COLORADO LTAP
LOCAL TECHNICAL ASSISTANCE PROGRAM

SCHEDULE OF COURSES – Fall 2008

Roads Scholar Core Classes

Safety on the Job
September 15, 2008 – Grand Junction, Holiday Inn
October 2, 2008 – Durango, La Plata County Training Room
October 9, 2008 – Fort Morgan, Morgan Community College
October 15, 2008 – La Junta, Otero Junior College
October 23, 2008 – Castle Rock, Douglas County Events Center

Drainage
November 20, 2008 – Durango, La Plata County Training Room
November 25, 2008 – Grand Junction, Holiday Inn
December 4, 2008 – Pueblo, Clarion Inn
December 9, 2008 – Golden, Holiday Inn

Roads Scholar Elective Classes

Heavy Equipment-Motor Grader Training
August 25, 2008 – La Junta, Otero Junior College
August 26-27, 2007 – La Junta, County Road
August 28-29, 2007 – La Junta, County Road

Horizontal Curve Safety
August 28, 2008 – Denver, Radisson Graystone Castle

Winter Survival
October15, 2008 – Glenwood Springs, Hotel Colorado
October 16, 2008 – Pueblo, Clarion Inn
October 17, 2008-Fort Morgan, Morgan Community College

Positive Co-Worker Relationships
October 27, 2008 – Thornton, Radisson Graystone Castle
November 3, 2008 – Glenwood Springs, Ramada Inn

Topics on Concrete
October 28, 2008 – Colorado Springs, El Paso County DOT
October 30, 2008 – Grand Junction, Holiday Inn
November 3, 2008 – Loveland, The Ranch at Larimer County Fairgrounds

Retro Regulations
November 5, 2008-Pueblo, Clarion Inn
November 6, 2008-Golden, Holiday Inn
November 14, 2008-Durango, La Plata County DOT
November 18, 2008-Fort Morgan, Morgan Community College
November 24, 2008-Grand Junction, Holiday Inn

Preventing Workplace Violence
November 7, 2008 – Englewood, Hotel Gold Crown

Safety Risk Management
November 10, 2008-Glenwood Springs, Ramada Inn
November 12, 2008-Colorado Springs, El Paso County DOT
November 13, 2008-Loveland, The Ranch at Larimer County Fairgrounds

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Course Fee = **$75** per person/per class

The Do's and Don'ts: Legal and Liability Issues
October 7, 2008-Hotel Gold Crown, Englewood

This course will offer insight into the fundamentals of the legal system, considering the application of state and federal laws, discussions of claims, discrimination, sexual harassment, lawsuit language, etc. This class provides the opportunity for discussion of questions and concerns.

A Whole New World: The nuts and bolts of how government works
October 29, 2008-Lakewood, City of Lakewood Civic Center

Local & State Government Operations - This course will help new supervisors become familiar with local government jurisdictions, the structure of local government entities (State, County, City, etc.), the major roles and functions of officials, revenue sources, budgeting, and navigating the political system.

Successful Employees Makes Successful Supervisors
December 2, 2008-Grand Junction

Dealing With Employees, Managing for Success - This course takes a look at the characteristics of effective supervisors as project leaders, motivators, coaches, and team-builders.

So You're a Supervisor Now? Transitioning into a supervisory role
December 3, 2008-Grand Junction

Supervisory Roles and Responsibilities - The objective of this course is to discuss and explore with non-supervisory employees the changes in relationships and personal challenges that may occur when one is promoted to supervision. This is a discussion seminar in which participants focus primarily on the differences between subordinate and supervisory roles.

Supervisory Skills and Development Program

In 2004, Colorado LTAP added the SSDP classes into its regular Work Plan. Therefore, LTAP is now offering the courses at a discounted rate of $75 per person, per class. The cost of each class includes room rental fees, instructor's fees, class materials, lunch, snacks, etc. APWA & CARSE have provided money for scholarships and interested individuals should contact the CLTAP office for details. Participants also receive at their first class an SSDP binder. This notebook includes a check list of courses, and dividers in order to include handouts from each class. It is intended for this notebook to serve as a reference manual after completion of the program.

SUPERVISORY SKILLS