

WORK ELEMENT 3 - TRAINING

PURPOSE:

Staff should continually be aware of and participate in applicable training sessions as either required by KYTC or particularly applicable to the purpose of this work program. All training in support of carrying out the activities in this Annual Work Program and subsequent travel expenses are eligible expenditures of this program.

FY 2008 TASKS:

- Maintain and participate in the ADD Planners Assistance Program
 - Attend all meetings held in conjunction with the Statewide Transportation Planning Meetings held bimonthly
 - Attend any special training sessions scheduled either by the ADD Planners group or the KYTC
 - Cooperate with and provide input to the APAP Coordinators
- Request training as may be needed to comply with the Work Program elements and to satisfy the requirements of this program
 - Computer training as needed (Excel, Access, etc.)
 - Rural consultation methods
 - Public Involvement Techniques
 - Title VI Issues
 - Freight Movement
 - Scenario Planning
 - Statewide Transportation Planning
- Share information from any training received or conferences attended under this program with the other ADD Planners either through the ADD Planners Group Meetings or the Statewide Transportation Planning Meetings as applicable
- Any training for this program shall be considered a part of the contract agreement as covered under “overhead” costs included in the contract funds
- Submit written report on training to KYTC within 30 days of the scheduled training period and report back to total group as requested
- List below any “planned” training as well as any anticipated or estimated training that may occur during Fiscal Year 2008 – shown below are two possible examples.

FY 2008 PRODUCTS

	<u>Anticipated Time</u>	<u>Staff Responsible</u>	<u>Months</u>
•	___ person hours	_____	
•	___ person hours	_____	
	___ person hours	_____	
•	___ person hours	_____	
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ESTIMATED Percent of Budget _____