



REQUEST FOR PRESENTERS

Transit Trainers' Workshop 2018

November 11-13, 2018
Seattle, WA



Be a wizard in the Emerald City when you facilitate a training session at the 2018 Transit Trainers' Workshop. The workshop will be held November 11-13, 2018 in Seattle, Washington.

As a Workshop presenter, you can participate in the valuable and informative sessions as any attendee would, but you also have the opportunity to distinguish yourself and gain recognition for your agency. Enjoy the satisfaction that comes from providing transit industry information, best practices, and other resources to colleagues from around the country.

To submit a presentation proposal, simply complete the attached Proposal Form, or visit www.ntionline.com and select "Transit Trainers' Workshop" from the menu choices, and mail, e-mail, or fax it to NTI. The workshop registration fee will be waived for the lead presenter of each session. The proposal deadline is **June 1, 2018**.

Workshop Objective

The Workshop helps transit professionals do their jobs more efficiently and effectively by:

- Providing professional development opportunities
- Facilitating the sharing of training resources and industry information
- Enabling peer-to-peer networking

Session Formats and Requirements

Introductory, intermediate, and advanced sessions that provide participants with high quality training and valuable, practical information are needed. Workshop session formats include full-day Pre-Workshop Seminars and three-hour or ninety-minute concurrent sessions. Presenters select their desired format. Sessions should be structured to provide interactive learning experiences that focus on applying skills and knowledge in the transit environment.

Our Workshop is a non-commercial forum. Sessions cannot be used for the direct promotion of a commercial product or service.

Audience and Topic Areas

Workshop participants hail from all facets of the transit industry. To meet the needs of this large, enthusiastic, and diverse audience, we seek training proposals in a wide variety of topic areas:

- Employee and Organizational Development
- Maintenance Training (all modes)
- Operations Training (all modes)
- Safety and Security Training
- Training Management and Administration
- Training Skills

Specific topics requested by last year's workshop participants are listed on the next page. We encourage proposals in these areas, however, **all relevant topics are welcomed!**

Suggested Topics

Employee and Organizational Development

- Career development
- Communication skills
- Leadership skills
- Stress management
- Succession planning
- Time and priority management
- Operations
- Supervisory training

Finance

- Grants management
- Operational sustainability
- Funding sources/eligibility
- Fiscal management

Maintenance Training

- Air quality standards/emissions control
- Apprenticeship programs
- Building training tools
- Coordinating training with community colleges
- Maintenance problems with new technology
- OSHA compliance training
- Bridging the gap between Maintenance and Operations personnel

Marketing

- Social media
- Communications
- Customer service
- Successful campaigns
- Advertising

Operations Training

- Accident prevention
- ADA requirements and challenges
- Customer service
- Defensive driving
- Ergonomics
- Paratransit driver training
- Training challenges for small transit agencies
- Wheelchair securement
- Improving your public image for operators

Planning

- Service planning
- Scheduling
- Land use
- ITS
- Peer selection
- ADA
- Grants
- Procurement
- Bus stop inventories

Safety and Security Training

- Conducting security drills
- Self defense for drivers
- Drug and alcohol programs
- Writing safety, security, and emergency plans
- Driving and parking safety for operators
- Right of way safety best practices and lessons learned
- All hazards emergency preparedness
- Emergency preparedness exercise training for transit agencies
- Best practices in health and safety training

Training Management and Administration

- Conducting a needs assessment
- Federal laws impacting training requirements
- Identifying core competencies of supervisors and managers
- Integrating training needs into the procurement process
- Interviewing skills
- Learning management systems
- Performance criteria for training departments
- Project management
- Union/management collaboration
- Training on tight budgets
- Establishing and facilitating inter-departmental cooperation
- Changing work culture and ethics
- Best practices for making training "green"
- Estimating training's return on investment

Training Skills

- Advanced training techniques
- Facilitation skills for new or experienced trainers
- Instructional design
- Tools for creating computer-based training
- Using software packages (e.g., PowerPoint, Photoshop)
- Video production and editing
- Bus operator simulators and their place in surface transit operations
- Techniques to improve learning and retention
- Advanced curriculum writing
- Scenario-based training

2018 Transit Trainers' Workshop Request for Presenters PROPOSAL FORM

Lead Presenter

Name

Title

Organization

Address

City State Zip

Phone Number

E-mail

Co-Presenter (if applicable)

Name

Title

Organization

Address

City State Zip

Phone Number

E-mail

Presentation Format Check One:

Full-Day

Three-Hour

Ninety-Minutes

Topic Area Check One:

Employee and Organizational Development

Safety and Security

Maintenance

Management and Administration

Operations

Other Skills

Experience Level

Sessions targeted to a specific level are more likely to meet learners' needs.

Check One:

Introductory

Intermediate

Advanced

1. Title of Presentation

2. Description

Please attach a thoughtful and concise description of the proposed session (100 words or less). The description should include the target audience for the session and what will be covered, including specific learning objectives. If the proposal is accepted, this description will be printed in the registration brochure to help participants select sessions.

3. Please attach background information for each presenter, including current responsibilities and related experiences.

Proposal Deadline June 1, 2018

Mail, FAX, or e-mail proposals to: TTW RFP, National Transit Institute, Rutgers, The State University of
New Jersey, 120 Albany Street, Tower Two, Suite 250, New Brunswick, NJ 08901-2130, FAX: 732-932-1707
email: nti_ttw@nti.rutgers.edu

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Review and Notification

The Workshop Planning Committee will select the sessions to be presented at the workshop. We will notify those selected to present by **July 9, 2018**. Presenters, session titles, and content are expected to correspond to the proposal. Any speaker substitutions, deletions, or additions must be approved by the Workshop Committee.

Mail, FAX, or e-mail proposals by **June 1, 2018** to:

TTW RFP
National Transit Institute
Rutgers, The State University of New Jersey
120 Albany Street, Tower Two, Suite 250
New Brunswick, NJ 08901-2130
Telephone: 848-932-6580
FAX: 732-932-1707
Email: [email: nti_ttw@nti.rutgers.edu](mailto:nti_ttw@nti.rutgers.edu)

