

51st Annual AASHTO National Transportation Management Conferences

Professional Development Workshops for
Managers in Transportation Departments



ENO TRANSPORTATION
FOUNDATION

Sponsored by the American Association of State Highway and Transportation Officials
Managed by the Eno Transportation Foundation

51st Annual AASHTO National Transportation Management Conferences

Dates and Locations

June 25–30, 2006

Portland, Oregon

July 23–28, 2006

Park City, Utah

August 13–18, 2006

Savannah, Georgia

September 24–29, 2006

Mystic, Connecticut

October 15–20, 2006

Williamsburg, Virginia

The National Transportation Management Conferences, now in their 51st year, provide mid-level managers in departments of transportation the skills they need to make the transition from technical to management responsibilities. In a week-long series of workshops, participants are introduced to the theories and practices needed for effectively managing people and projects. For more-experienced managers, the workshops update and refine existing skills, challenge current thinking, introduce new concepts, and explore changing employee and customer relationships.

The conferences, developed under the guidance of the American Association of State Highway and Transportation Officials' TEAM (Transportation Education and Management) Institute Steering Committee, are tailored specifically for staff members of AASHTO member departments and affiliated organizations, including the U.S. Department of Transportation. The conferences emphasize

- ◆ Recognizing the manager's multiple jobs,
- ◆ Planning for change,
- ◆ Selecting goals and managing performance,
- ◆ Improving communication and motivation skills,
- ◆ Supporting diversity,
- ◆ Building negotiation and conflict resolution skills, and
- ◆ Coping with stress.



Instructors

Barbara Gannon, Psy.D., is the lead instructor for the conferences. Dr. Gannon has served as operating manager for public transportation services in rural and urban areas and has taught executive education courses to transportation professionals for over a decade. Her extensive knowledge of group dynamics, coupled with her understanding of the responsibilities of operating managers in the transportation industry, enables her to tailor the workshops to the specific needs of managers in transportation departments.

Associate Instructors

E. Dean Carlson is a private consultant with more than four decades of experience in the field of transportation. He retired as executive director of the Federal Highway Administration (FHWA), the highest career position in the agency. After his retirement from FHWA, he spent eight years as secretary of the Kansas Department of Transportation.

Hal Kassoff is Parsons Brinckerhoff's program manager for highways, where he is responsible for leading and supporting the firm's highway practice. Prior to joining the private sector, he served as administrator of the Maryland State Highway Administration, where he led a transformation to a customer driven, total quality organization that twice won Maryland's top award for public agencies.

Barbara Murdock has over 20 years' experience with the media and the transportation profession. She has anchored an evening newscast; headed a transit agency's marketing and public relations department; and served as a beat reporter, winning five Associated Press awards for her work. Her teaching experience includes a position as an adjunct professor at Miles College.

In addition, the conferences include presentations from leaders of the Federal Highway Administration, the American Association of State Highway and Transportation Officials, and the Eno Transportation Foundation.

“Exceptional course taught by people who are very knowledgeable and enjoy what they do.”



Conference Sponsor and Manager

More than 100 National Transportation Management Conferences have been conducted since AASHTO sponsored the first conference in 1956. Over 4,000 transportation professionals—many now holding senior positions in state and federal highway agencies—have attended and benefited from the conference workshops.

Since 1997, the conferences have been managed by Eno Transportation Foundation, as part of the Foundation's suite of leadership development programs.



Questions?

For more information, contact:

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Workshop Format

The conference starts on Sunday afternoon, with a welcome session and a get-acquainted reception, and concludes Friday (see typical conference schedule on page 4). Participants are expected to attend the entire conference.

A variety of presentation techniques are used in the workshops. They include illustrated lectures, panel discussions, video dramatizations, case analyses, and role-playing sessions. Each workshop gives participants experience in solving practical, real-life transportation management case studies—and these interdisciplinary team exercises are continually rated as the most valuable element of each conference.

Before every conference, each participant is sent a self-assessment form for identifying leadership behavior, along with optional forms for the participant's co-workers or customers to use in assessing his or her leadership behavior.

Participants at each conference are provided a notebook of required and recommended reading materials that supplement the conference sessions. Each evening, participants are expected to use these materials to prepare for the next day's workshops.

Upon successful completion of the conference, each participant will be awarded 3.0 Continuing Education Units (CEU) or the equivalent of 30 Professional Development Hours (PDH).

Nomination/Application Instructions and Deadlines

Conference participants are selected from among those nominated by AASHTO member departments and affiliates. Each conference is limited to a maximum of 36 participants. Each AASHTO member department/affiliate may nominate up to 12 employees for the 2006 conferences, but no more than 6 from one member department/affiliate may be assigned to a specific conference.

Nominations should be sent to the Eno Transportation Foundation before February 28, 2006; nominations received after that date will be considered only if space is still available. Individuals selected for participation will be notified by March 27, 2006. To nominate one or more staff member, use the form on page 6.

Tuition Payment/ Refund Policies

The tuition of \$1395 per participant includes all instructional materials and courses, three lunches, five continental breakfasts, and a reception.

Individual participants are responsible for hotel costs, meals not included in the conference tuition, and transportation to and from the conference site. Special room rates (conforming to the Federal Travel Regulation) have been arranged at the conference hotels.

The person submitting the nominations (as designated on the nomination form) will be notified of those candidates accepted for the conference by March 27, 2006. A tuition invoice (\$1395/participant) will then be sent to the nominator, and payment must be made at least 30 days before the conference. Please note: tuition costs will be billed to the nominator, unless otherwise specified.

Cancellation Policy: If written cancellation is received at the Eno Transportation Foundation more than 30 days before the start of the conference, a full refund (less the cost of any materials already sent to the participant) will be given. If cancellation is received at least 2 weeks before the conference start date, but less than 30 days from the start date, a 50 percent refund will be given. No refunds will be given for cancellations received less than 2 weeks before the conference. Qualified substitutes will be permitted, but you must notify Eno Transportation Foundation at least 3 weeks before the conference.

Typical Conference Schedule

Participants who successfully complete the conference schedule will receive 3.0 CEU or the equivalent of 30 PDH.

Sunday

- 3:00 PM - 4:30 PM** Opening Session (Host State Welcome, Course Overview, and Introductions)
- 4:30 PM - 5:30 PM** "Beyond Plan B: Using Your Radar to Navigate Uncertainty" (videotape)
- 5:30 PM - 6:30 PM** Get-Acquainted Reception

Wednesday

- 7:30 AM** Continental Breakfast
- 8:00 AM - 10:00 AM** Managing the Media—B. Murdock
- 10:15 AM - NOON** Building on Differences—B. Gannon & B. Murdock
- NOON - 12:30 PM** Summary of Day's Sessions
- 12:30 PM** Adjourn (lunch on your own) (afternoon for individual study/readings)

Monday

- 7:30 AM** Continental Breakfast
- 8:00 AM - 10:00 AM** Critical Issues in Transportation: Round Table Discussion—Representatives from the American Association of State Highway and Transportation Officials, Federal Highway Administration, and Eno Transportation Foundation
- 10:15 AM - NOON** Safety and Security Issues in Transportation—D. Carlson
- NOON - 1:00 PM** Lunch (provided)
- 1:00 PM - 3:00 PM** Leadership Challenges 2006—B. Gannon
- 3:15 PM - 4:30 PM** Leadership Practices—B. Gannon
- 4:30 PM - 5:00 PM** Summary of Day's Sessions
- 5:00 PM** Adjourn

Thursday

- 7:30 AM** Continental Breakfast
- 8:00 AM - 10:00 AM** Performance Measures in State DOTs—H. Kassoff
- 10:15 AM - NOON** The Private Sector's Role in State DOTs—H. Kassoff
- NOON - 1:00 PM** Lunch
- 1:00 PM - 3:00 PM** Managing through Crisis and Change—B. Gannon
- 3:15 PM - 4:45 PM** Building a Strong Team—B. Gannon
- 4:45 PM** Summary of Day's Sessions
- 5:00 PM** Adjourn

Tuesday

- 7:30 AM** Continental Breakfast
- 8:00 AM - 10:00 AM** Policy, Politics, and Partnerships—D. Carlson
- 10:15 AM - NOON** The Role of the Leader: Conflict, Communication, and Collaboration—B. Gannon
- NOON - 1:00 PM** Lunch (provided)
- 1:00 PM - 2:00 PM** Exploring Ethical Dilemmas—D. Carlson
- 2:15 PM - 4:30 PM** Motivating Through Emotional Intelligence—B. Gannon
- 4:30 PM - 5:00 PM** Summary of Day's Sessions
- 5:00 PM - 7:00 PM** Dinner Break (on your own)
- 7:00 PM - 9:00 PM** Media Scenarios Filmed

Friday

- 7:30 AM** Continental Breakfast
- 8:00 AM - 10:00 AM** Managing Yourself: Balancing Work and Life—B. Gannon
- 10:15 AM - 11:30 AM** Developing A Personal Leadership Plan—B. Gannon
- 11:30 AM - NOON** Conference Summary/Closing—B. Gannon
- NOON** Adjourn

2006 Conference Locations



Portland, Oregon, has been proclaimed by Money Magazine as North America's "Best Big City." This clean, green, and friendly metropolis is surrounded by mountains, and the new light-rail system makes moving about the city a breeze. The "City of

Roses" is also home to one of the country's largest and oldest rose test gardens. (For more information, visit www.travelportland.com/visitors.)



Yankee heritage is visible everywhere in **Mystic, Connecticut**—in charming villages, scenic farm roads, ancient stone walls, and bustling waterfronts. This classic New England seaport town is about a 45-minute drive from Providence, RI. (For more information, visit www.mysticmore.com)

Park City, Utah, is a refreshing haven from the hustle and bustle of urban life. World renowned for its skiing, Park City hosted many events during the 2002 Olympic Winter Games. It also boasts over 300 miles of hiking and biking trails. Park City is about a 45-minute drive from the Salt Lake City airport.

Dramatic mountain peaks surround the conference hotel. (For more information, visit www.parkcity.com)



Williamsburg, Virginia, was the thriving capital of Virginia during much of the 1700s when the state was the largest, most populous, and influential of the American colonies.

Today, the greater Williamsburg area is home to historic sites including Colonial Williamsburg, the Jamestown settlement, and the Yorktown Battlefield; world-class golf courses; theme parks; and the College of William and Mary. (For more information, visit www.visitwilliamsburg.com)



Founded in 1733, historic **Savannah, Georgia** is a port city that sits along the Savannah River. Savannah is credited with being the country's first planned city, and its streets are lined with canopies of live oaks and Spanish moss. The city played a

key role in the Civil War, and more recently gained notoriety as the site of the best-selling book, *Midnight in the Garden of Good and Evil*. (For more information, visit www.savcvb.com)

“I enjoyed the conference and meeting my counterparts in other state agencies. This was a great networking event for me.”

Nomination Form

2006 National Transportation Management Conferences

Each AASHTO member department/affiliate may nominate a total of 12 participants for the five 2006 conferences, but no more than six individuals from each member department/affiliate may attend the same conference session.

Conference Sessions

Oregon (Portland)— June 25-30

Utah (Park City)—July 23-28

Georgia (Savannah)—August 13-18

Connecticut (Mystic)—September 24-29

Virginia (Williamsburg)—October 15-20

Tuition

The tuition for each 6-day course is \$1395, which includes course materials, 3 lunches, 5 breakfasts, and a get-acquainted reception. Tuition costs will be billed to the nominator, unless otherwise specified.

Nominations Submitted By:

NAME	TITLE
AGENCY	
MAILING ADDRESS	
TELEPHONE	FAX
EMAIL	

Nominees (Attach additional sheets as necessary)

NAME	TITLE
STREET ADDRESS (NO PO BOX)	
TELEPHONE	FAX
EMAIL	
LOCATION—1ST CHOICE	LOCATION—2ND CHOICE
NAME	TITLE
STREET ADDRESS (NO PO BOX)	
TELEPHONE	FAX
EMAIL	
LOCATION—1ST CHOICE	LOCATION—2ND CHOICE
NAME	TITLE
STREET ADDRESS (NO PO BOX)	
TELEPHONE	FAX
EMAIL	
LOCATION—1ST CHOICE	LOCATION—2ND CHOICE

Mail or fax completed form to:

Gina Burge, Professional Development Programs Administrator – Eno Transportation Foundation, 1634 I St. NW, Suite 500, Washington, DC 20006

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Sponsored by:



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