, Road Foremen and Crew Leaders are encouraged to attend.

An application must be submitted and approved. A letter of recommendation from the individual's supervisor must be included with the application, and the application must include a response to an essay question on the individual's goals for participation in the program. *The program application is on the last page of this document.*

Required Trainings (All six modules are required as well as two electives)

Module One -

- Developing Teamwork and Communication
- Giving Feedback

Module Two -

- Promoting Professionalism in Your Agency
- Creating a Culture of Safety
- Goals and Objectives/Setting an Individual Development Plan

Module Three -

- Conducting Effective Meetings
- Public Speaking/Presentation Skills

Module Four -

- Dealing with Difficult People
- Conflict Resolution

Module Five -

- Human Resource Management
- Performance Evaluations – A Developmental Process

Module Six -

- Workforce Development
- Succession Planning

Elective Trainings (sample of electives that may be offered in the program)

- Ethical Decision Making
- Time and Stress Management
- Grant Writing
- Public Relations/Promoting the Value of your Agency
- Project Management
- Developing Standard Operating Procedures for your Agency
- Roundtable Discussions on timely leadership topics

TLP Capstone Project - Each participant must complete a project that addresses a problem within their agency. The project must include a statement of the problem, goals to achieve a solution and the final project product or description of steps taken to solve the problem. Once the project work is completed, a presentation must be made to the cohort on the results and findings of the project.

Examples of past projects:

Development of tree care videos
Creation of an asset management program
Development of an operational safety manual for new hires
Creation of work zone safety outreach materials

Project Presentation Days (attendance at all cohort presentation days is required)

- Group Presentations from TLP Cohort Members

Where will trainings be held?

Trainings will be held at different locations throughout Connecticut. Members of the Leadership Program will be offered opportunities to host sessions in their towns.

What is expected of Leadership Program participants?

- Participation in Cohort Kickoff
- Completion of six required modules and two electives
- Self-assessment exercises completed in preparation for trainings
- Completion of a capstone project and a 20 minute presentation to their cohort members.

- Attendance at all Cohort member project presentations
- Completion of assignments throughout the program

How will the Technology Transfer Center support this learning community?

- Providing high quality training
- Developing interactive curriculum to ensure experiential learning
- Supporting cohort members in Capstone Project efforts
- Providing leadership resources, including the monthly *Leadership Lessons* electronic newsletter.

Additional Program Information:

Information on the schedule for the training modules will be provided to each class as early as possible so you can plan your schedules, accordingly. Your active participation in each of the training modules will be an important part of this valuable learning experience.

Acceptance to the program does not commit you or your agency to any financial commitment, registrations will be processed for each individual training (just like our other professional development programs). The approximate cost for each training will be \$100.

An effective leader is a person with a passion for a cause that is larger than they are.



Connecticut Transportation Leadership Program Application

Name: _____

Title: _____

Organization: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____ **Email:** _____

Name of Person

Providing Recommendation: _____ **Email:** _____

Please describe your goals for participating in the Transportation Leadership Program and how the program might enhance your individual professional development (please feel free to attach separate letter if it is more convenient):

Please attach a letter of recommendation from your supervisor (to include reasons they feel you would benefit from the program).

Please note: This application is for acceptance to the program. Acceptance does not commit you or your agency to any financial commitment, registrations will be processed for each individual training (just like the current Road Scholar program). The approximate cost for each training will be \$100. You may take the trainings at your convenience.

Please return applications to:

Donna Shea, Director
Technology Transfer Center
270 Middle Turnpike, U-5202
Storrs, CT 06269
or via e-mail at: shea@engr.uconn.edu
Questions, please call: (860) 486-9373