



Training Resources Needs Assessment 2013

National LTAP Association

Conducted by the Training Resources Work Group

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Appendix A – Survey Template

Introduction

The Training Resources Work Group (TRWG) is a committee of volunteers from within the membership of the National Local Technical Assistance Program Association (NLTAPA). TRWG's mission is three fold:

- Establish and maintain a listing of training resources available to centers.
- Lead development of training resources as needed by the centers.
- Build relationships with other transportation training organizations in an effort to establish resource sharing and eliminate duplication of efforts in the creation of training materials.

In order to fulfill the work group's mission, specifically the second part of the mission, TRWG conducts a needs assessment survey every five years. The survey is comprehensive and all fifty-eight Local Technical Assistance Program (LTAP) centers are invited to participate. The survey was conducted in 2013. This report provides the summary and details from the responding centers.

The next section highlights the survey recommendations and a proposed implementation plan. Following the next section are the survey details and in the appendices are the actual survey documents. We encourage you to review the information, as it will form the data driven foundation upon which the TRWG will base its work plan for the coming five years.

Top Results by Audience Category

Below are listed the top results by audience category from the needs assessment survey. Audience categories were defined by the TRWG to be the major employee job classifications for which our centers provide training – Field Crew / Field Supervisor, Engineer, and Administrative. The number behind the major audience category is the total survey responses received for that audience from the centers.

The next items in the outline ((a)(b) etc.), are the general subject categories where requests for training materials were received, followed by the number of centers requesting resources. The outline then contains more specific topics below the general categories, followed by the type of resource requested and the number of centers requesting each resource.

The types of resources which could be requested for each specific topic were as follows:

- Research Materials / Data
- Source documents – NCHRP Reports, AASHTO Publications
- Videos Online
- Videos DVD
- Pictures / Images
- PowerPoint Presentation
- Outline of Materials on Course Topic
- Interactive games / props
- Learning assessment(s)
- Completed Course ready to deliver with instructor notes
- List of national experts to assist with course development

The data provided below is substantiated by the actual survey responses, provided in a graphical format later within this report.

1. Audience Category #1 - Field Crew / Field Supervisor (16)

- a. Culverts (14)
 - i. Maintenance
 - 1. Videos DVD (6)
 - 2. Completed Course (5)
 - ii. Instability
 - 1. Videos DVD (5)
 - 2. Completed Course (5)
 - iii. Repair

1. Videos DVD (6)
2. Videos Online (5)
3. Completed Course (5)
- b. Safety (12)
 - i. Roadway – Low Cost Safety Improvements
 1. Videos DVD (7)
 2. PowerPoint (5)
 3. Complete Course (5)
 - ii. Roadway – Vegetation Management
 1. Videos DVD (7)
 2. PowerPoint (5)
 3. Videos Online (4)
 - iii. Workplace – i.e., PPE, First Aid, etc.
 1. Videos DVD (7)
 2. Videos Online (4)
 3. PowerPoint (4)

2. Audience Category #2 - Engineer (13)

- a. MUTCD (9)
 - i. Pavement Markings
 1. Videos Online (5)
 2. Pictures / Images (5)
 3. PowerPoint (5)
 4. Complete Course (5)
 - ii. Signs
 1. Videos Online (5)
 2. PowerPoint (4)
 - iii. Work zone
 1. Videos Online (4)
 2. Pictures / Images (4)
 3. PowerPoint (4)
 4. Completed Course (4)
 - iv. Work zone Rural
 1. Completed course (5)
 2. Videos Online (4)
 3. PowerPoint (4)
- b. Asset Management (8)
 - i. Data Collection
 1. Completed Course (6)
 2. Videos Online (4)
 3. Videos DVD (4)

- ii. General Asset Management
 - 1. Completed Course (5)
 - 2. PowerPoint (4)
 - 3. Videos Online (4)
 - 4. Videos DVD (4)
 - iii. Sign Asset Management
 - 1. Completed Course (5)
 - 2. PowerPoint (4)
- c. Culverts (8)
 - i. Construction
 - 1. PowerPoint (6)
 - 2. Videos Online (5)
 - 3. Completed Course (4)
 - ii. Design
 - 1. PowerPoint (5)
 - 2. Completed Course (4)
 - 3. Videos Online (3)
 - iii. Inspection
 - 1. PowerPoint (5)
 - 2. Completed Course (3)
 - 3. Videos Online (3)
- d. Drainage (8)
 - i. Erosion Control
 - 1. Completed Course (5)
 - 2. Videos Online (4)
 - 3. PowerPoint (4)
 - ii. Ditches
 - 1. PowerPoint (4)
 - 2. Videos Online (3)
 - 3. Completed Course (3)
- e. Pavement Management (8)
 - i. Asphalt
 - 1. Completed Course (5)
 - 2. PowerPoint (3)
 - ii. Concrete Repair / Maintenance
 - 1. PowerPoint (4)
 - 2. Completed Course (4)
 - 3. Pictures / Images (3)
 - iii. Chip Seal
 - 1. Videos Online (4)

- 2. PowerPoint (4)
 - 3. Videos DVD (3)
 - 4. Pictures / Images (3)
- iv. Gravel
 - 1. PowerPoint (4)
 - 2. Videos Online (3)
 - 3. Pictures / Images (3)
 - 4. Completed Course (3)
- v. Surface Treatments
 - 1. PowerPoint (4)
 - 2. Completed Course (4)
 - 3. Videos Online (3)
- f. Roadway Management (8)
 - i. Sign Management
 - 1. Videos Online (4)
 - 2. Videos DVD (3)
 - 3. Pictures / Images (3)
 - 4. PowerPoint (3)
 - ii. Gravel Roads
 - 1. Videos Online (4)
 - 2. PowerPoint (4)
 - 3. Videos DVD (3)
 - 4. Completed Course (3)
- g. Safety (8)
 - i. Highway Safety Manual
 - 1. Completed Course (5)
 - 2. PowerPoint (4)
 - ii. Roadway – Systematic Improvements
 - 1. Completed Course (6)
 - 2. PowerPoint (4)
 - 3. Videos Online (3)
 - iii. Roadway – Low Cost Safety Improvements
 - 1. PowerPoint (5)
 - 2. Completed Course (5)
 - 3. Videos Online (4)
- 3. Audience Category #3 - Administrative (16)**
 - a. Asset Management (13)
 - i. General Asset Management
 - 1. PowerPoint (8)
 - 2. Videos Online (6)

- 3. Videos DVD (6)
 - ii. Sign Asset Management
 - 1. Videos DVD (7)
 - 2. PowerPoint (6)
 - 3. Videos Online (5)
 - 4. Completed Course (5)
 - iii. Data Collection / Inventory
 - 1. PowerPoint (8)
 - 2. Completed Course (8)
 - 3. Videos DVD (6)
 - 4. Videos Online (4)
- b. Safety (12)
 - i. Roadway – Systematic Improvements
 - 1. Completed Course (5)
 - 2. Videos DVD (4)
 - 3. PowerPoint (4)
 - ii. Workplace – i.e., PPE, First Aid, etc.
 - 1. Videos DVD (5)
 - 2. Completed Course (4)
 - 3. Videos Online (3)

Survey Recommendations & Implementation Plan

The Training Resources Work Group's purpose in conducting the needs assessment survey was to provide a data-driven foundation upon which to base the group's work plan for the next five years. As such, the results were reviewed and recommendations along with a corresponding implementation plan were developed for a short-term basis. The long-term plan is to create a shorter-term work plan for each year, assess the results at the end of each calendar year and then utilize the survey results, the assessment results and strategic guidance provided by our FHWA program office to create a plan for the following calendar year.

The top focus areas determined from needs assessment results, as follows, provided the initial direction for the first short-term plan:

↳ **Types of Resources:**

- o ***Videos*** – The results indicated a high need for videos, both online and available in DVD format, across all topics and audiences
- o ***Completed Courses*** – Identification for complete course materials containing instructor notes was also a high need across all topics and audiences
- o ***PowerPoint Presentation*** – Sharable PowerPoint presentations also ranked consistently among the top three requested resource types across all topics and audiences

↳ **Most Requested Subjects:**

- o ***Safety*** – two out of three audience categories ranked Safety as a top requested subject for which additional training resources are needed
- o ***Asset Management*** – two out of three audience categories also ranked Asset Management as a top subject for which additional training resources are needed

It is also recommended that additional consideration, review and discussion occur over the additional comments submitted with the survey. These are listed in Appendix B. A recommendation and implementation plan to address any additional needs from the comments should be incorporated into an update of plan during calendar year 2014.

Short-term Recommendations & Implementation Plan

Recommendation	Action Item(s)	Planned Implementation
<i>Address Culvert Training Resource Need Requests</i>	• Create priority list based on culvert training topics and develop a resource syntheses for the NLTAPA community	• Work Plan Year 2014
	• Work with LTAP/TTAP Clearinghouse to create a focused area within the Resource Data Base for Culvert Training Resources	• Work Plan Year 2014
	• Communicate efforts to the larger LTAP/TTAP community through quarterly email updates with assistance of Clearinghouse	• Work Plan Year 2014
<i>Address Safety Training Resource Need Requests</i>	• Create priority list based on highly requested safety subjects and develop or update resource syntheses for the NLTAPA community	• Work Plan Year 2014
	• Share survey results with Joint Safety Work Group for review and incorporating into work planning goals to further address	• Work Plan Year 2014

	needs	
	• Work with LTAP/TTAP Clearinghouse to create a focused area within the Resource Data Base for Safety Training Resources	• Work Plan Year 2014
	• Communicate efforts to the larger LTAP/TTAP community through quarterly email updates with assistance of Clearinghouse	• Work Plan Year 2014
<i>Address Asset Management Training Resource Need Requests</i>	• Create priority list based on highly requested asset management subjects and develop or update resource syntheses for the NLTAPA community	• Work Plan Year 2014
	• Share survey needs with FHWA Technology Partnerships and Programs (TPP) Office with recommendation to charter a Joint Work Group Focused on furthering the vital subject of Asset Management within the LTAP/TTAP community	• Work Plan Year 2014
	• Work with LTAP/TTAP	• Work Plan Year 2014

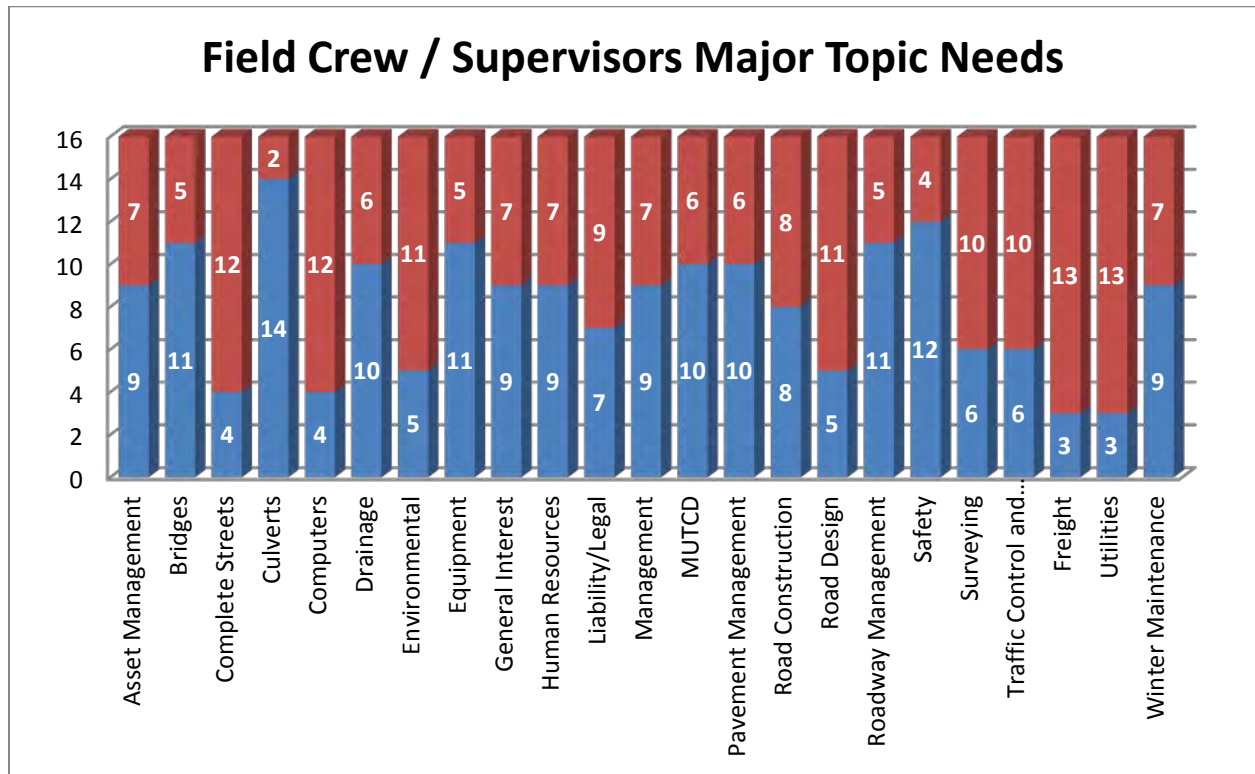
	Clearinghouse to create a focused area within the Resource Data Base for Asset Management Training Resources • Communicate efforts to the larger LTAP/TTAP community through quarterly email updates with assistance of Clearinghouse	• Work Plan Year 2014
<i>Address the need identified for Videos to incorporate as a training tool</i>	• As a part of the resource syntheses to be completed on the designated subjects, provide a focused section on identified, available videos for incorporation into training courses • Confirm the level of videos being requested – complete, professional produced video productions or quick 2 to 3 minute video clips with a demonstration • Provide confirmation information from above and survey needs to the Joint T2 Work Group for investment into videos to meet	• Work Plan Year 2014 • January 2014 TRB Winter Meeting • February 2014

	identified needs	
	Continue promoting video sharing through the NLTAPA YouTube channel	Work Plan Year 2014
<i>Address the need identified for Completed Courses containing Instructor Notes for use by the LTAP/TTAP Centers</i>	- As a part of the resource syntheses to be completed on the designated subjects, provide a focused section on identified, available complete courses with instructor notes that can be shared with other LTAP/TTAP centers - Work with LTAP/TTAP Clearinghouse to create a method for quickly identifying complete course resources as available in the database	- Work Plan Year 2014 - Work Plan Year 2014
<i>Address the need identified for PowerPoint files to incorporate as a training tool</i>	- As a part of the resource syntheses to be completed on the designated subjects, provide a focused section on identified, available PowerPoint files that can be shared with other LTAP/TTAP centers - Work with	- Work Plan Year 2014 - Work Plan Year 2014

LTAP/TTAP
Clearinghouse to
create a method for
quickly identifying
PowerPoint files as
available in the
database

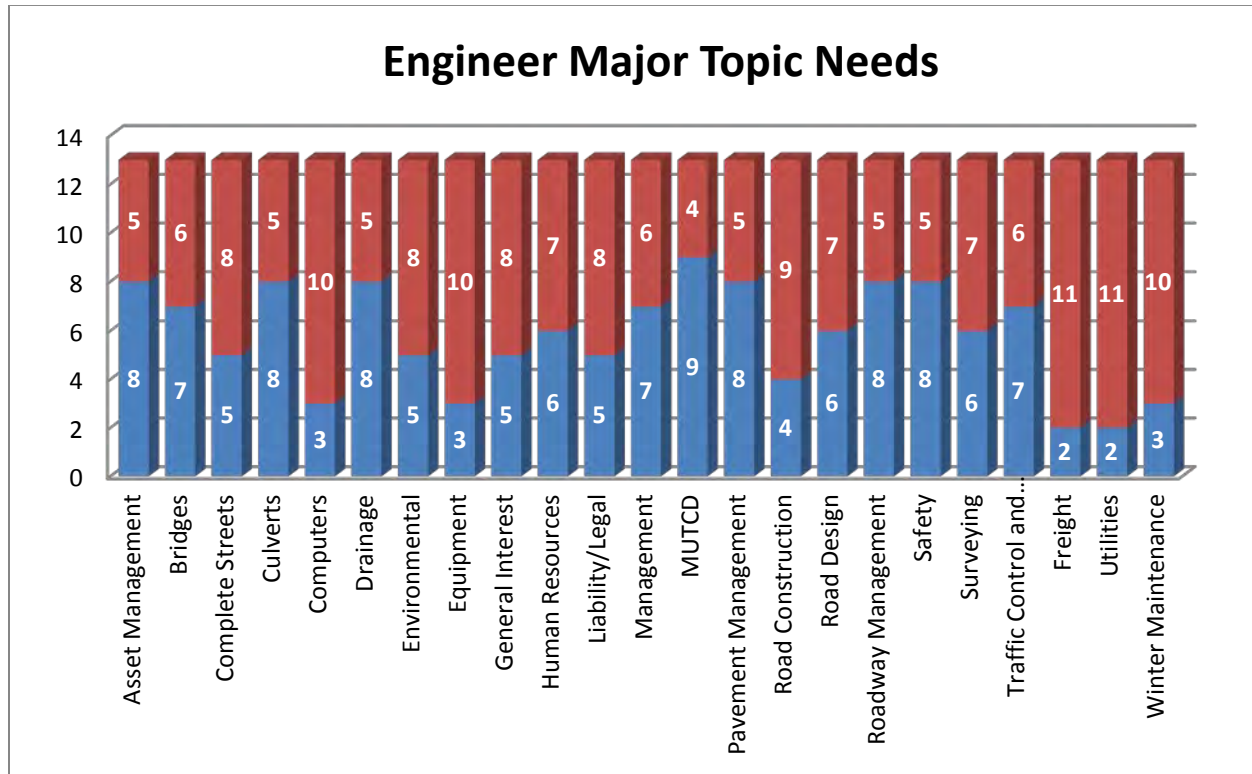
The short-term plan will be incorporated into the TRWG's work plan for calendar year 2014. At the completion of 2014, the results derived from the work plan, along with this survey document, recommendations and implementation plan from the Appendix B comments, and strategic guidance provided by our national FHWA program office will form the foundation for the calendar year 2015 TRWG work plan.

Field Crew / Field Supervisor Survey Highlights



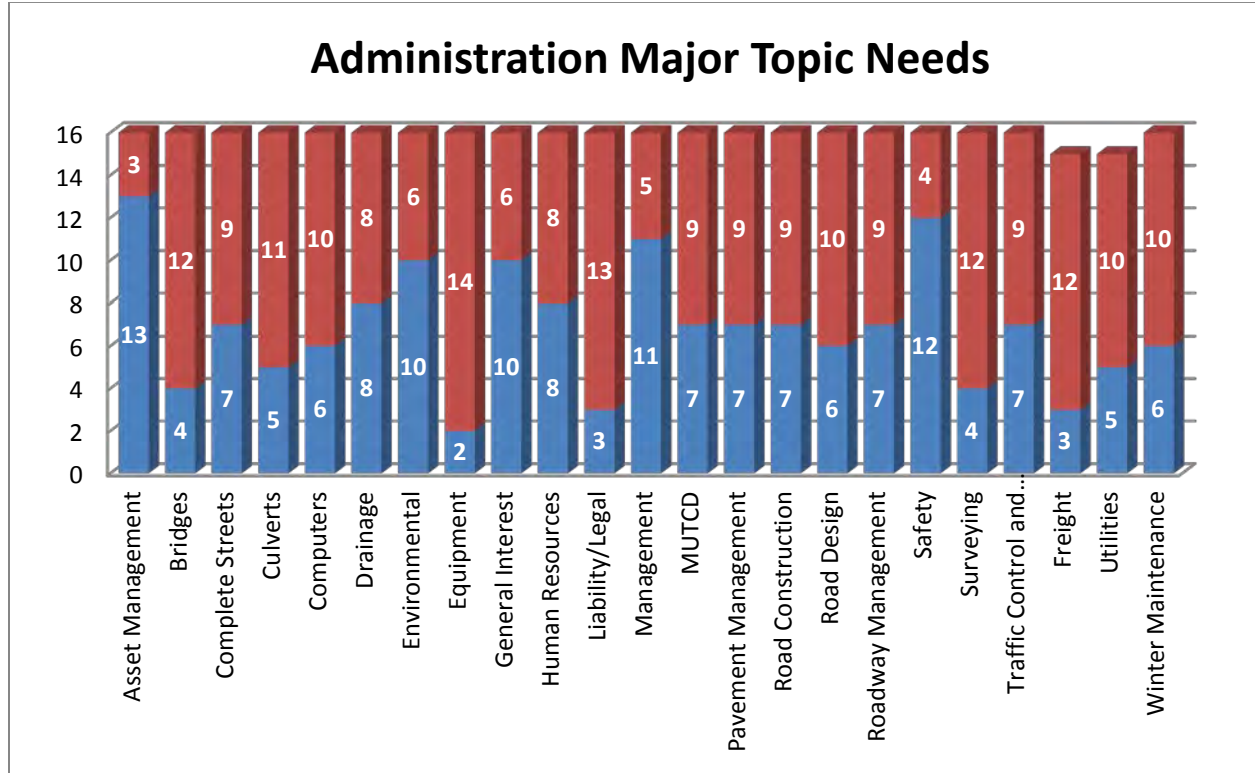
Legend: Blue – Resources Needed; Red – No Resources Needed

Engineers Survey Highlights



Legend: **Blue** – Resources Needed; **Red** – No Resources Needed

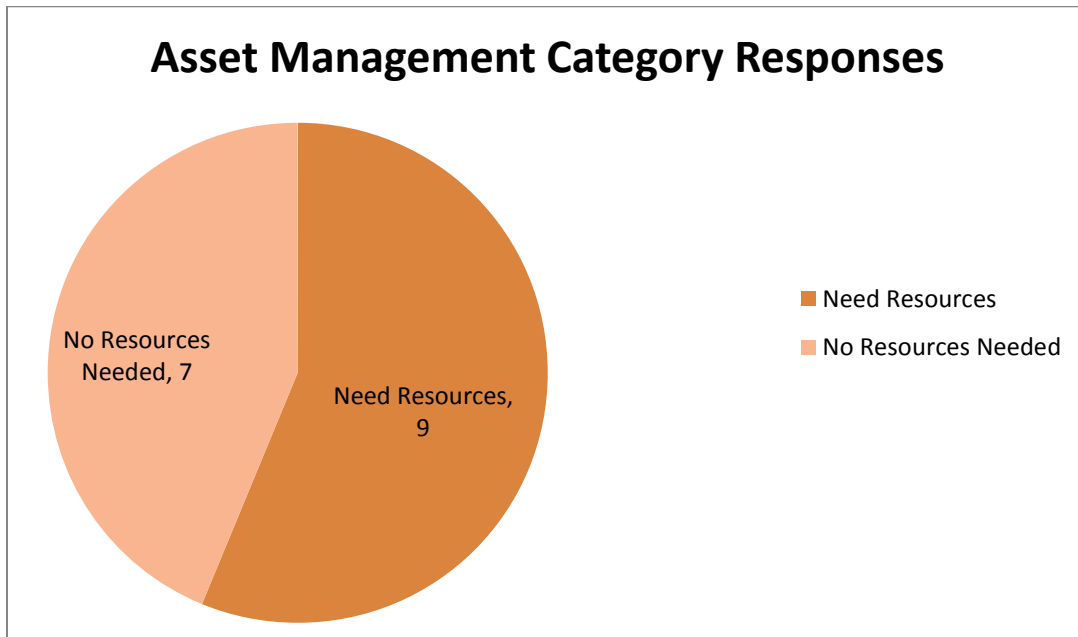
Administration Survey Highlights



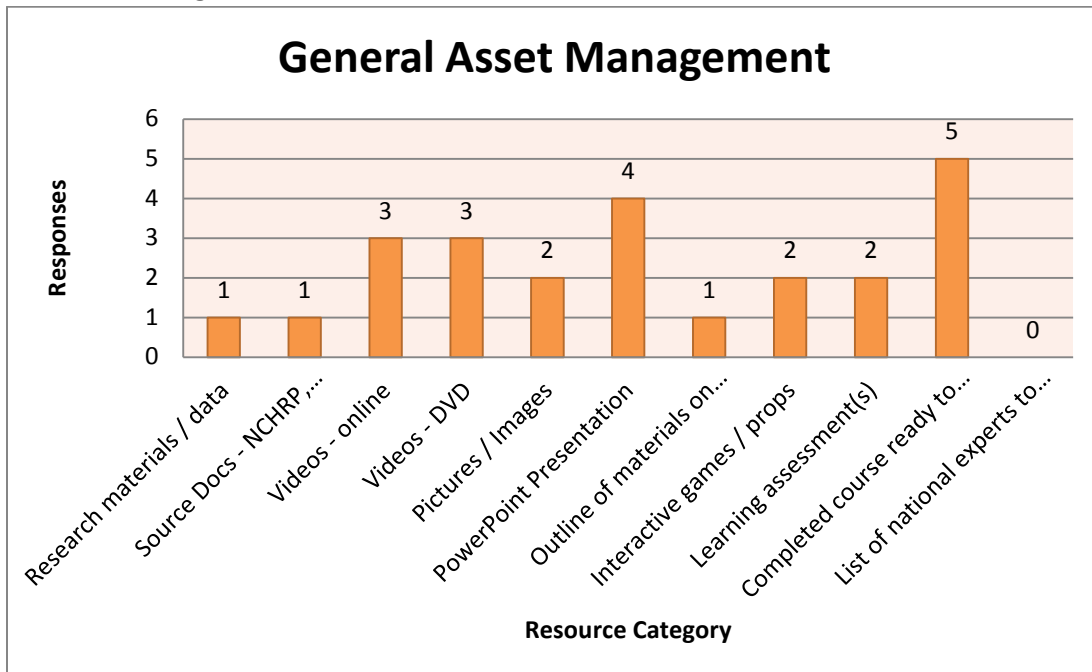
Legend: **Blue** – Resources Needed; **Red** – No Resources Needed

Field Crew / Field Supervisor Survey Details

Asset Management



General Asset Management



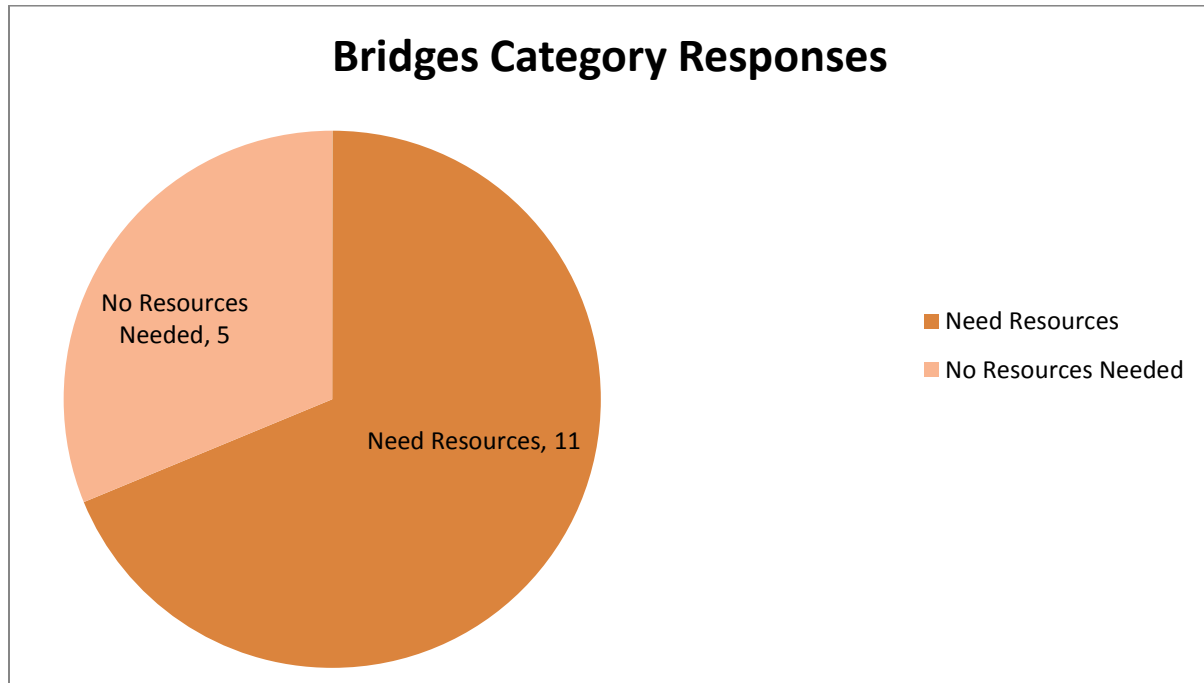
Sign Management



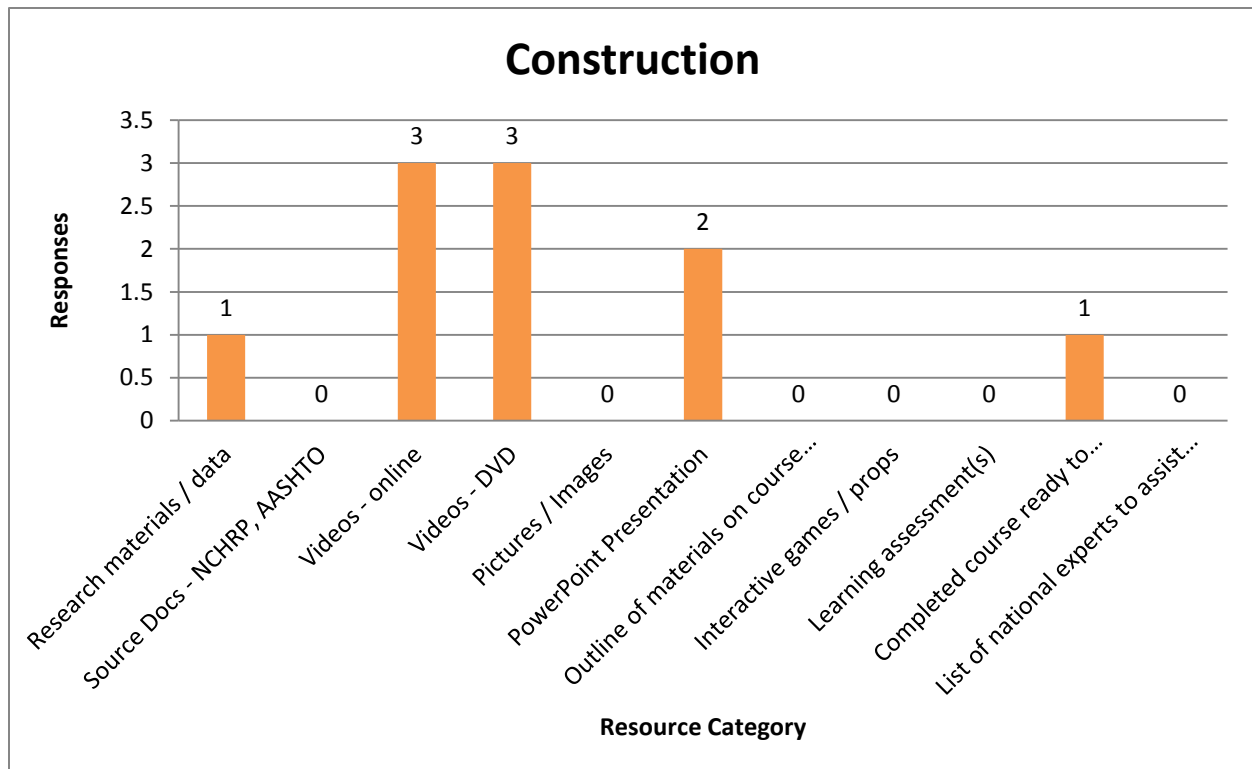
Data Collection / Inventory



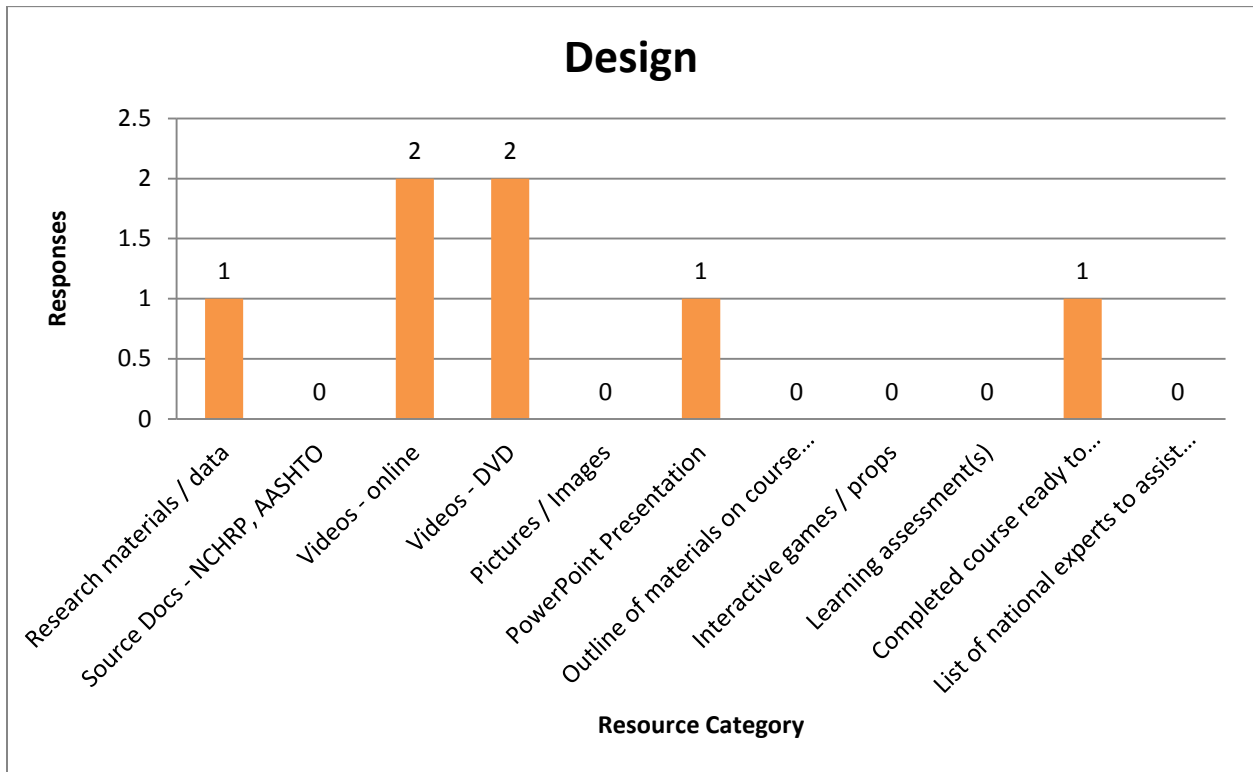
Bridges



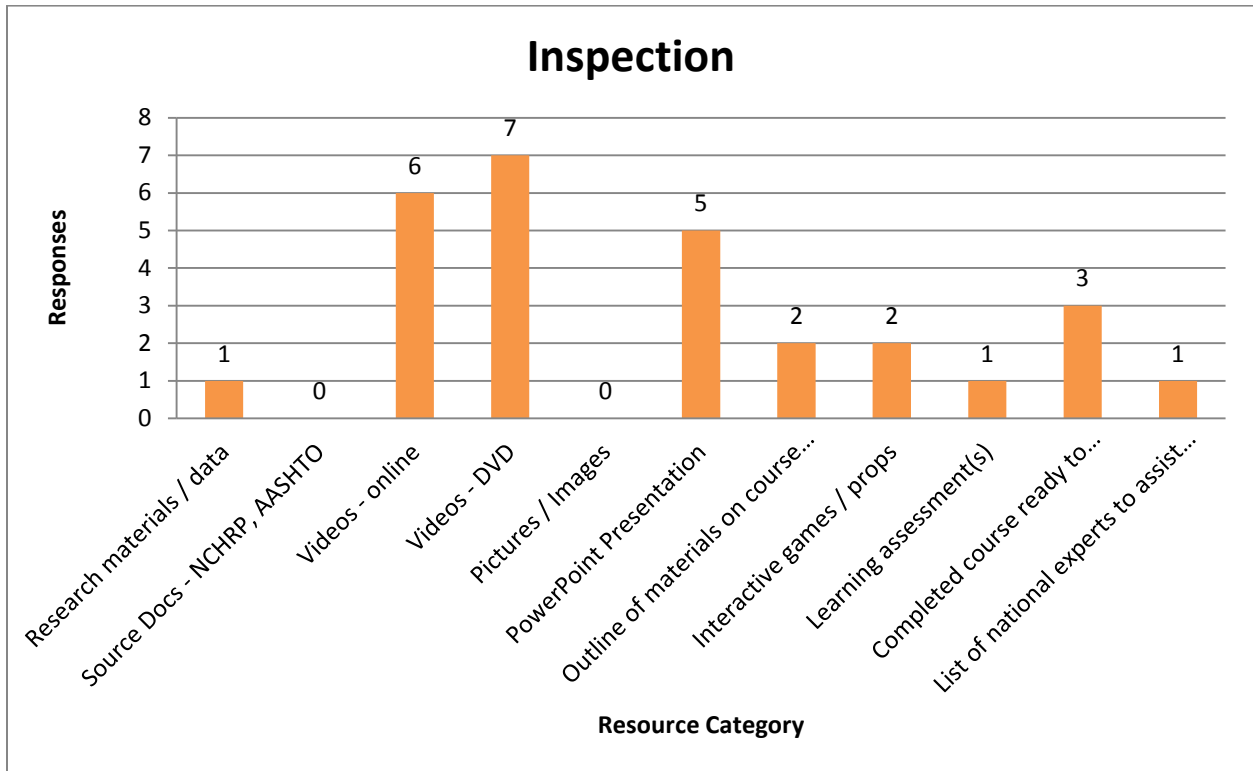
Construction



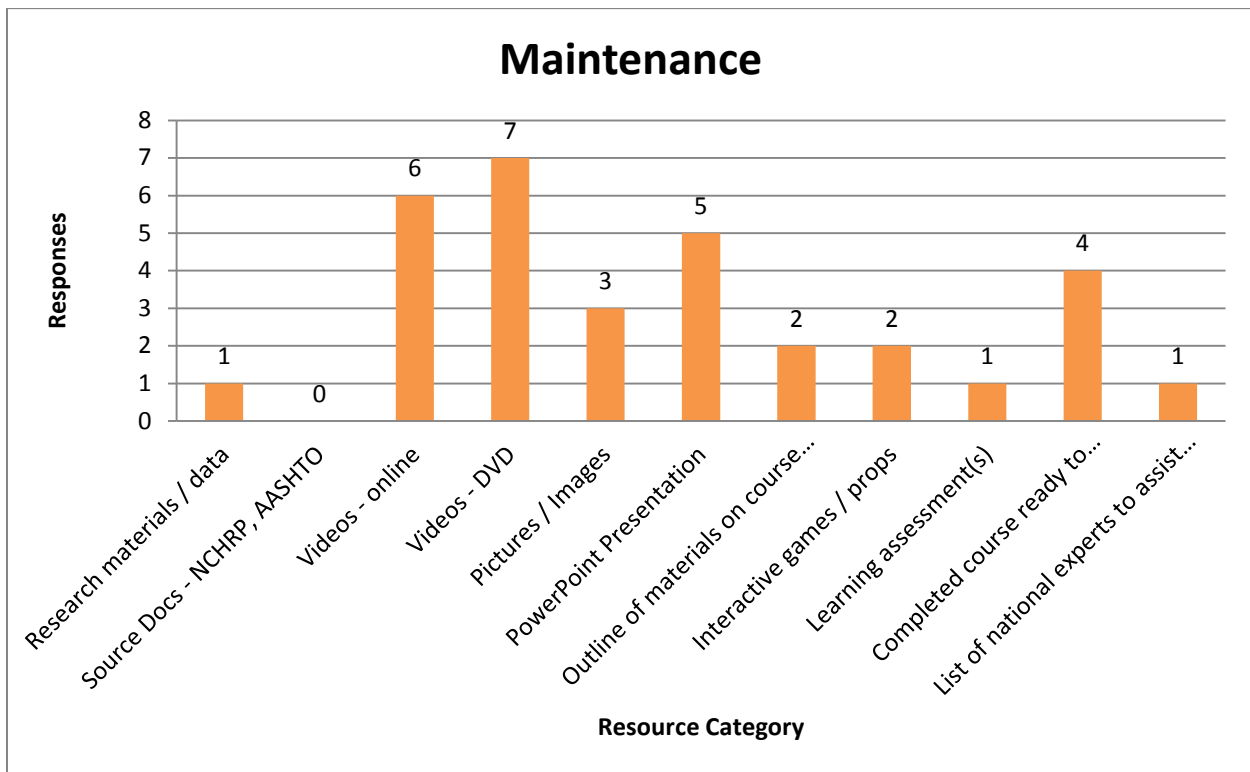
Design



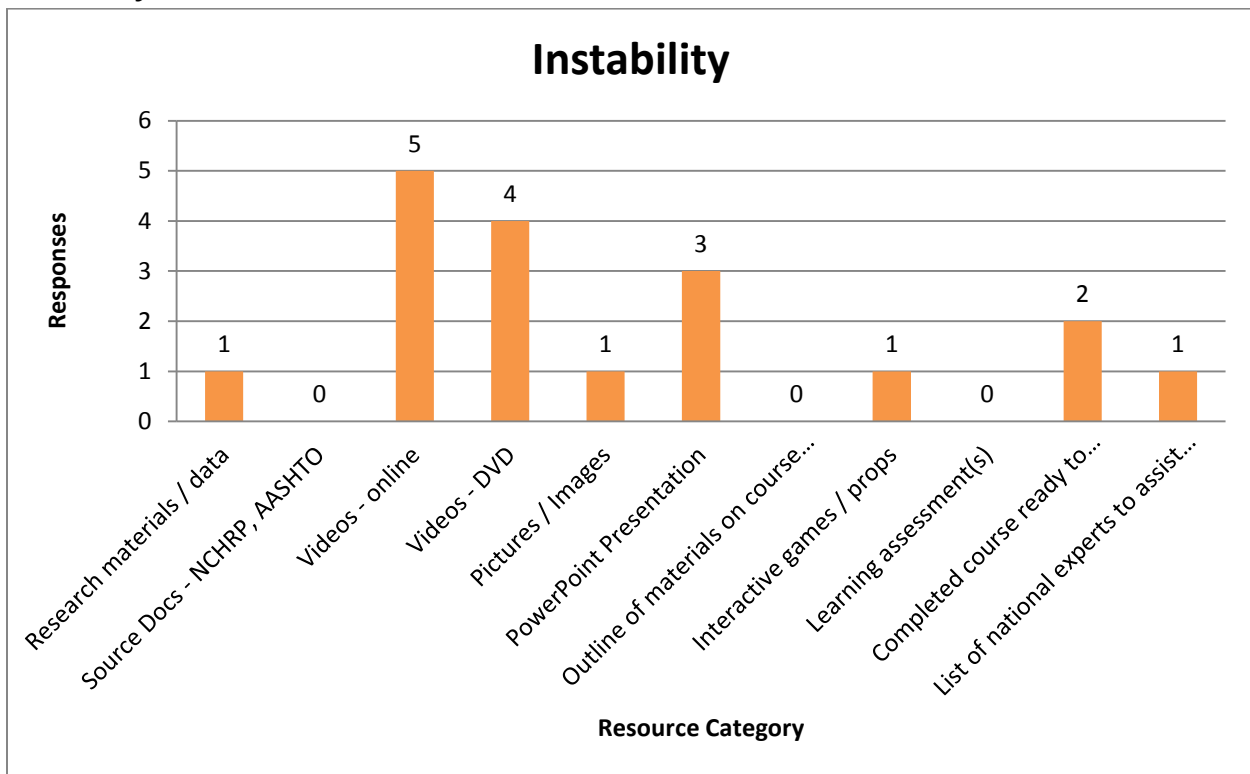
Inspection



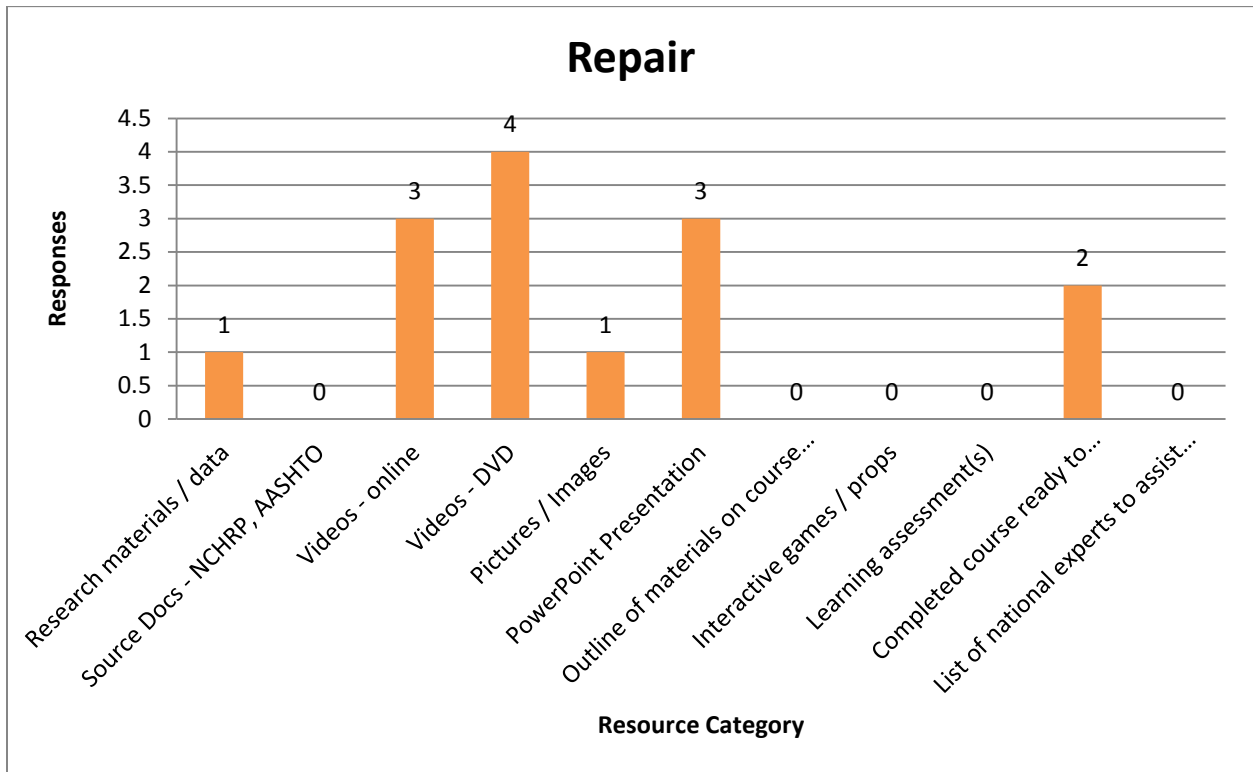
Maintenance



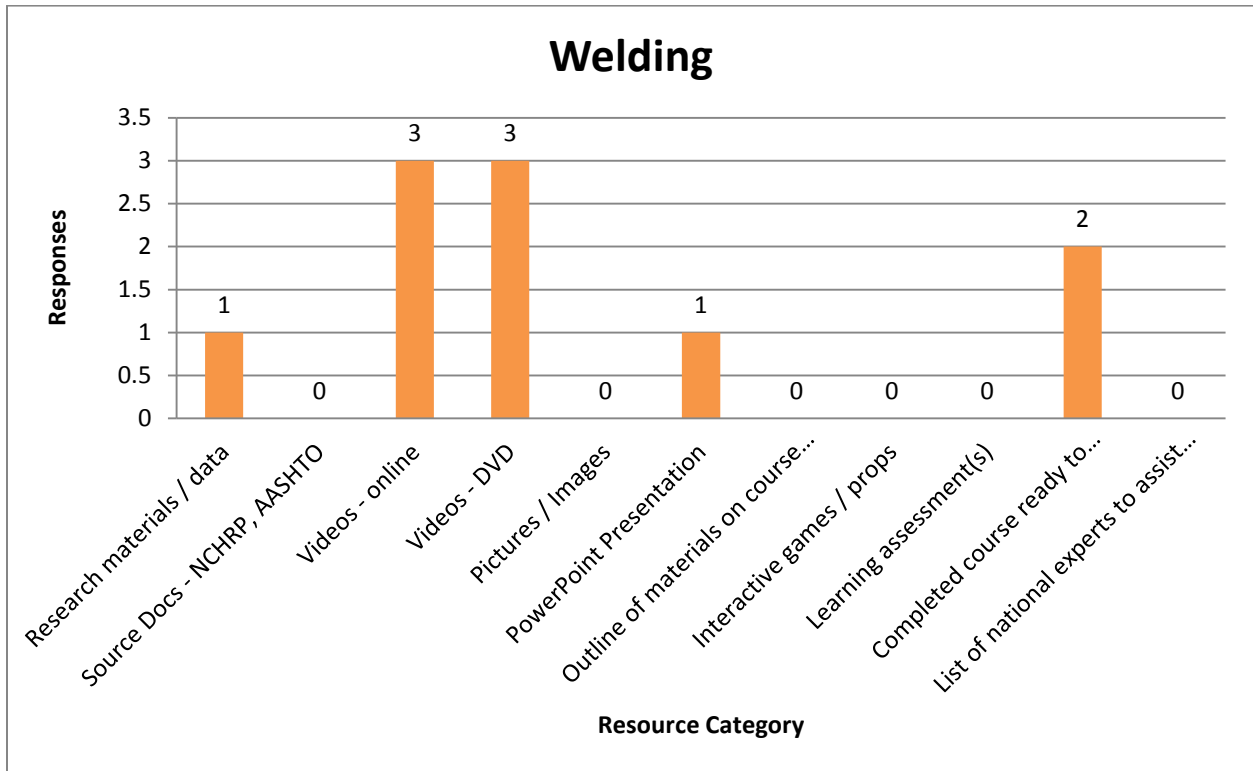
Instability



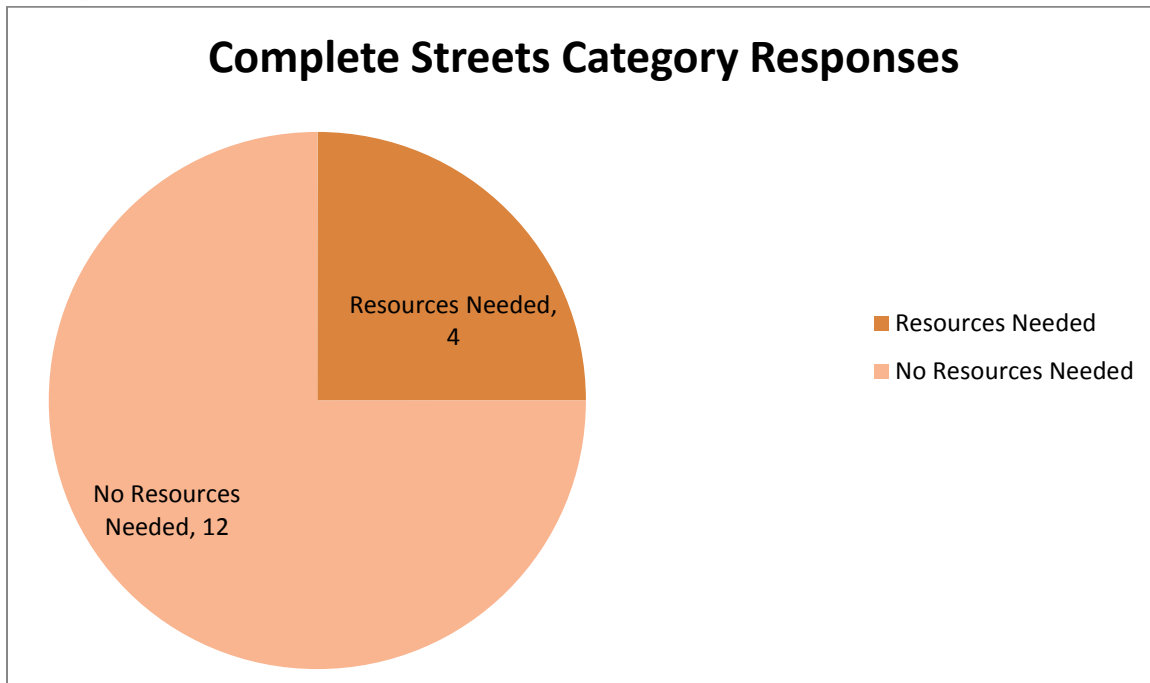
Repair



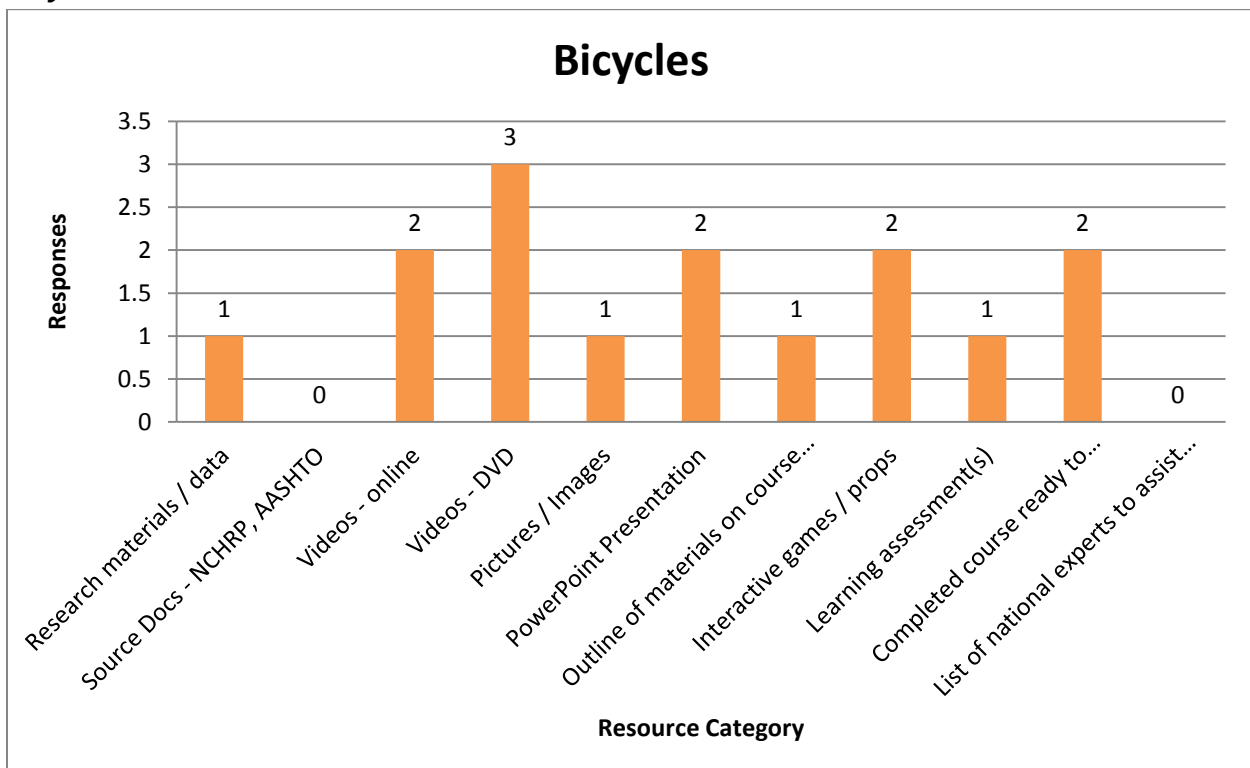
Welding



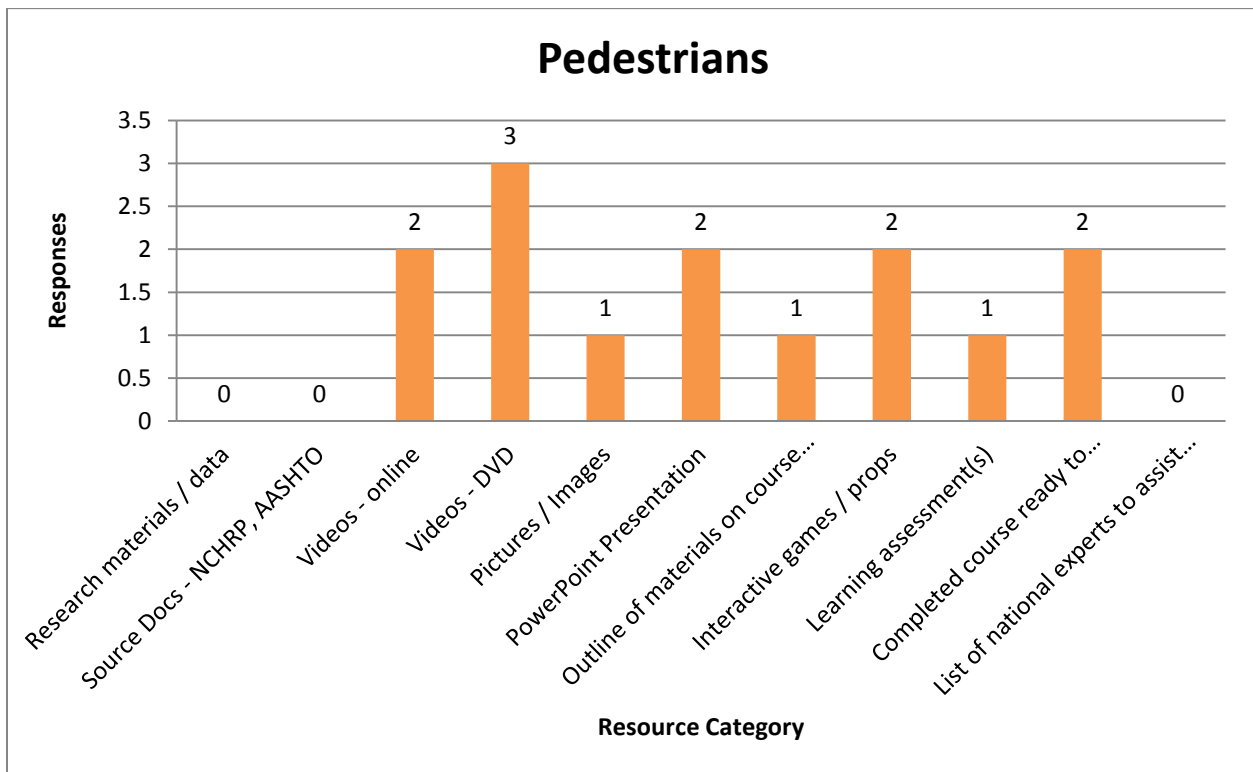
Complete Streets



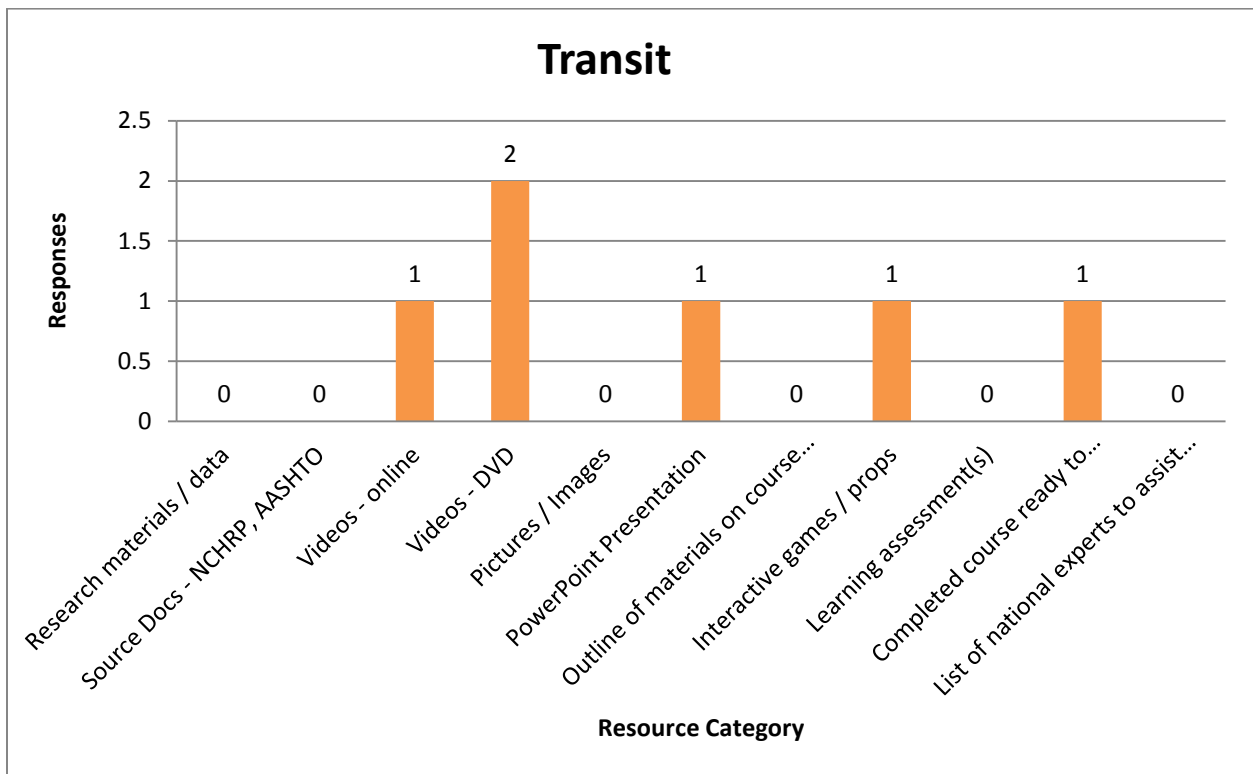
Bicycles



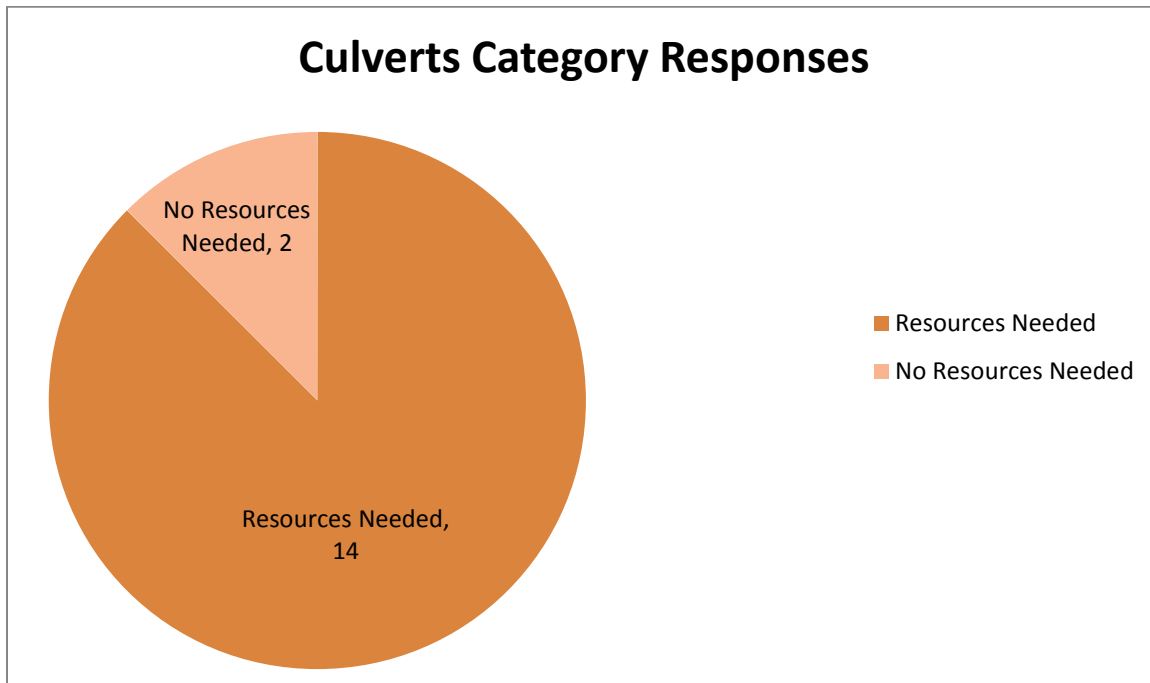
Pedestrians



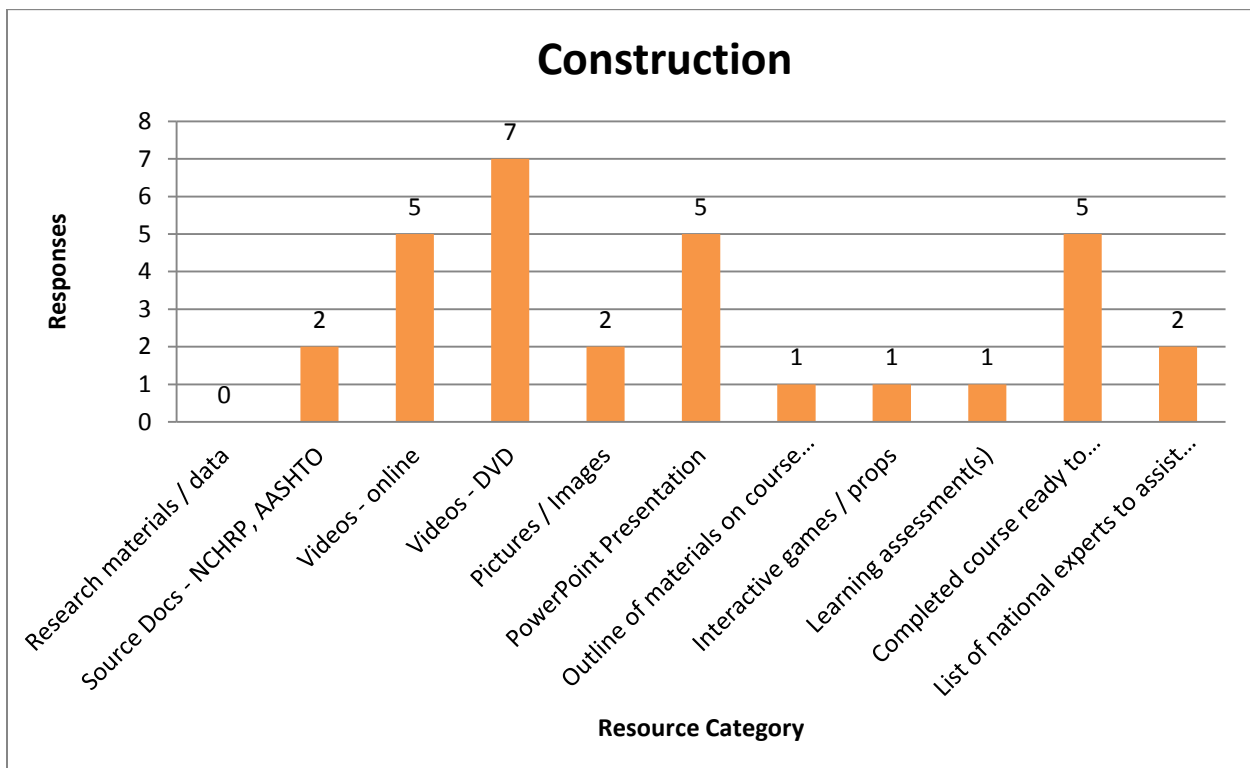
Transit



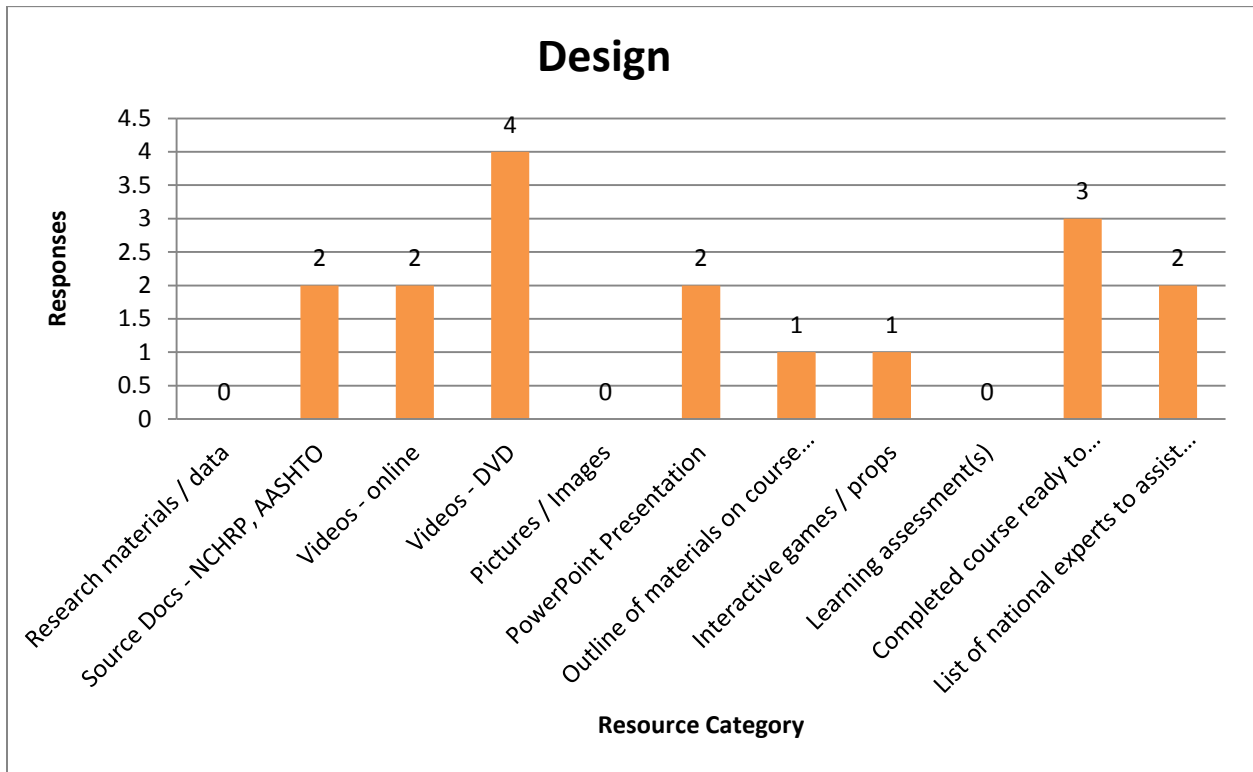
Culverts



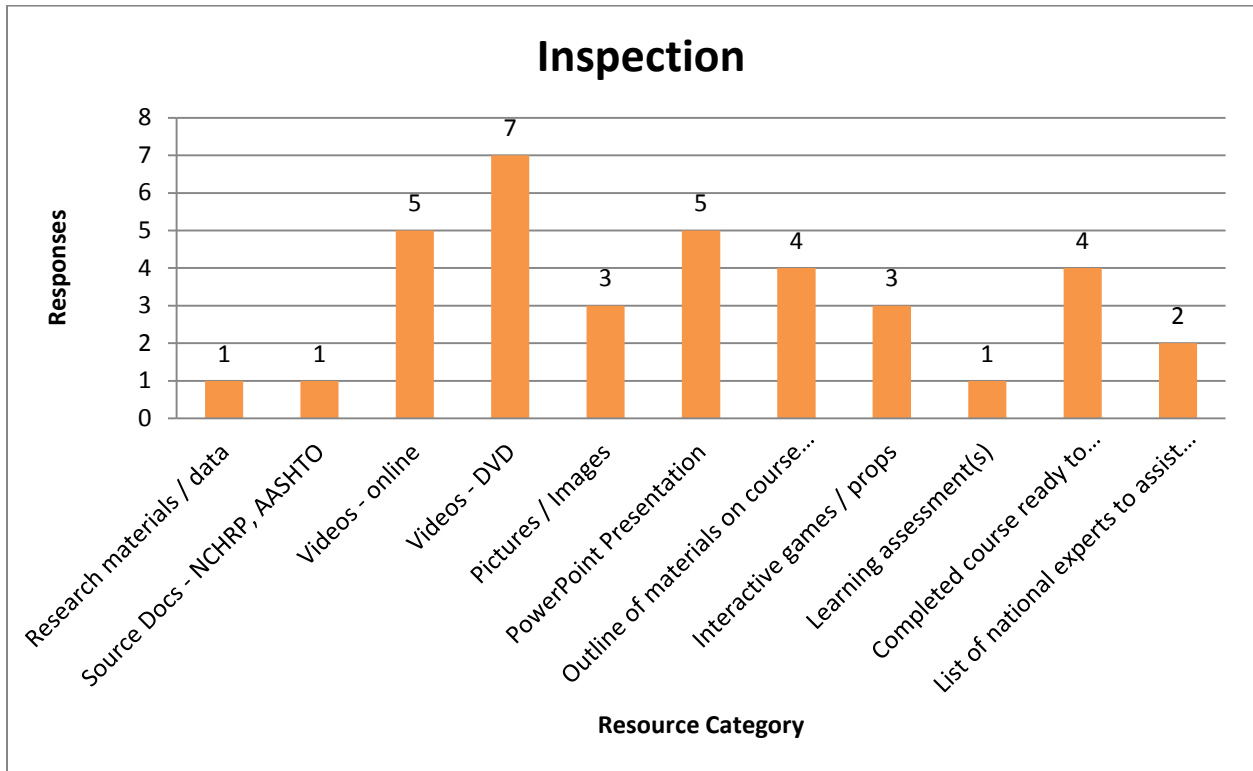
Construction



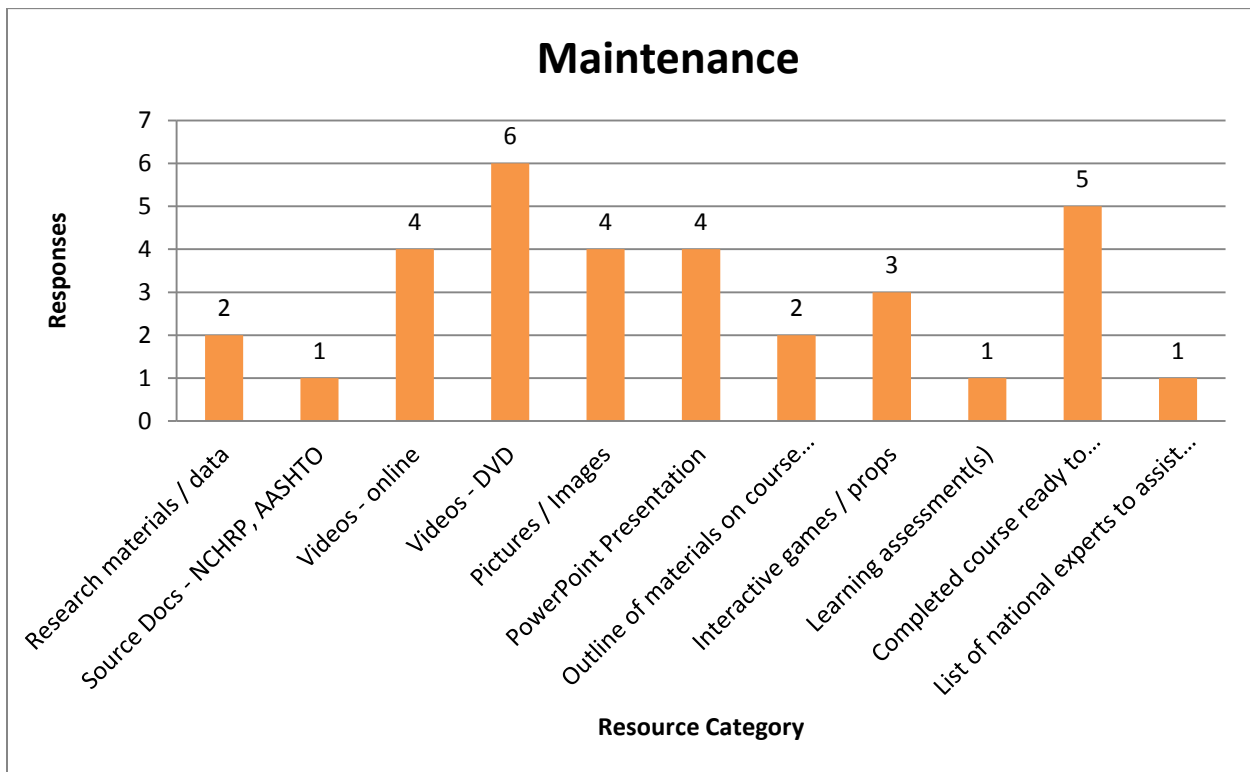
Design



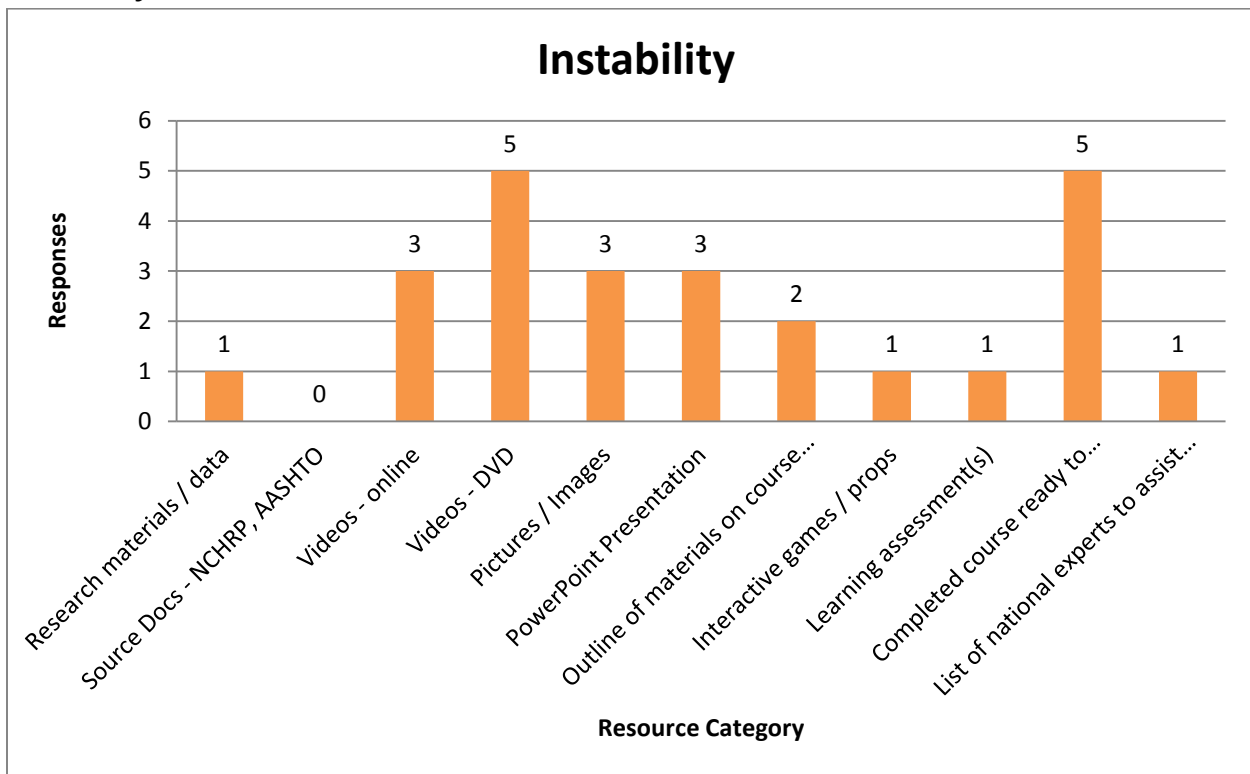
Inspection



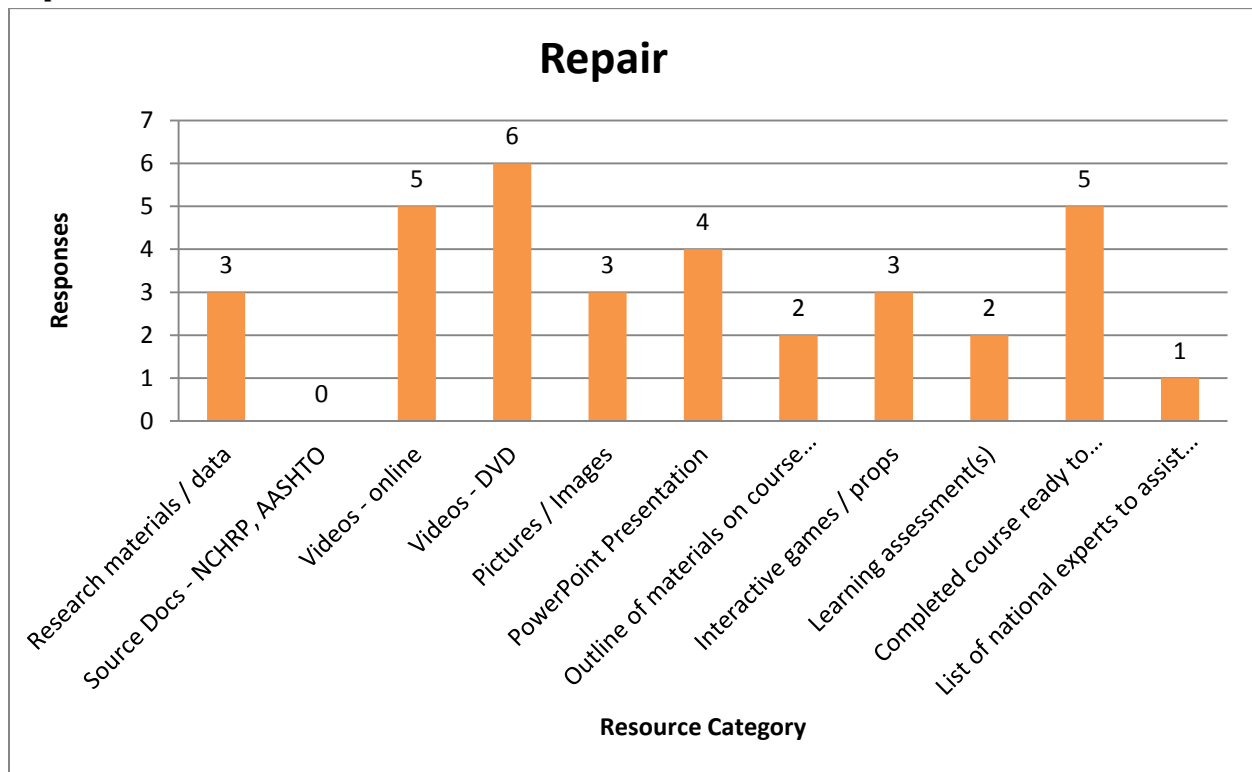
Maintenance



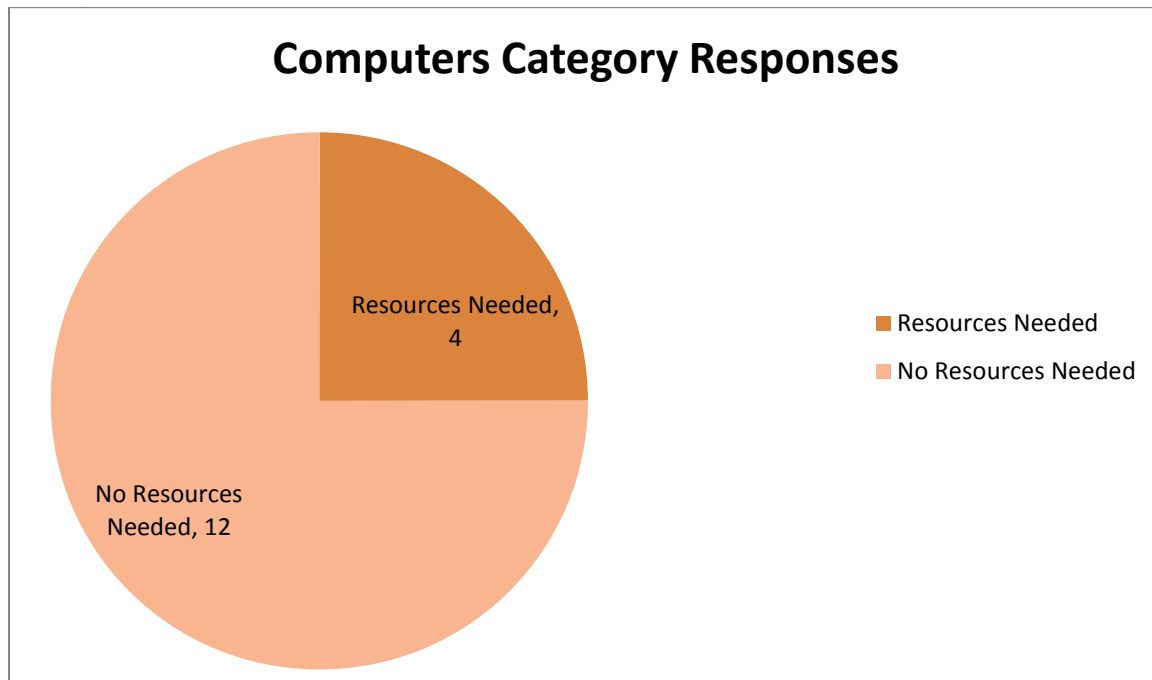
Instability



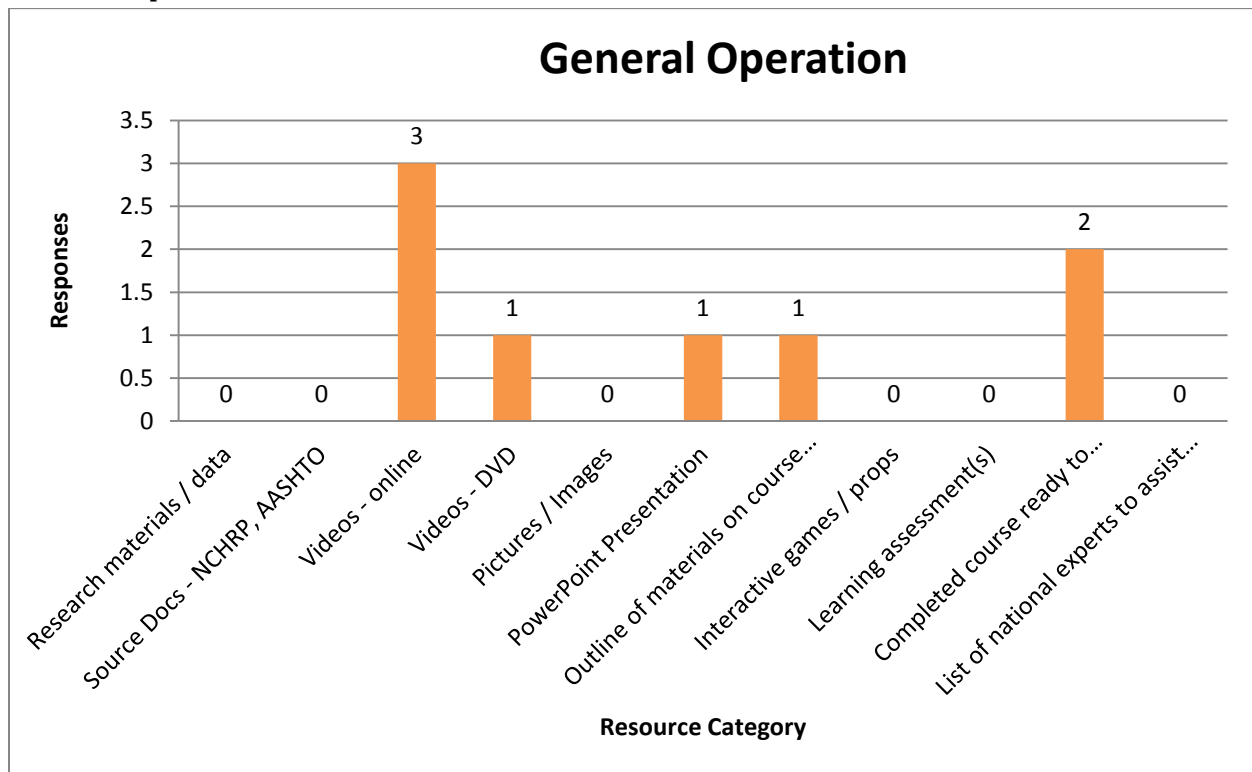
Repair



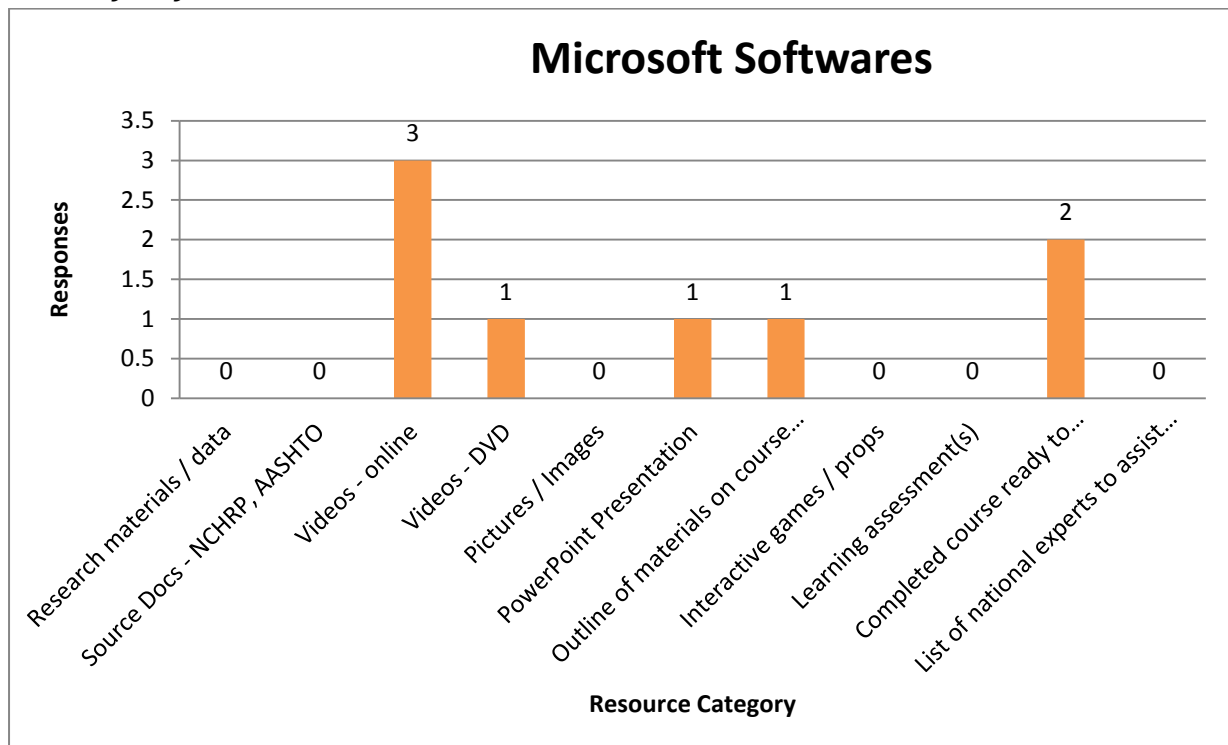
Computers



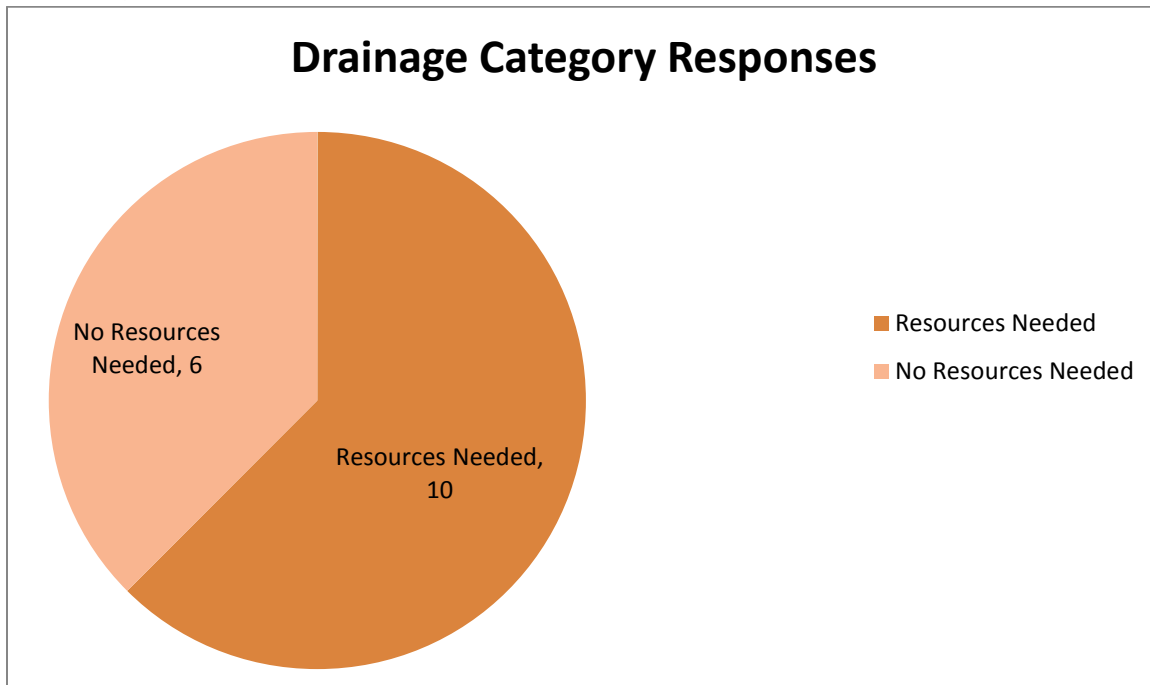
General Operation



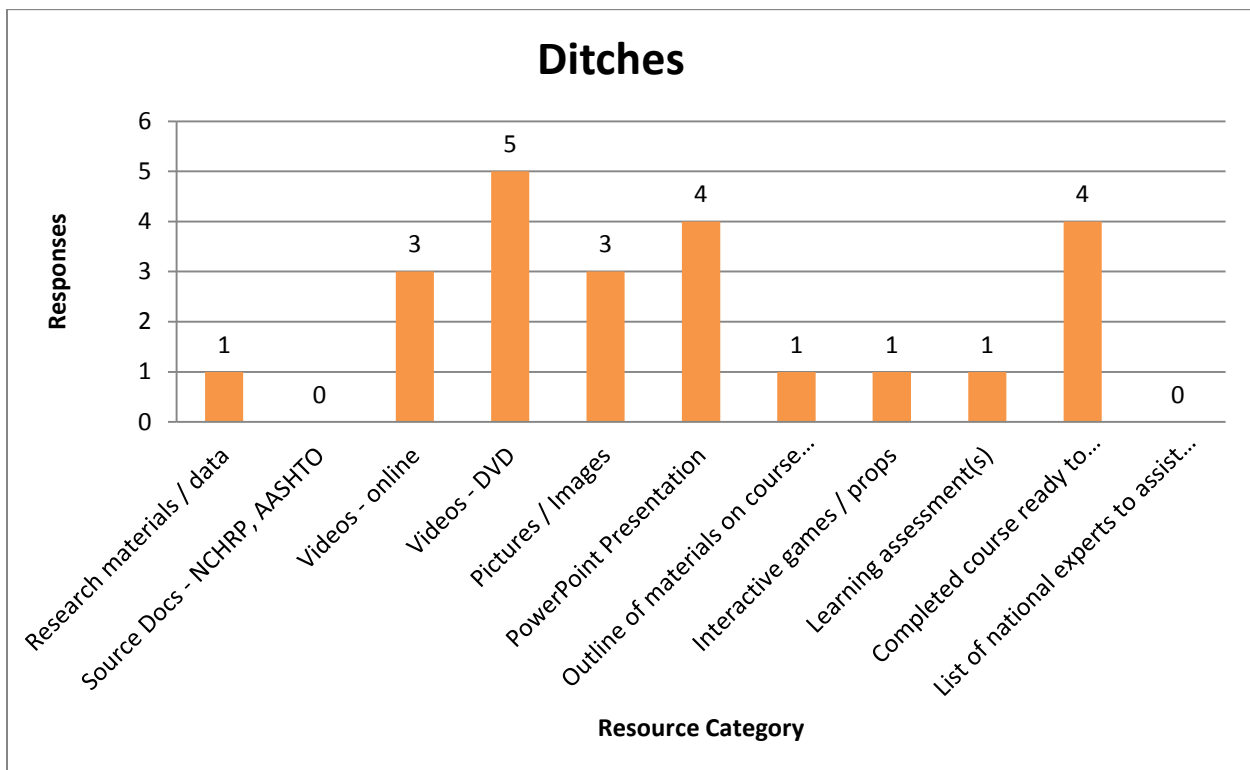
Microsoft Softwares – word, excel, etc.



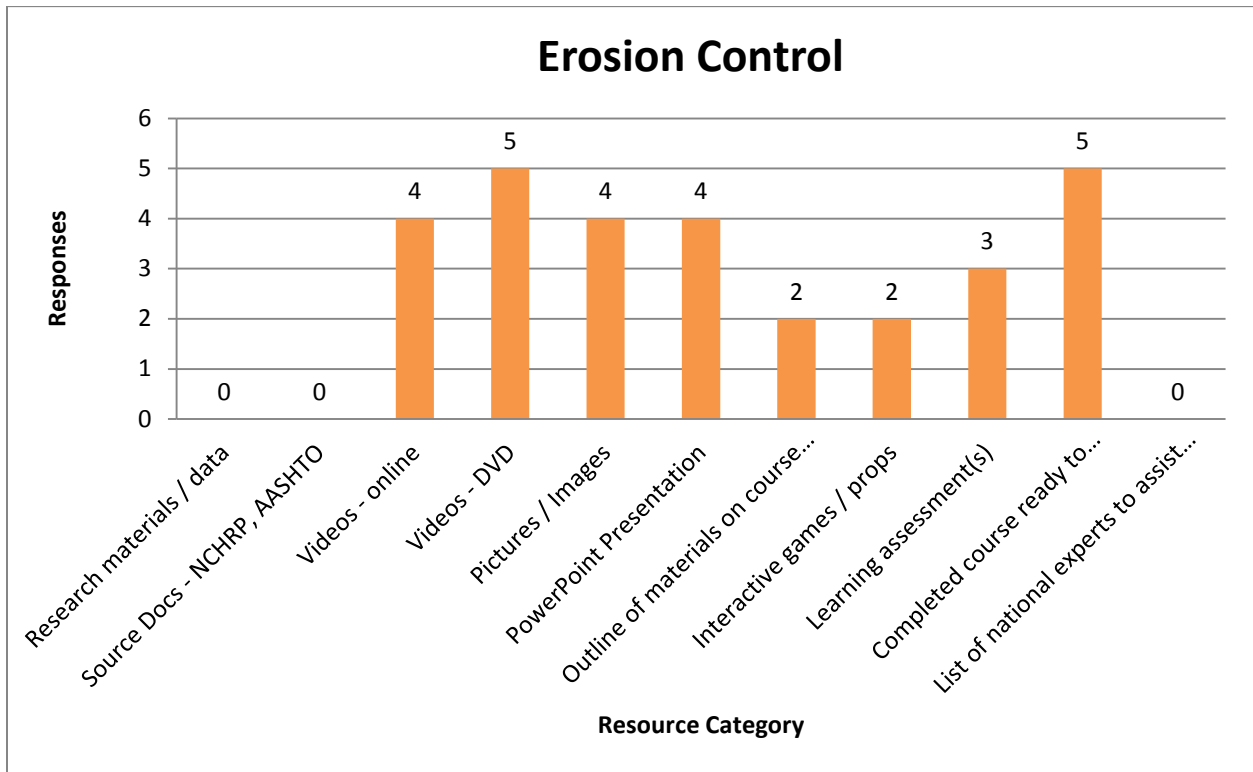
Drainage



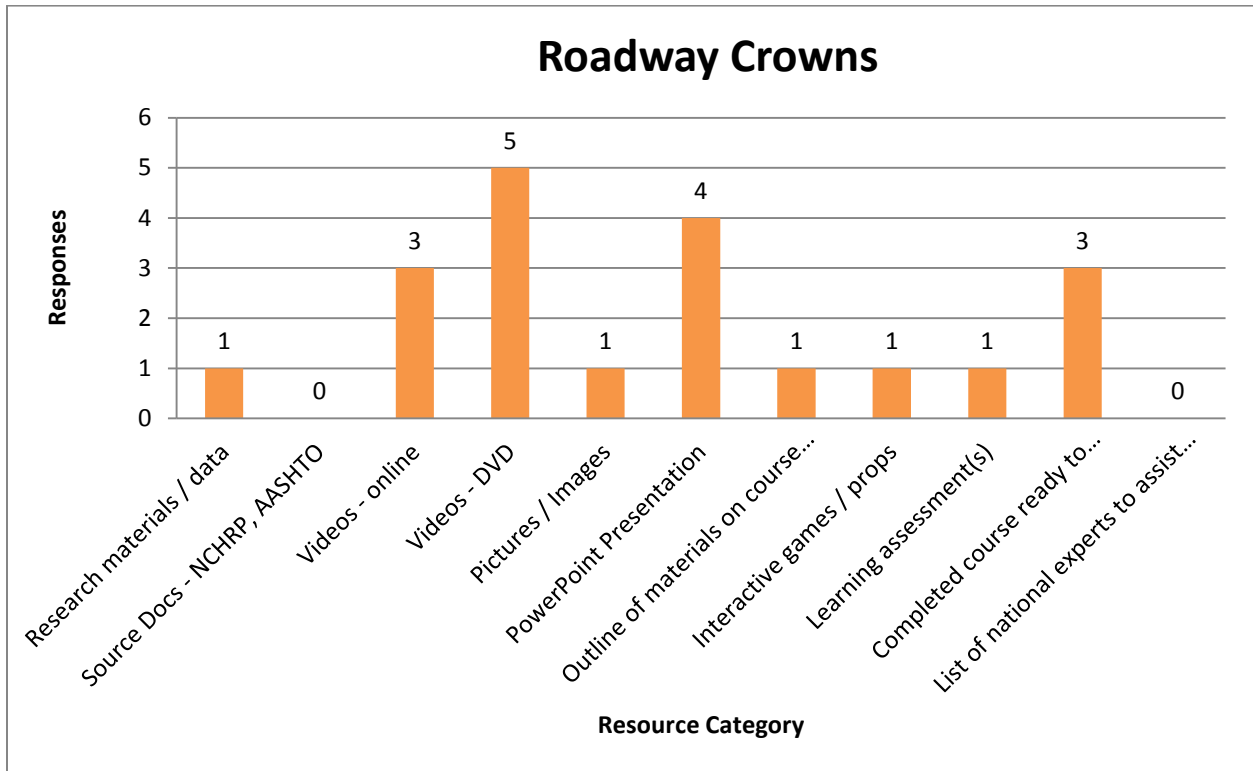
Ditches



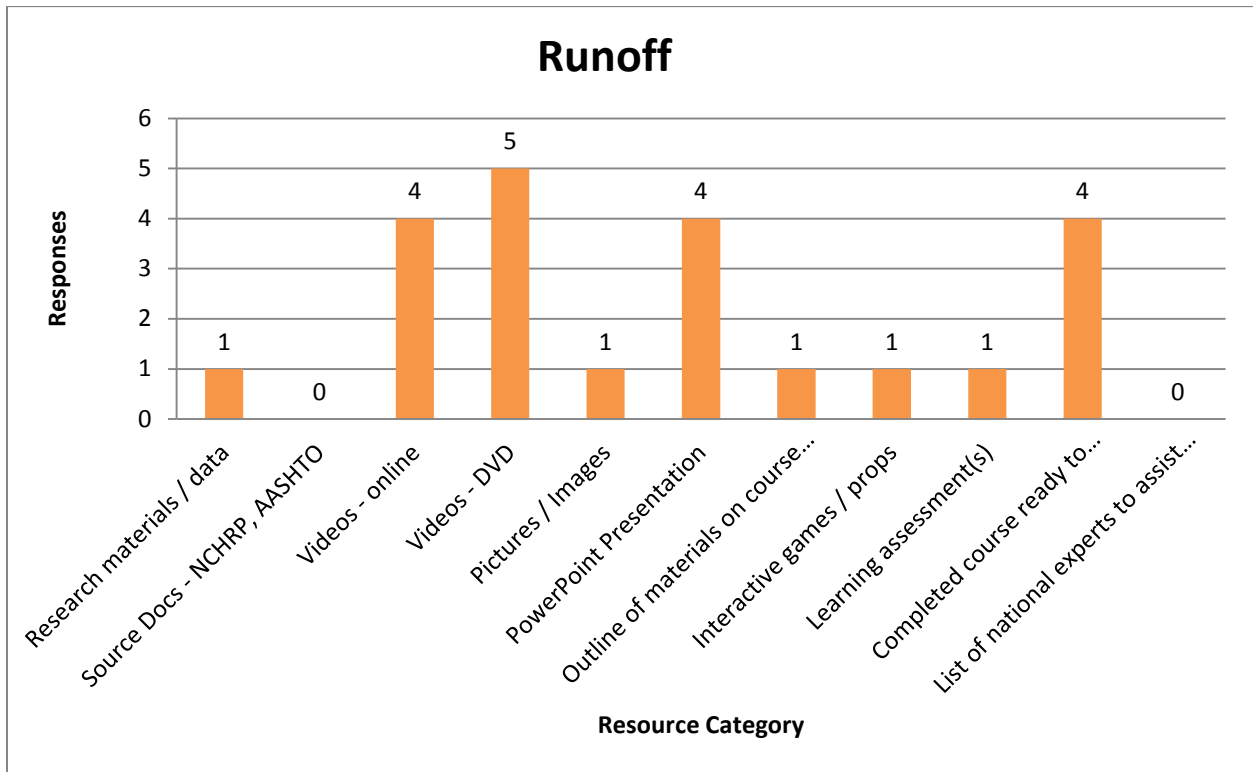
Erosion Control



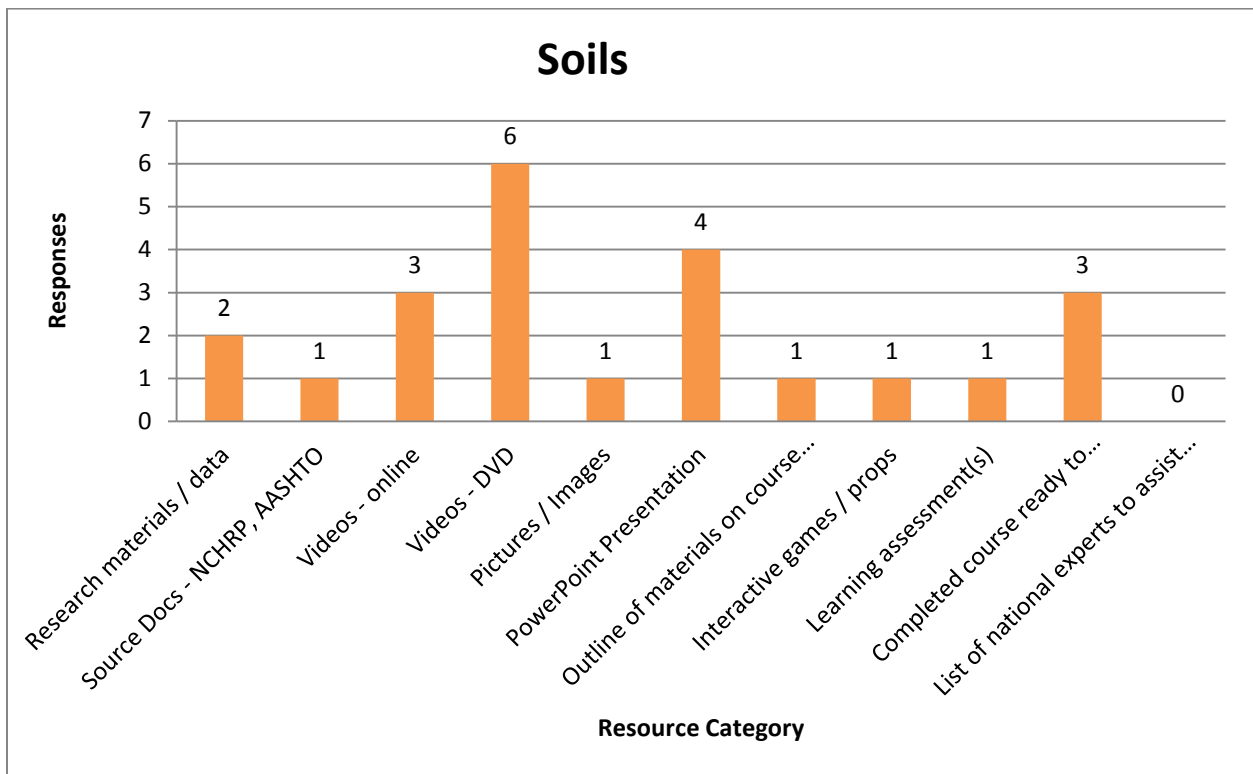
Roadway Crowns



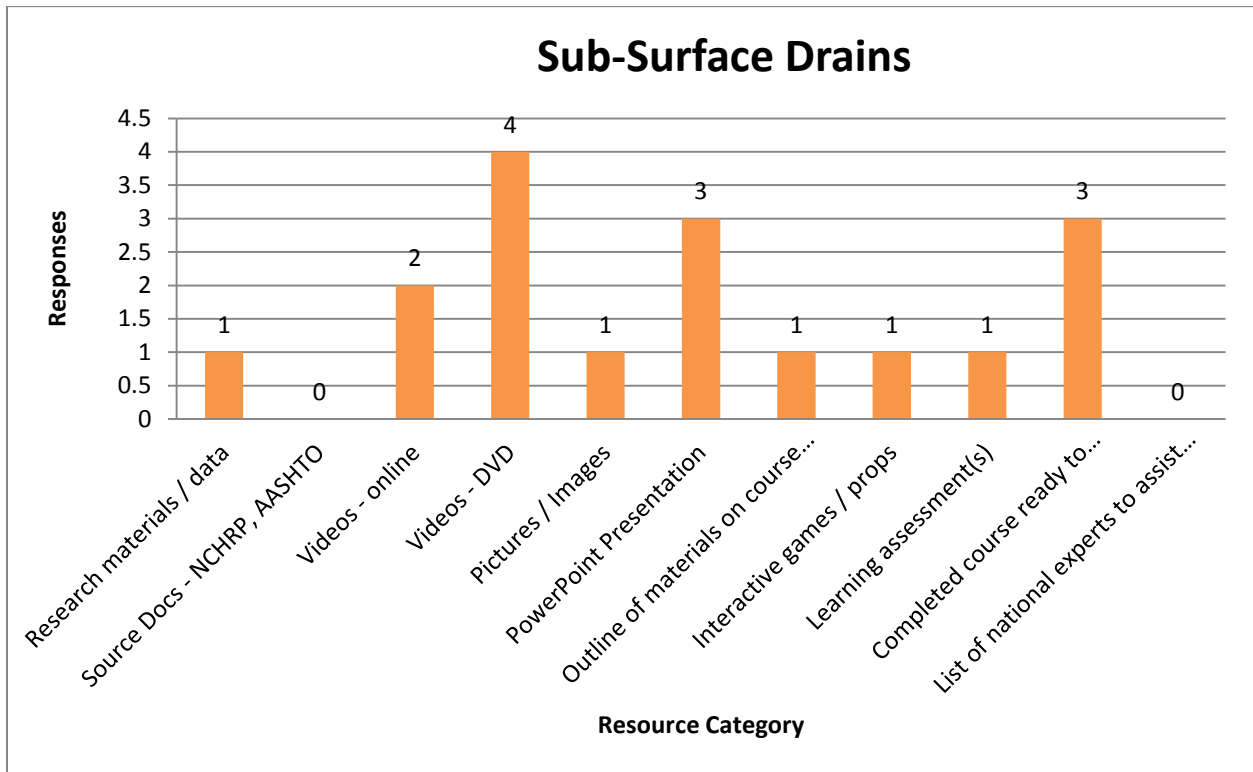
Runoff



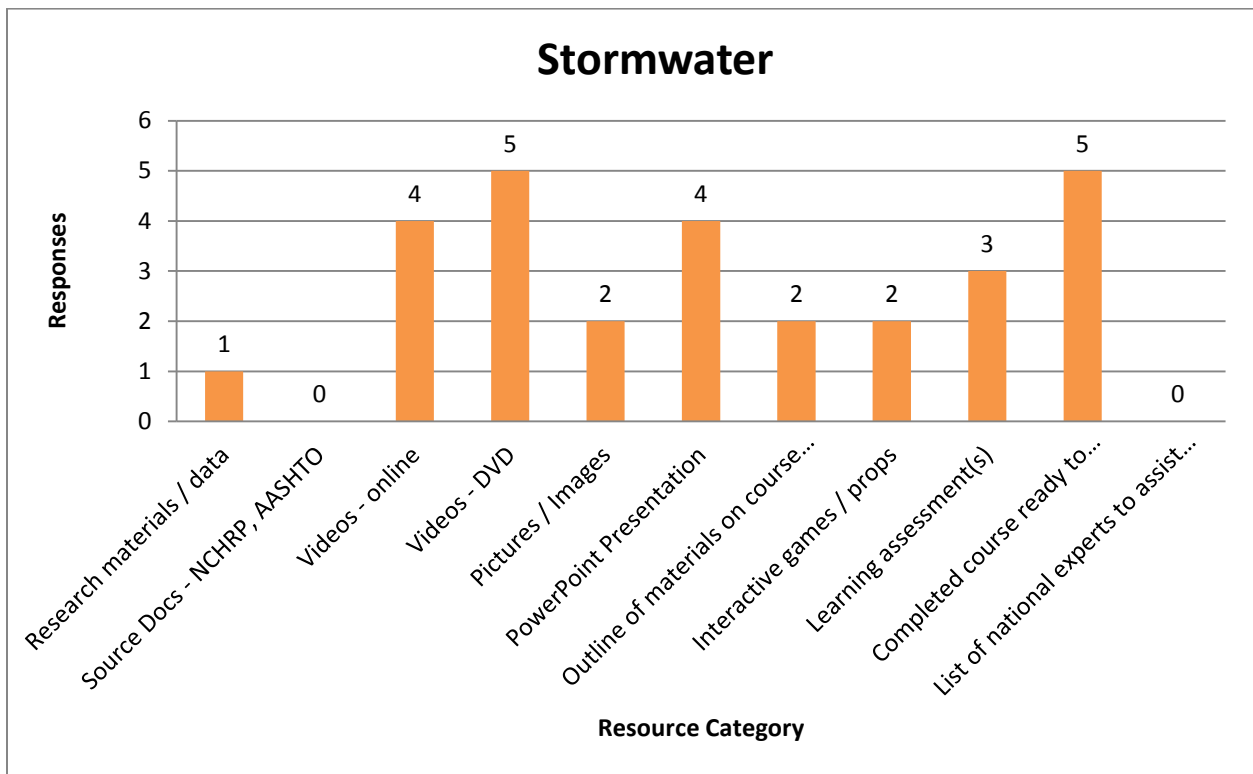
Soils



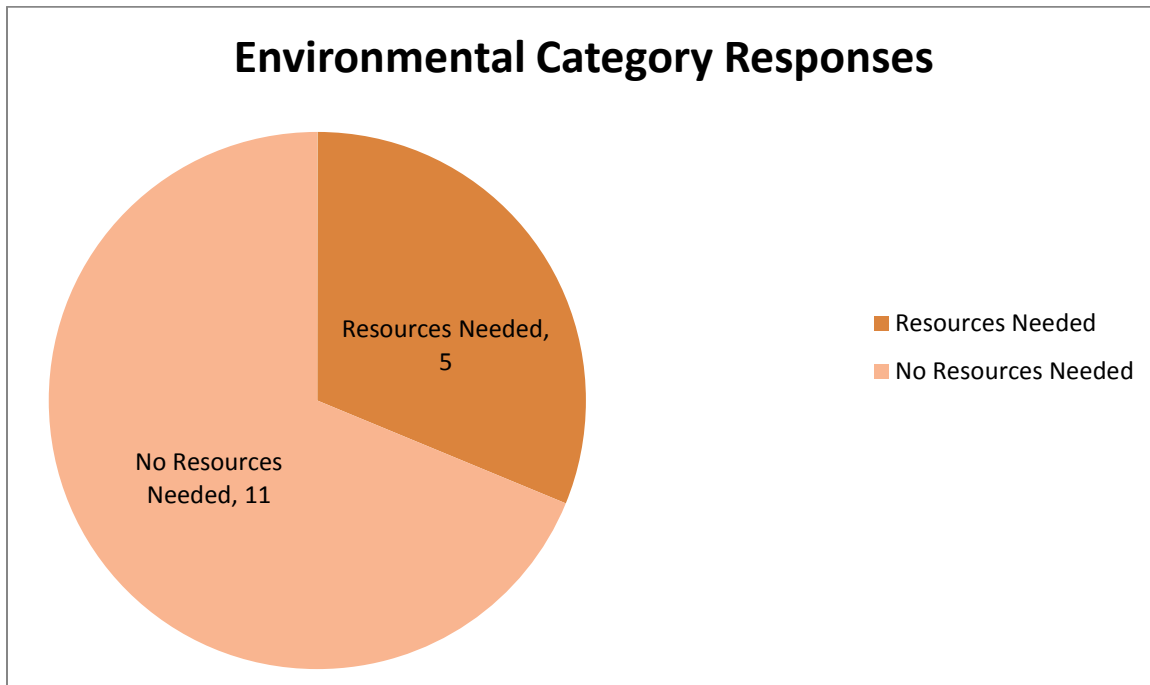
Sub-Surface Drains



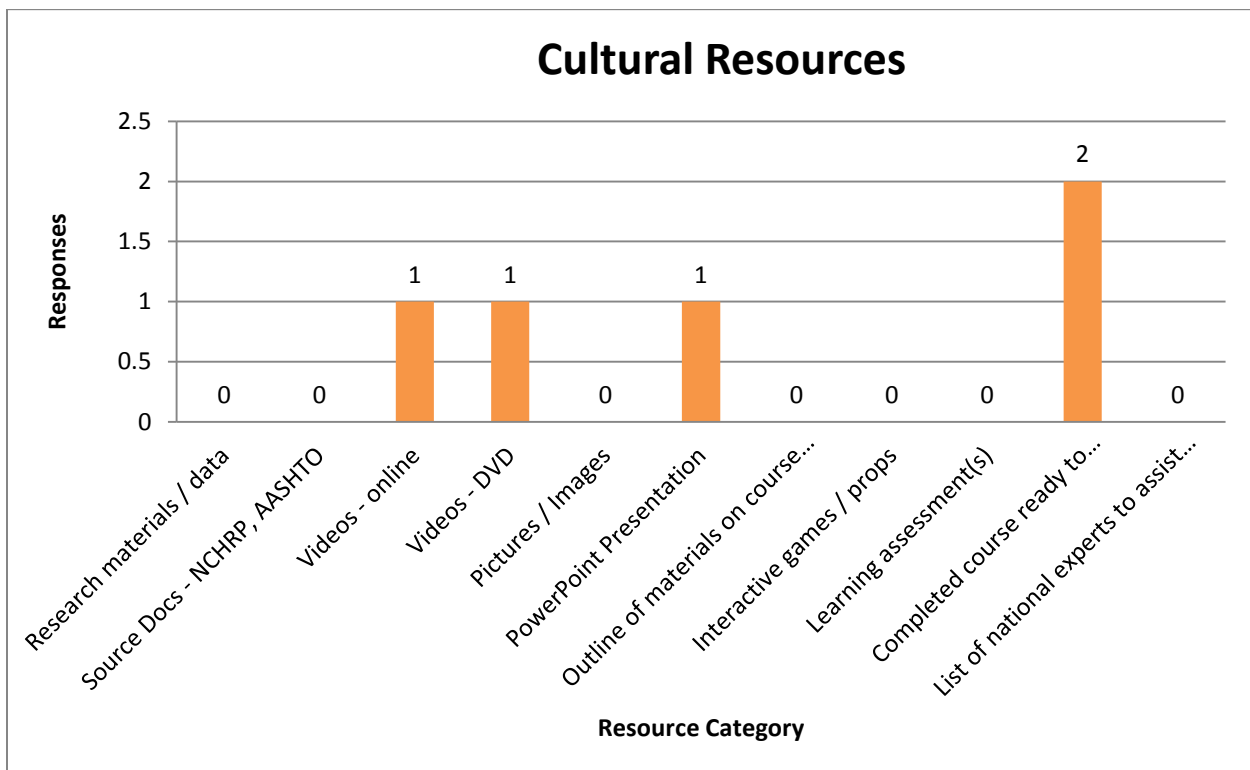
Stormwater



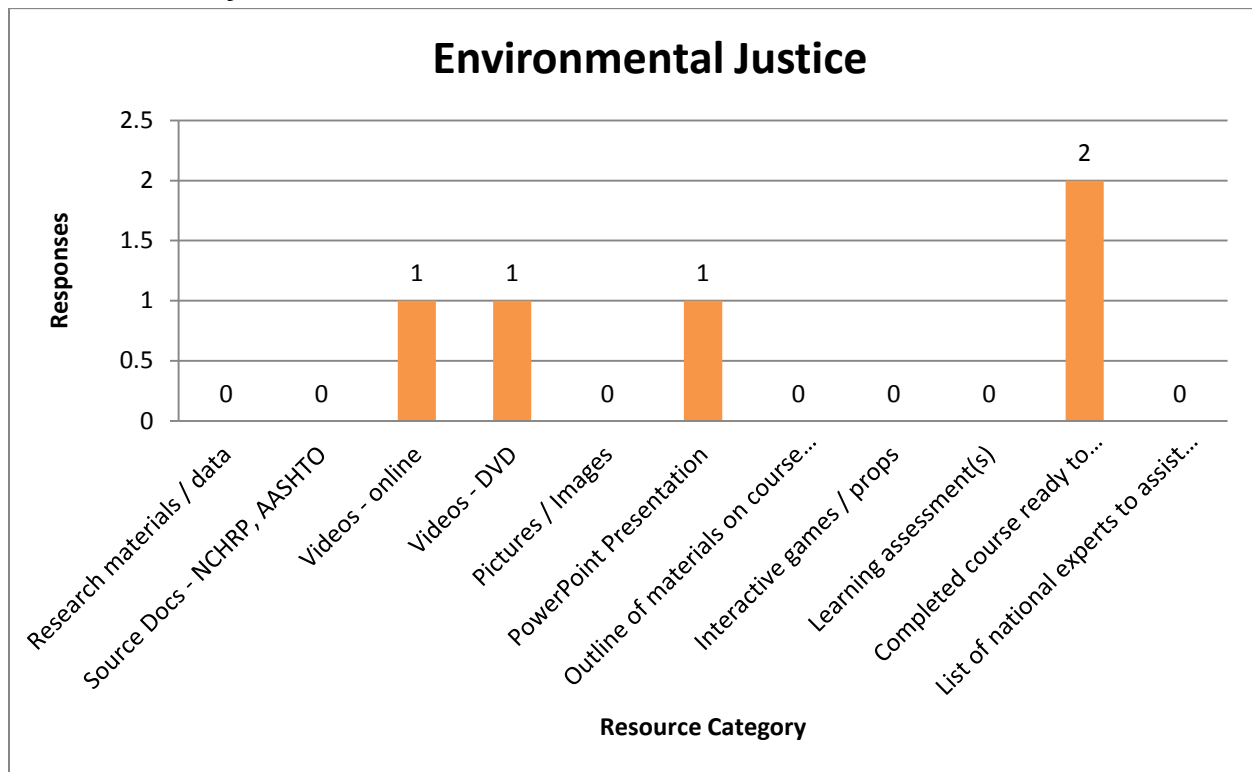
Environmental



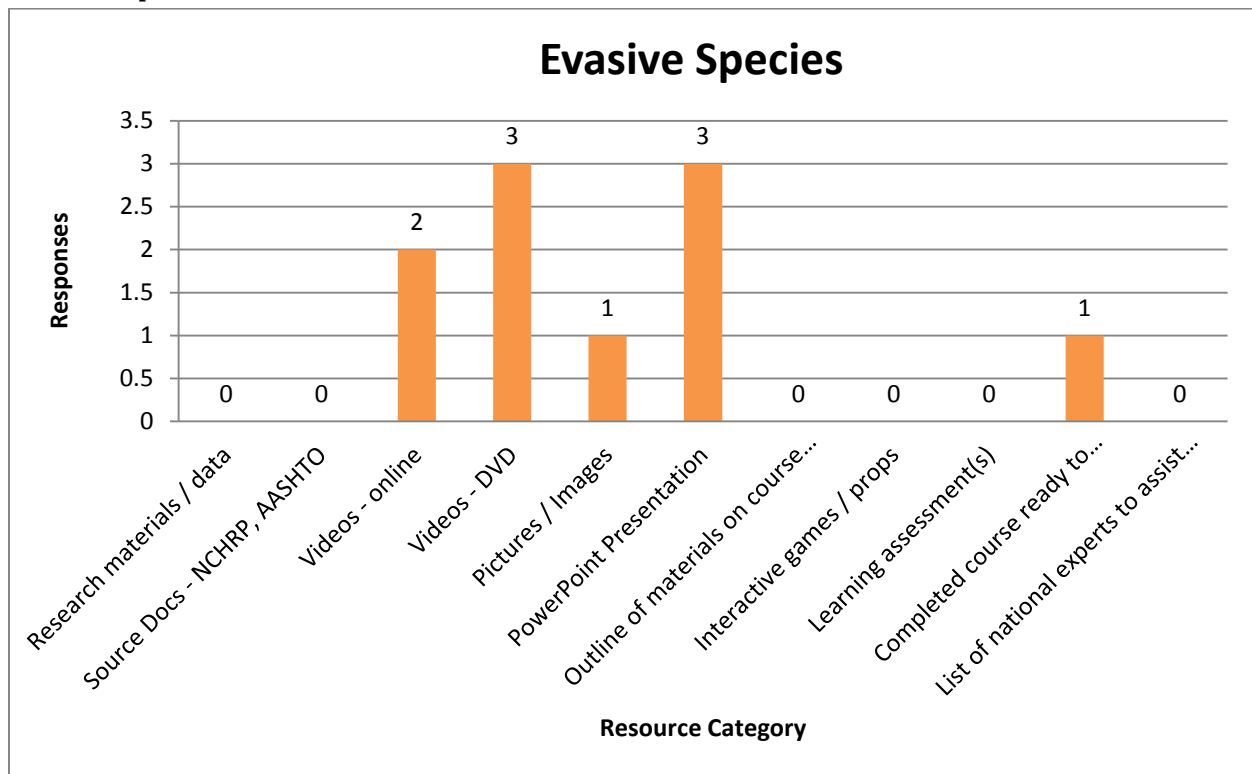
Cultural Resources



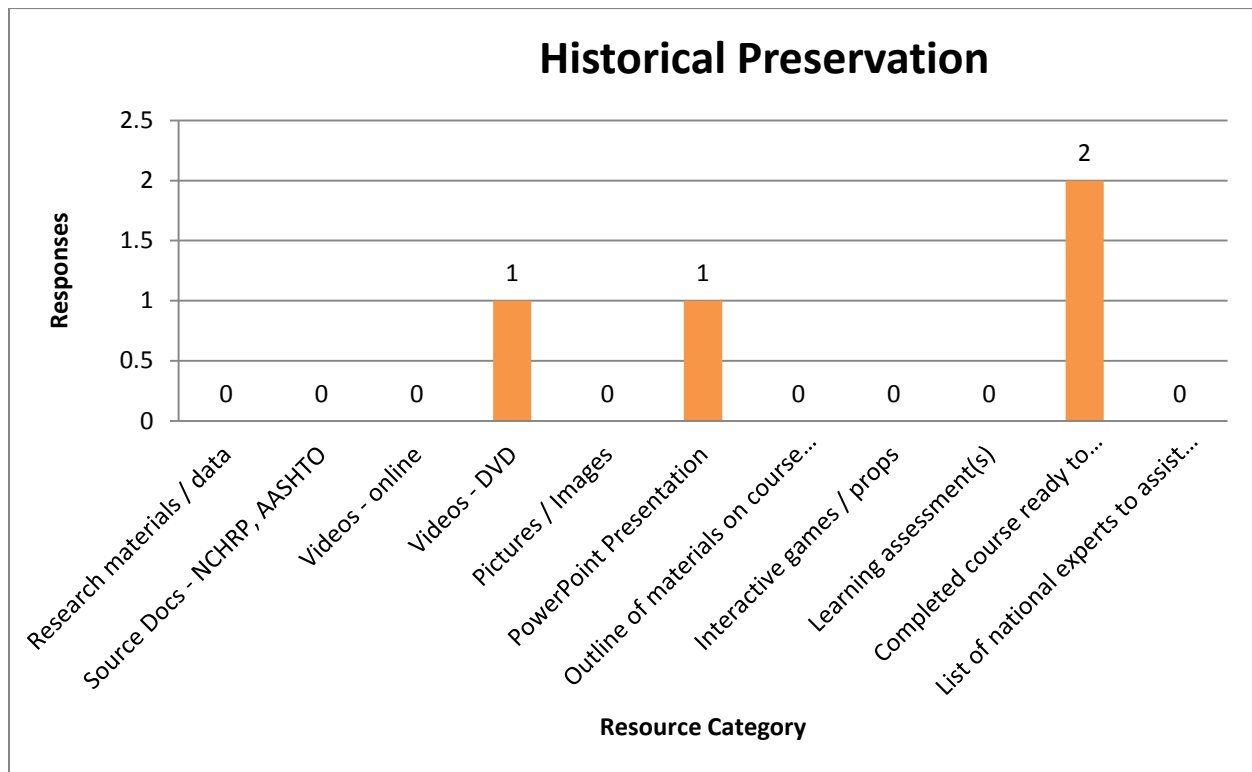
Environmental Justice



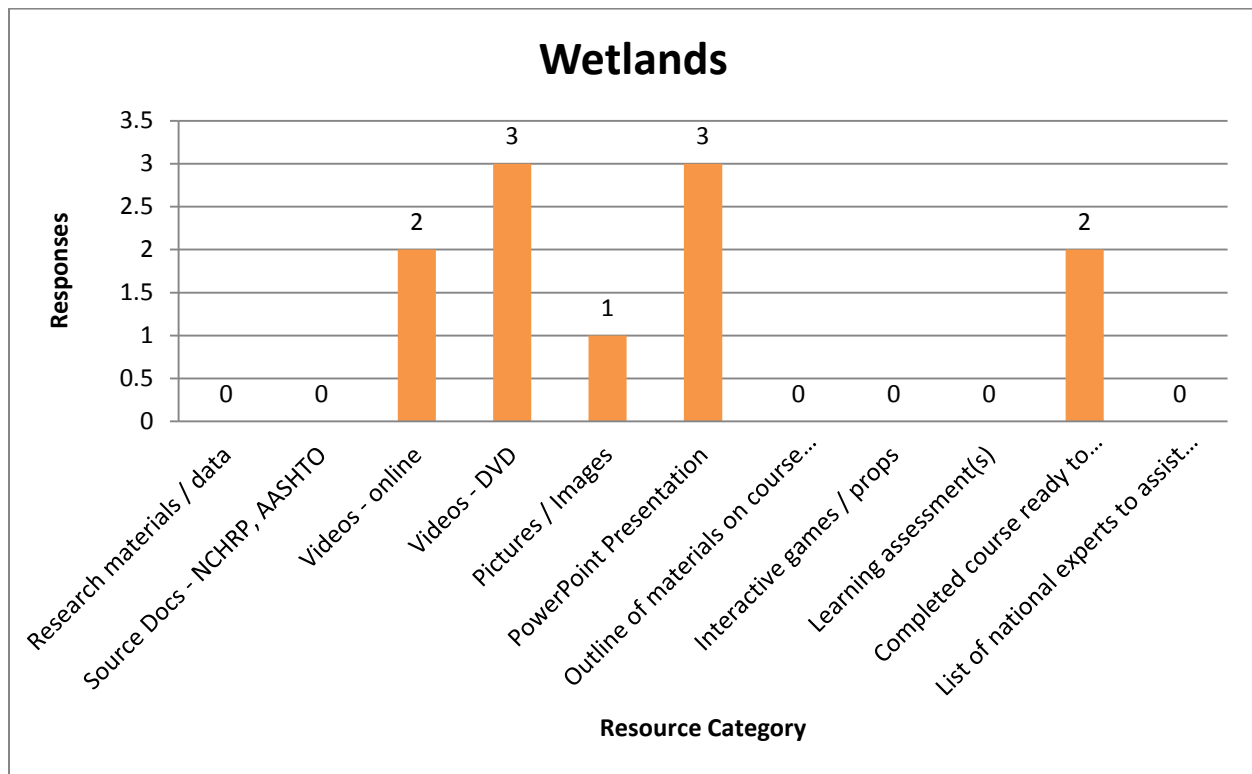
Evasive Species



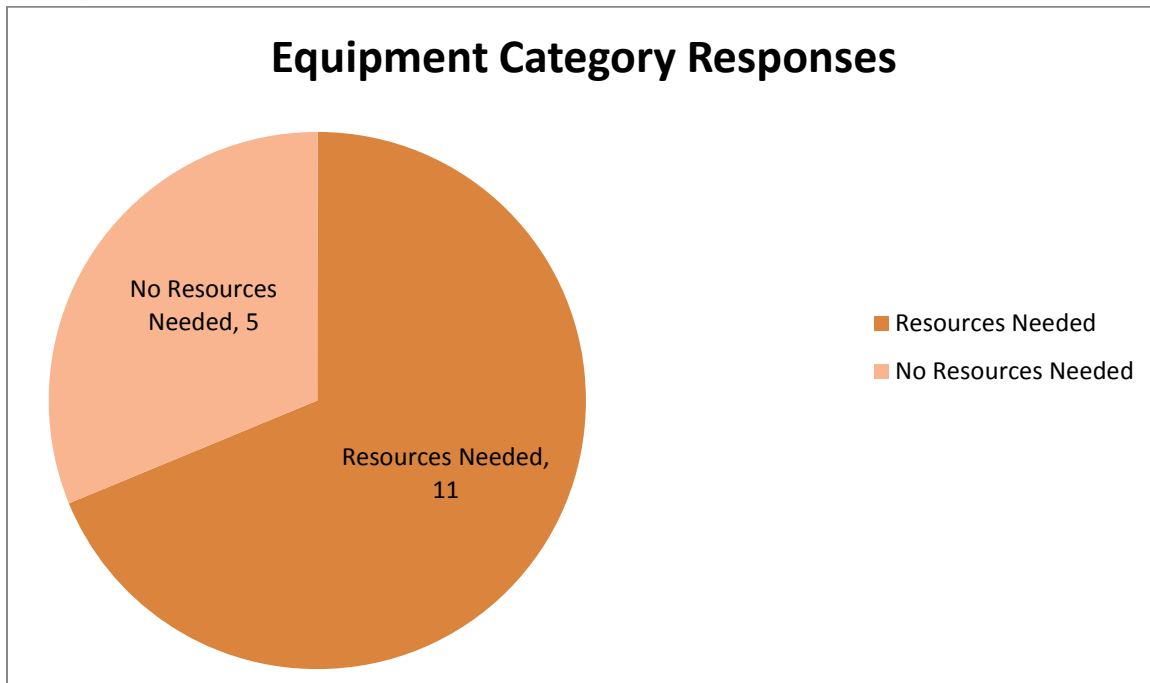
Historical Preservation



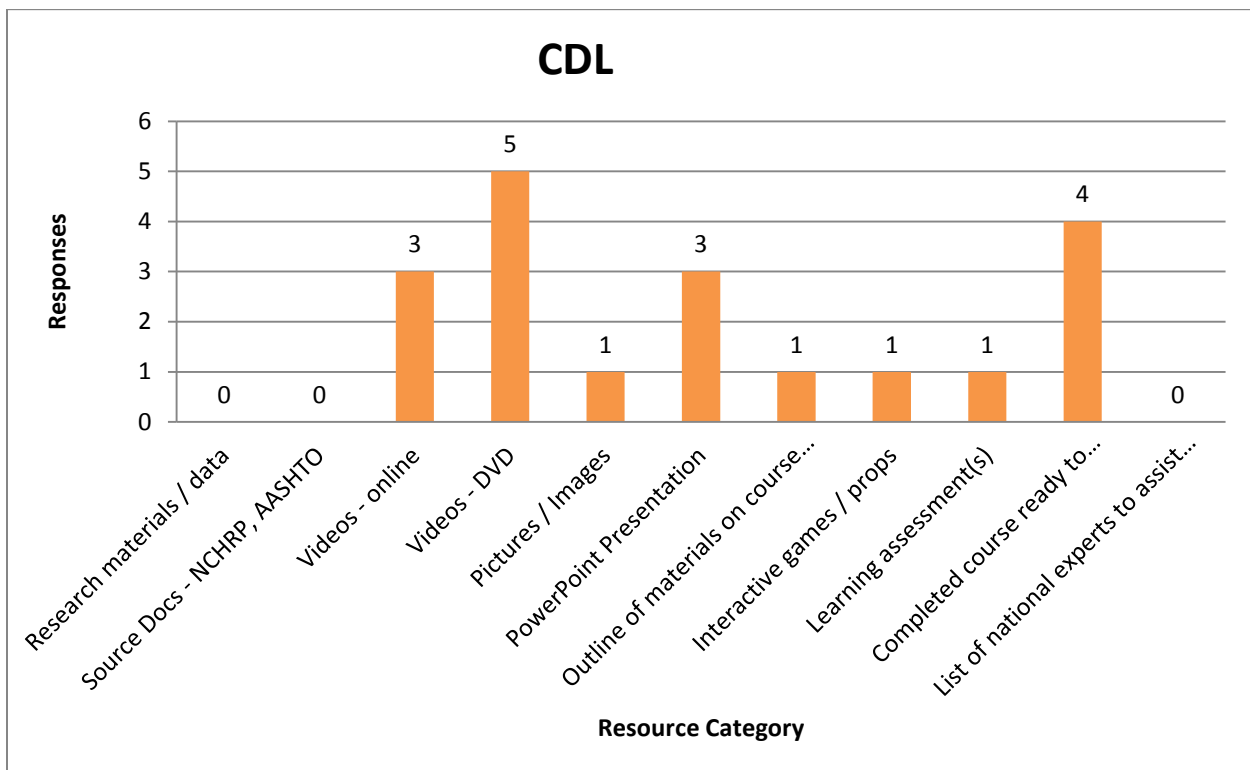
Wetlands



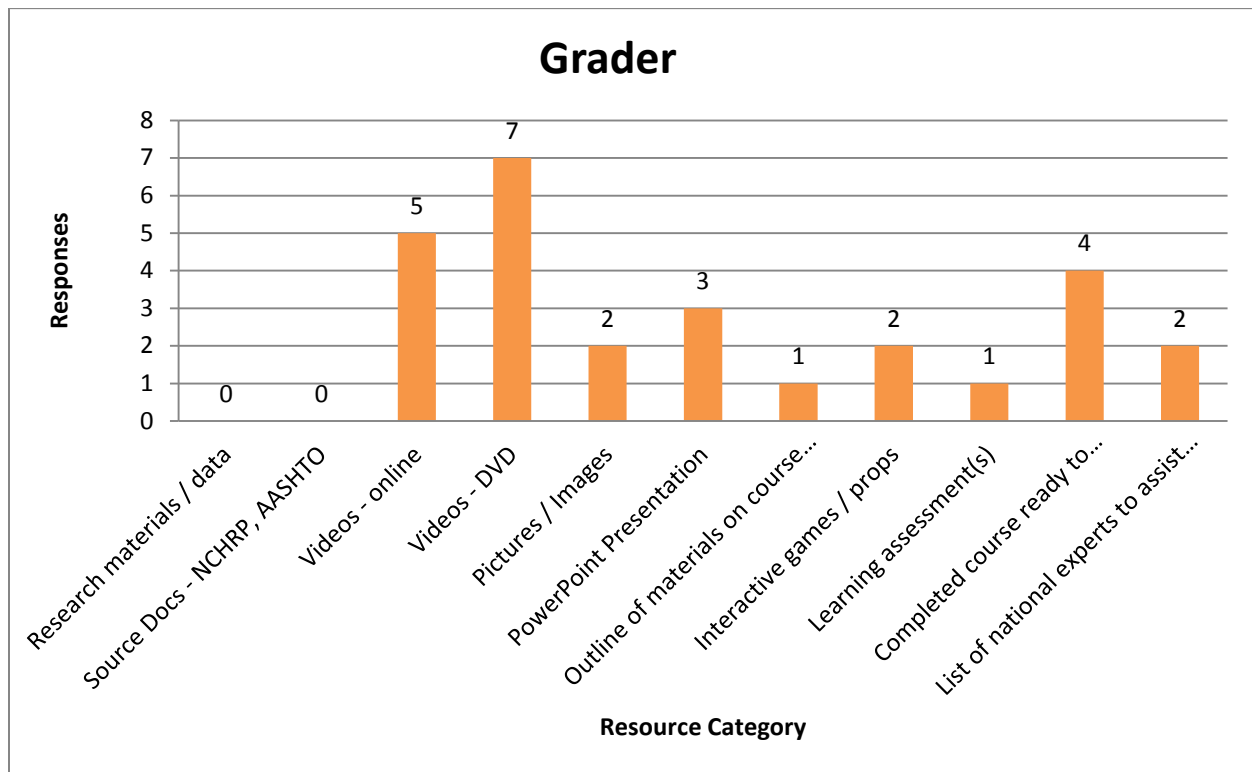
Equipment



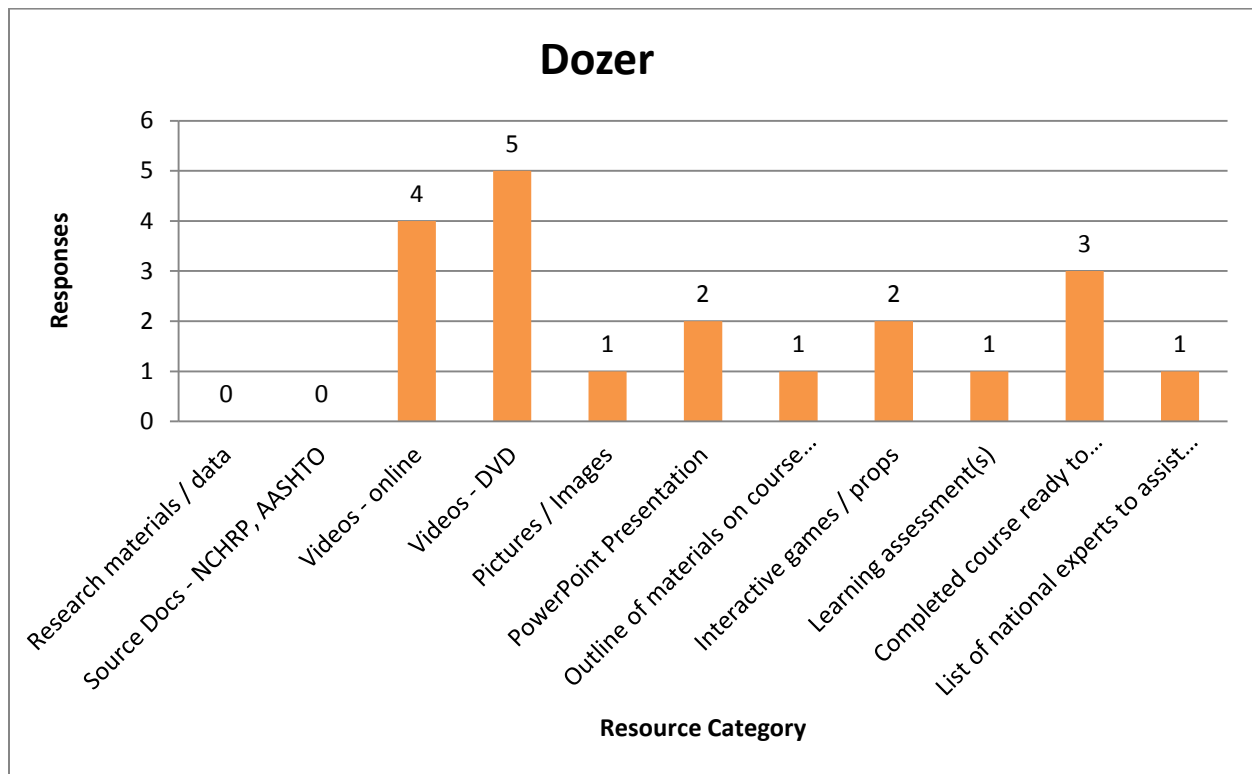
CDL



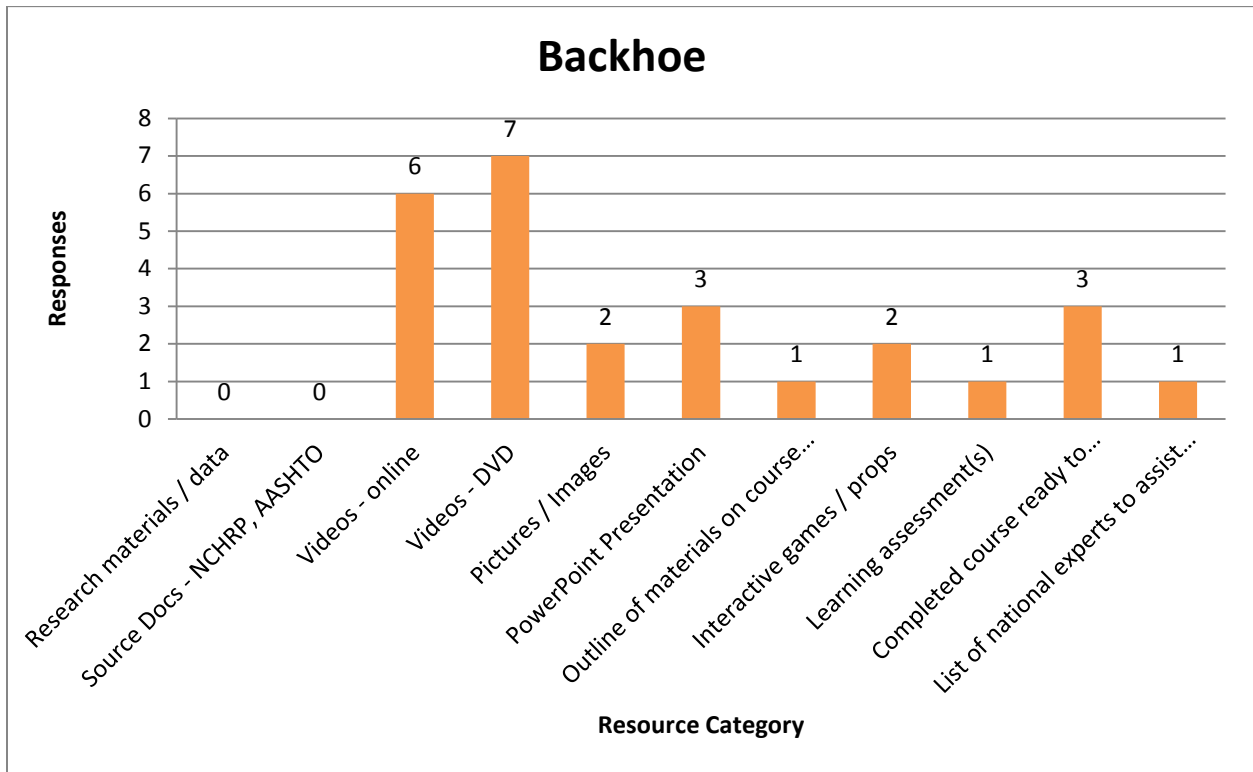
Grader



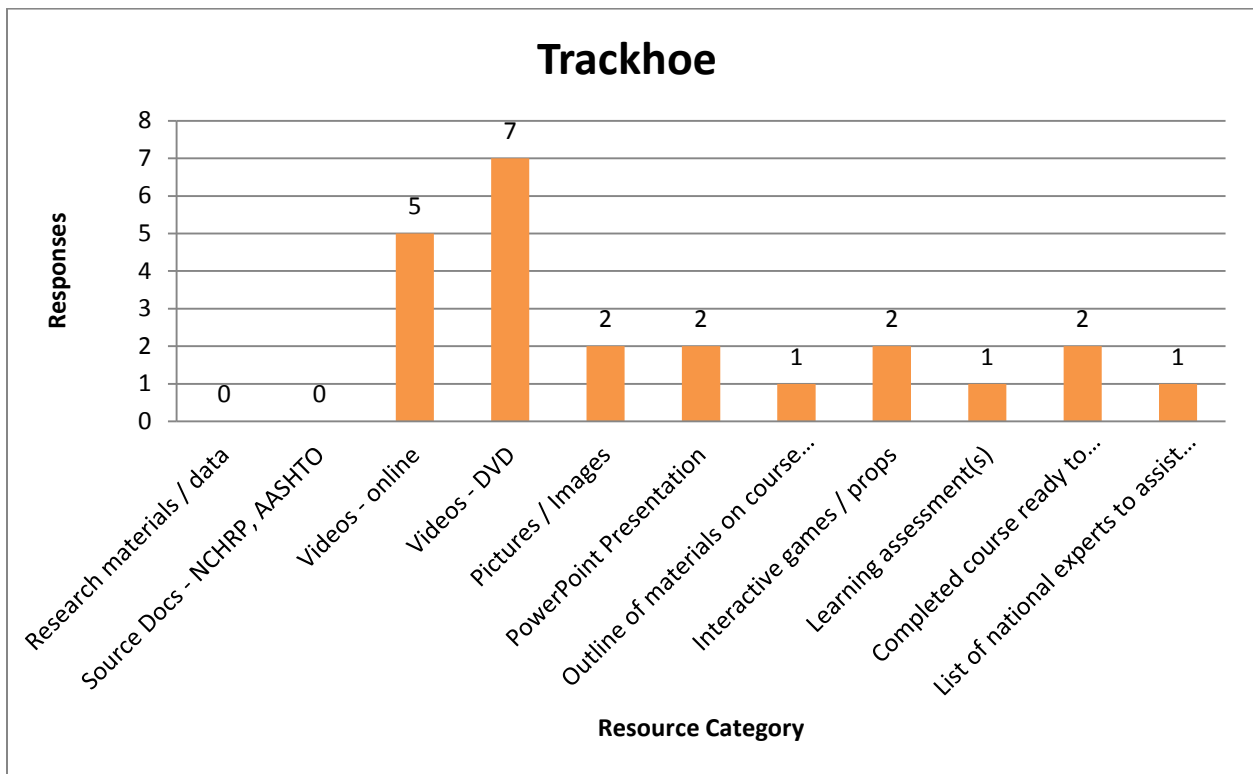
Dozer



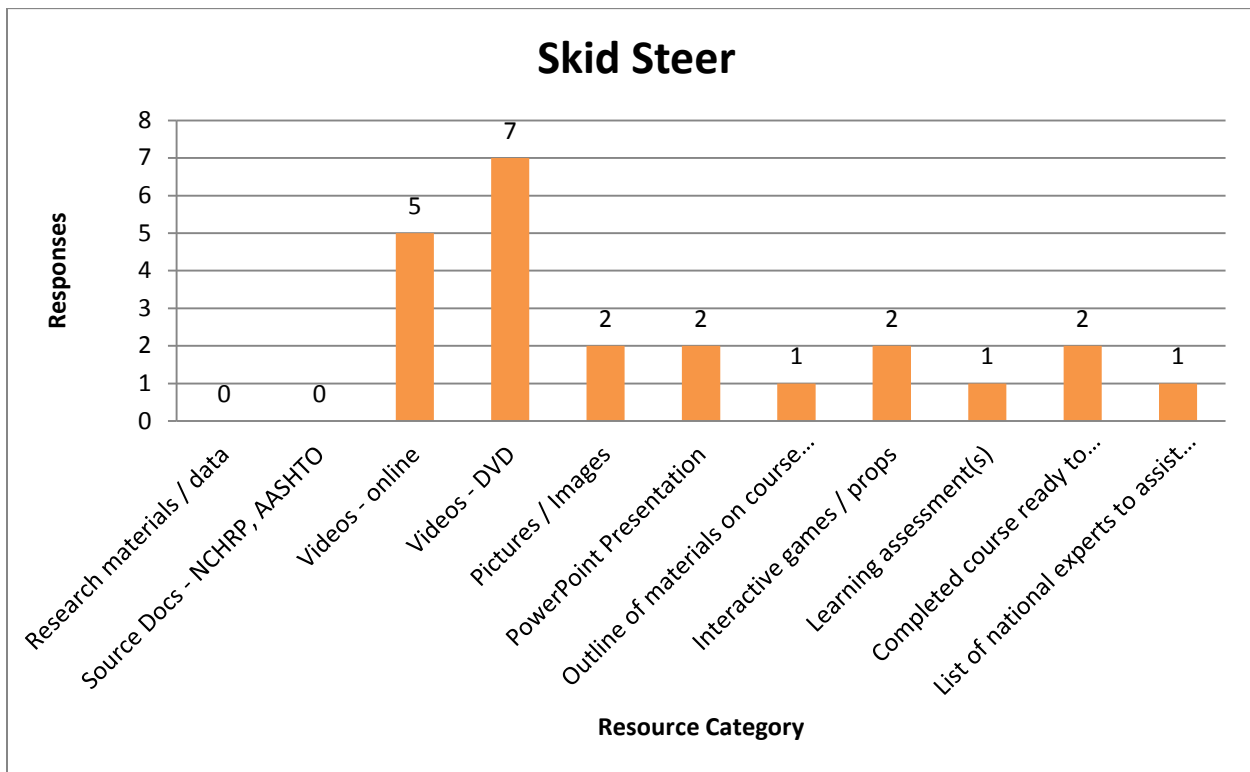
Backhoe



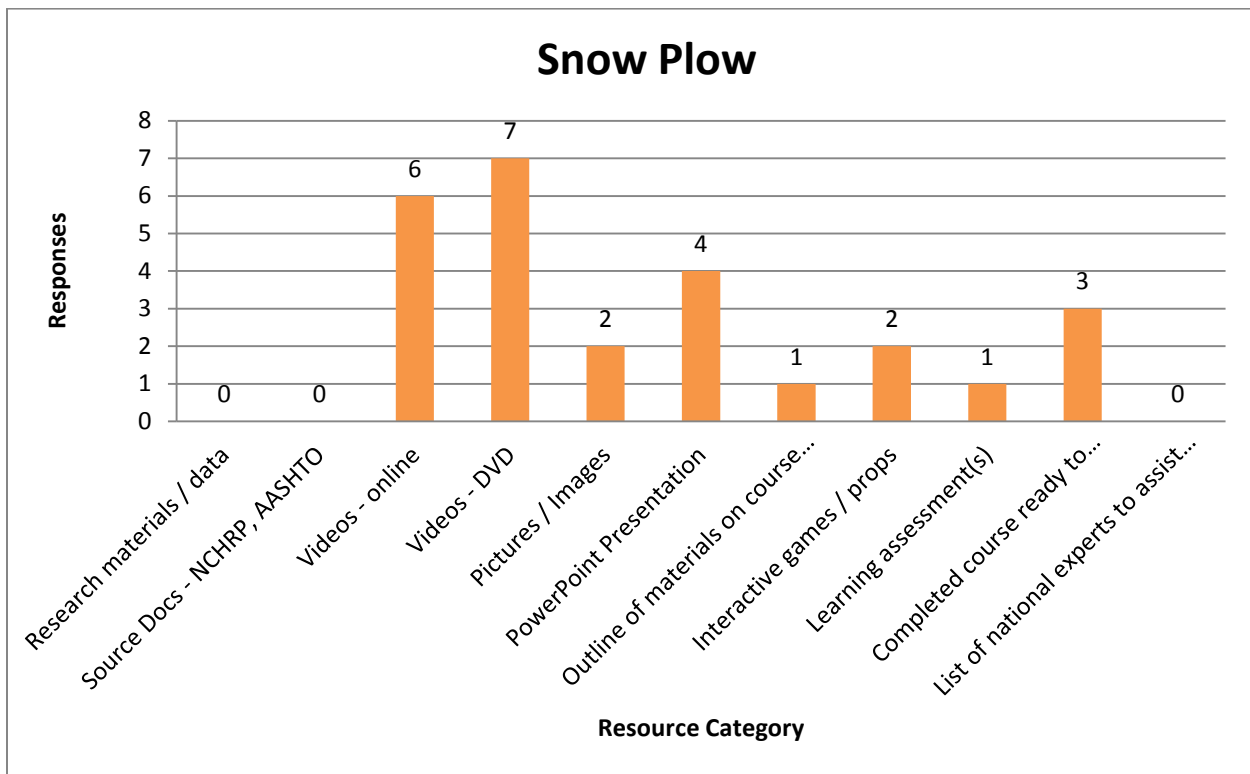
Trackhoe



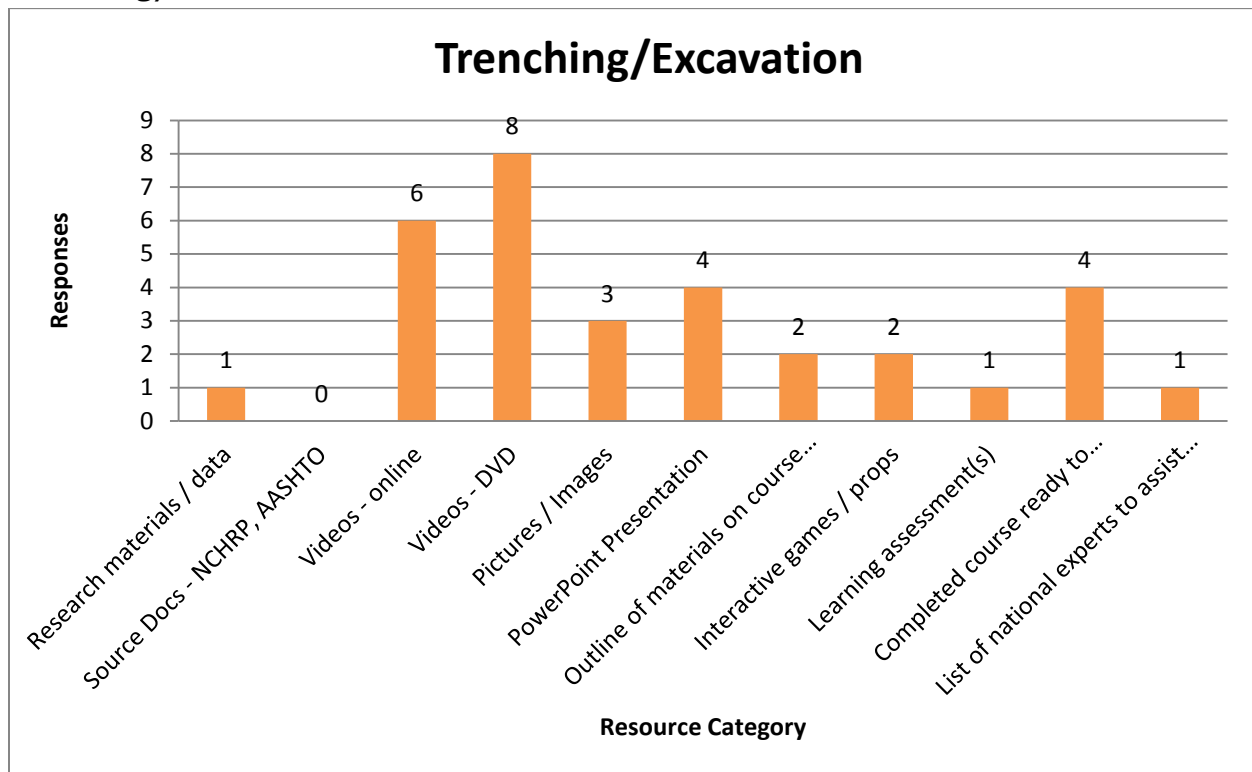
Skid Steer



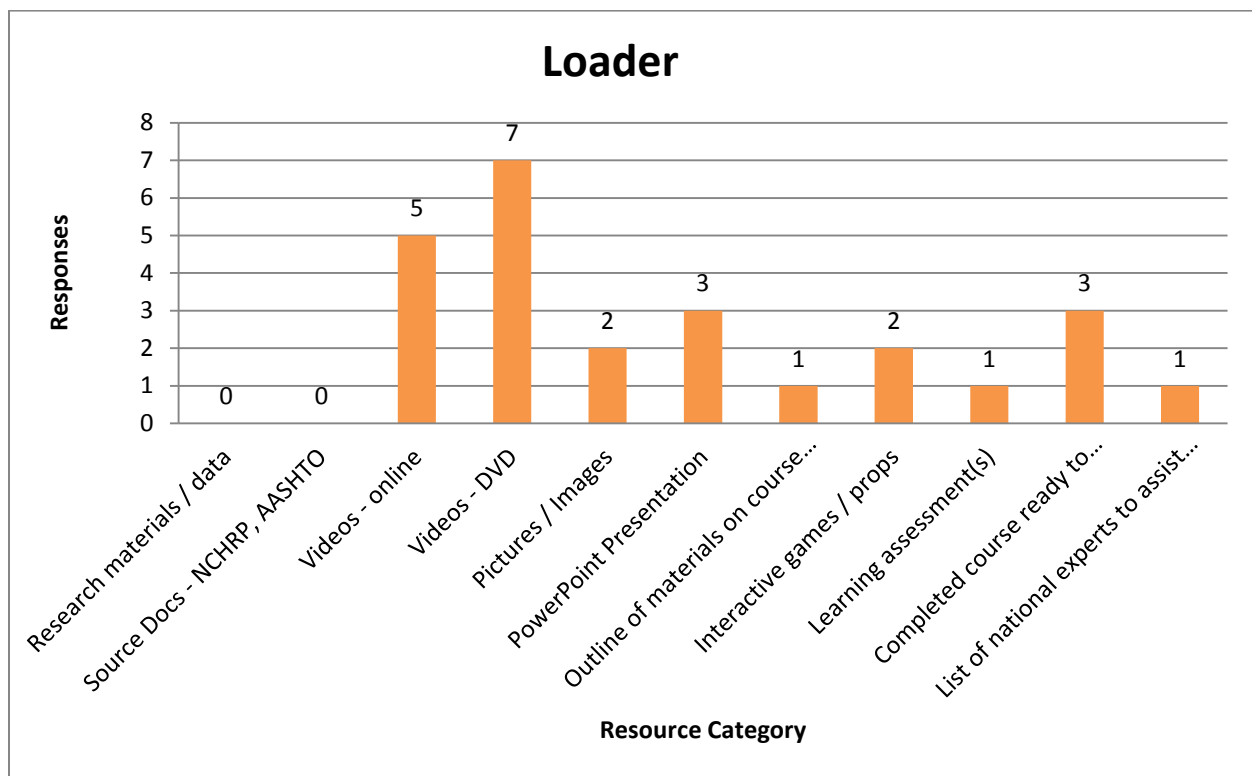
Snow Plow



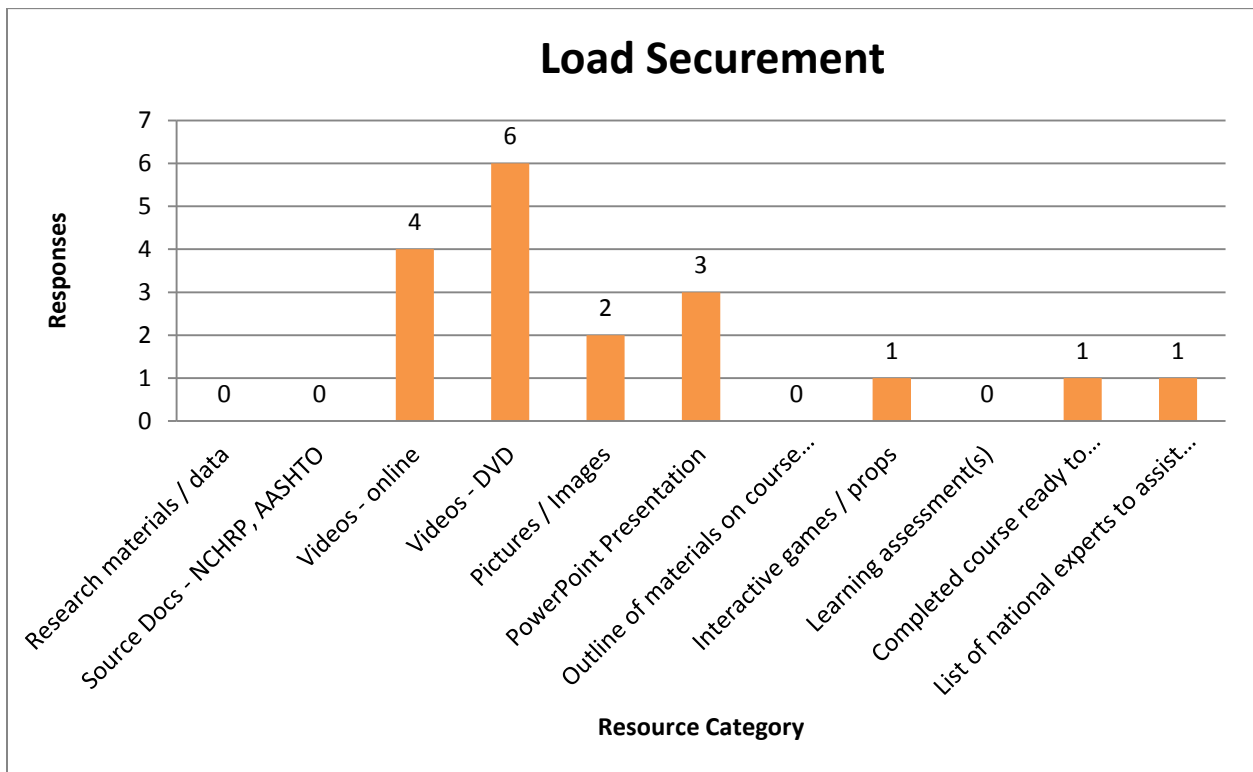
Trenching/Excavation



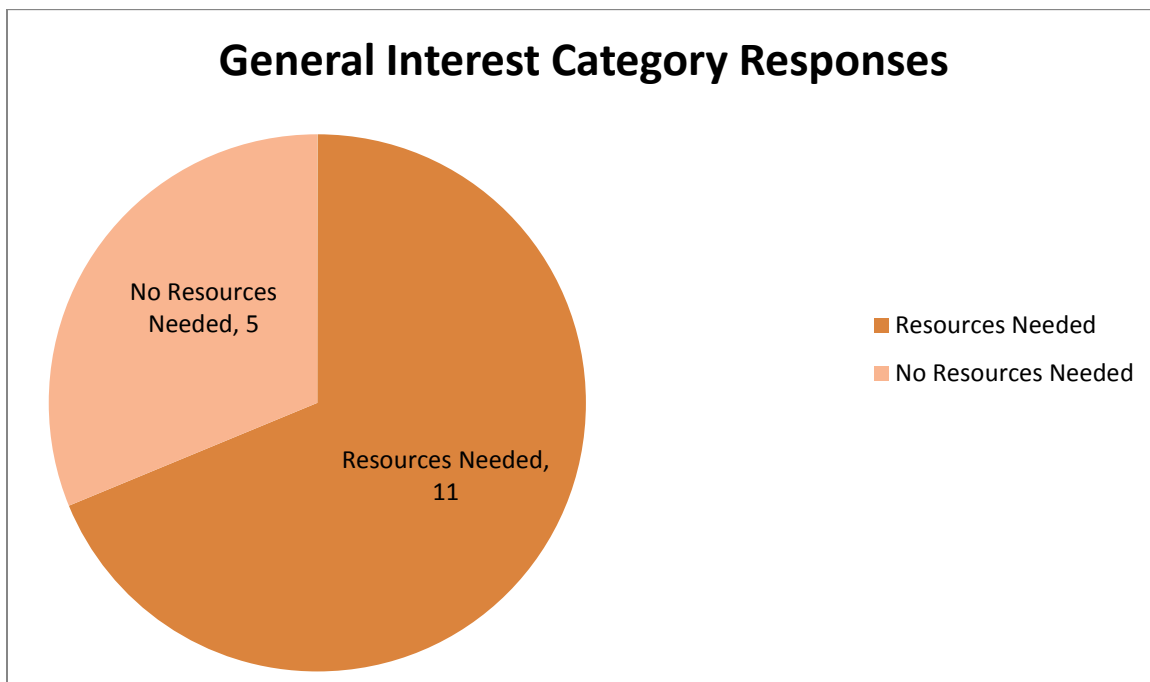
Loader



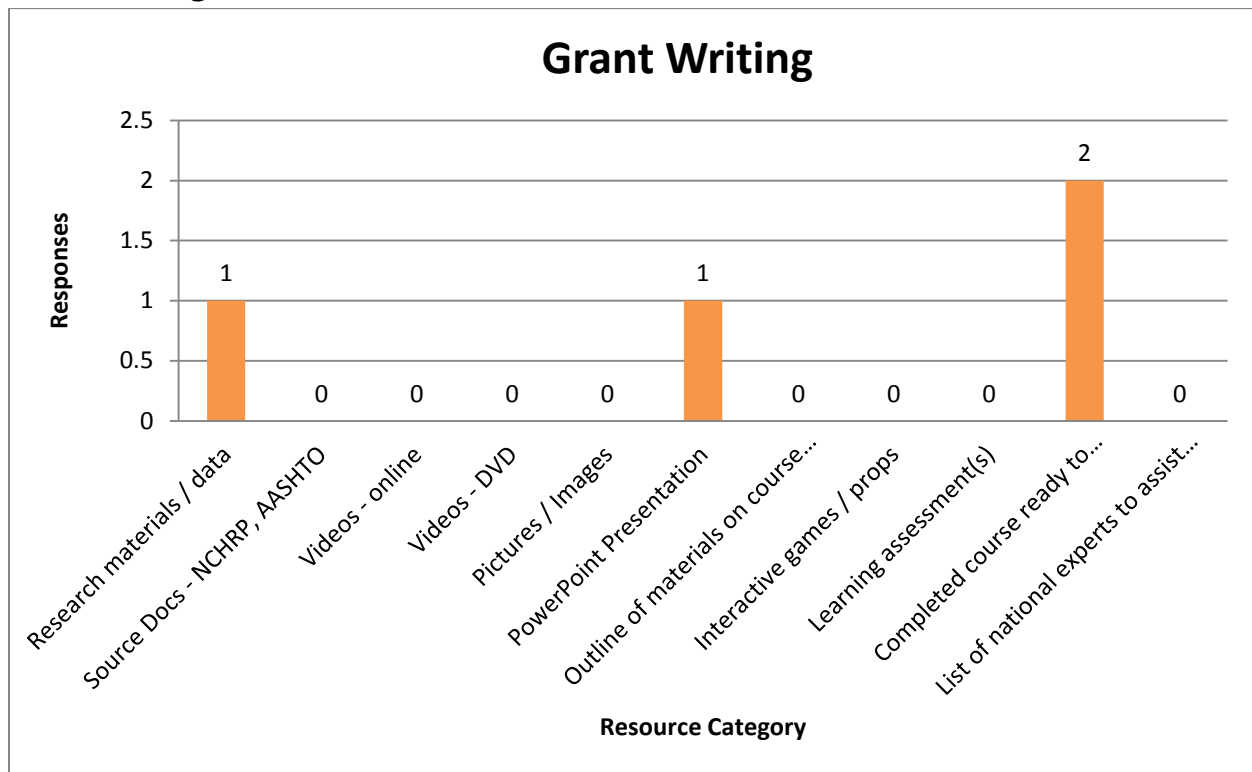
Load Securement



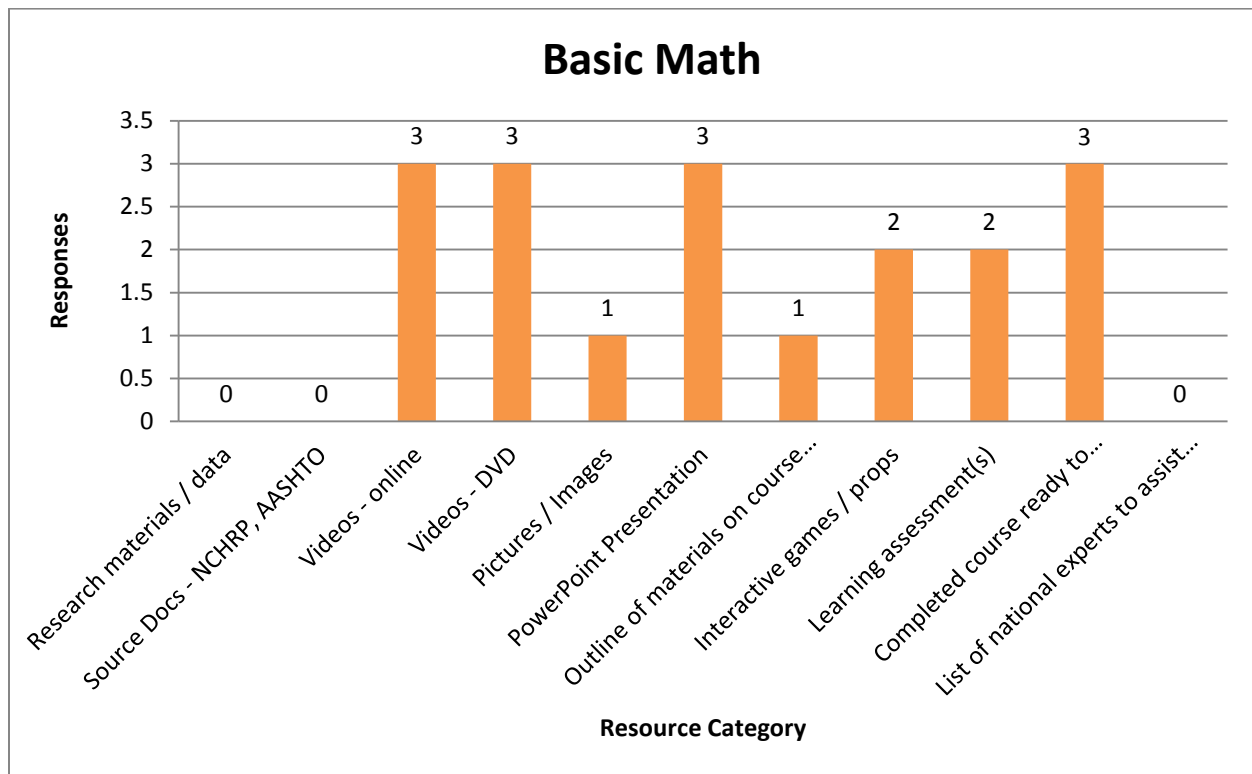
General Interest



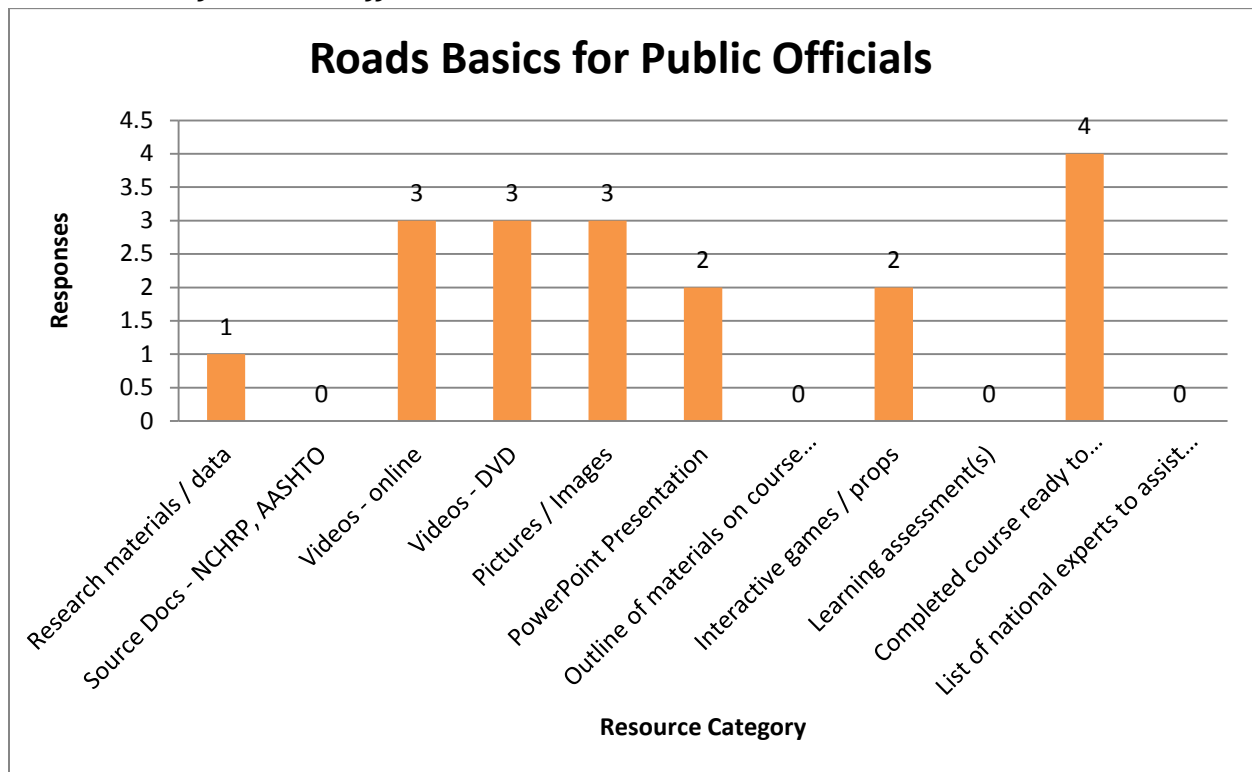
Grant Writing



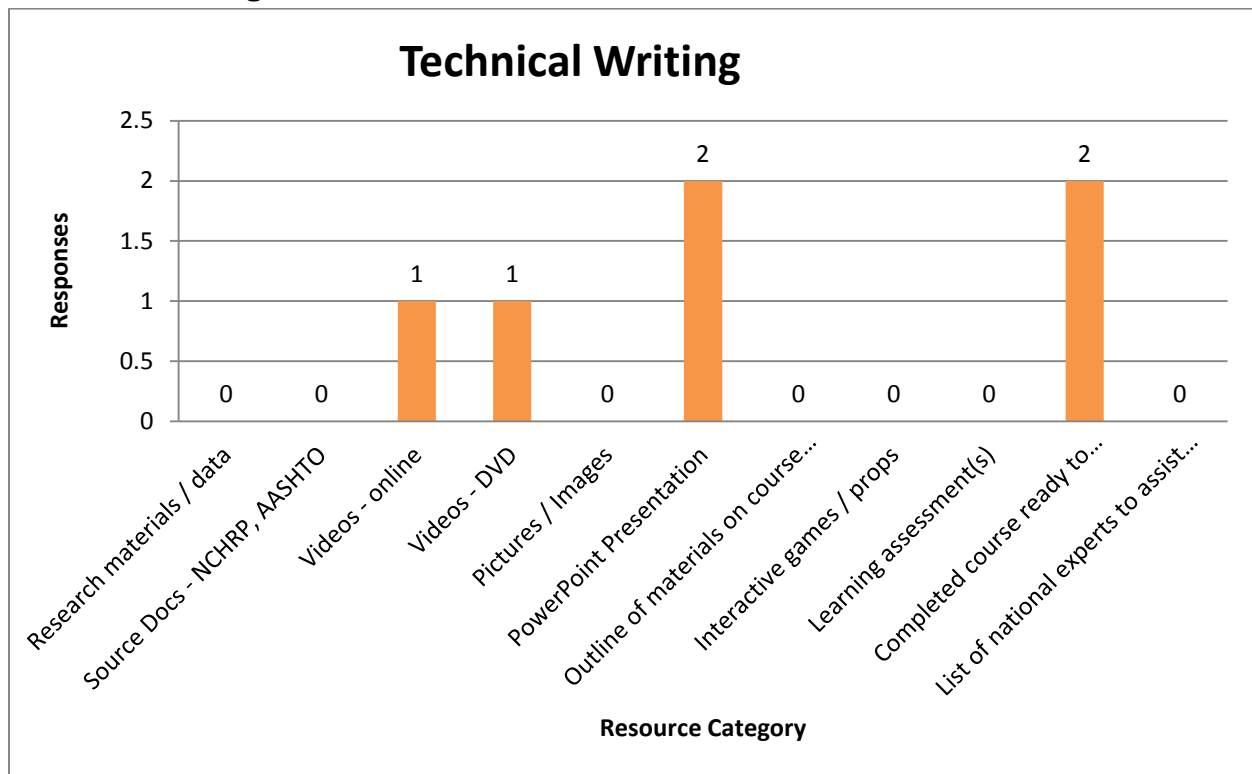
Basic Math



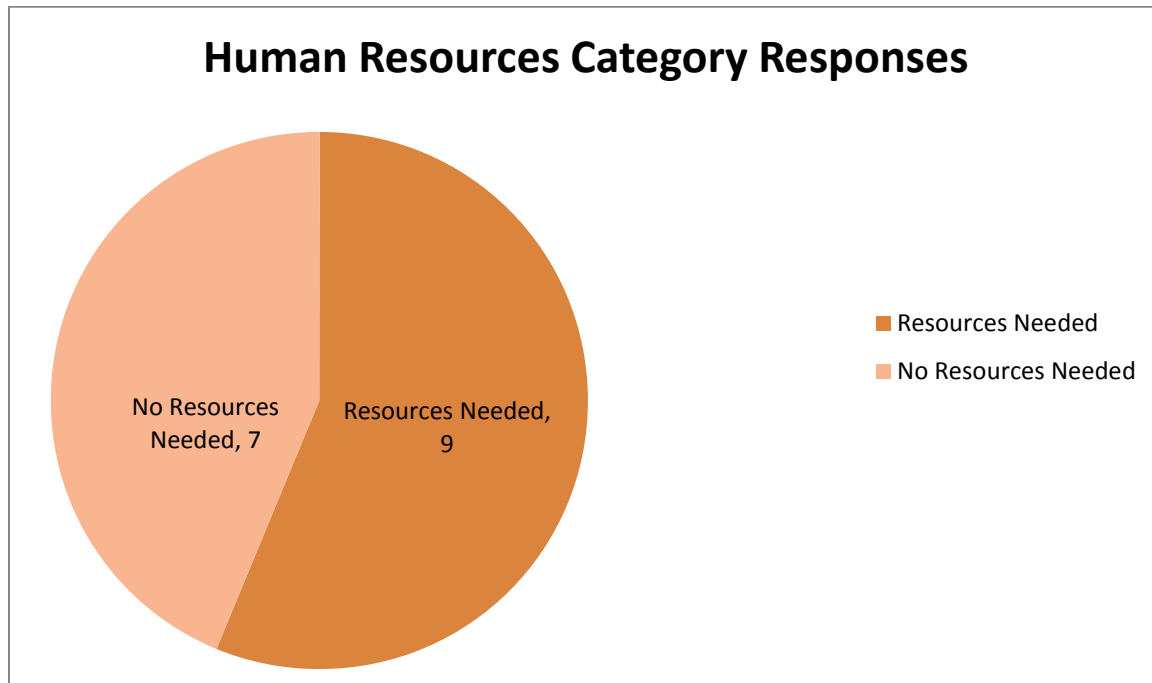
Roads Basics for Public Officials



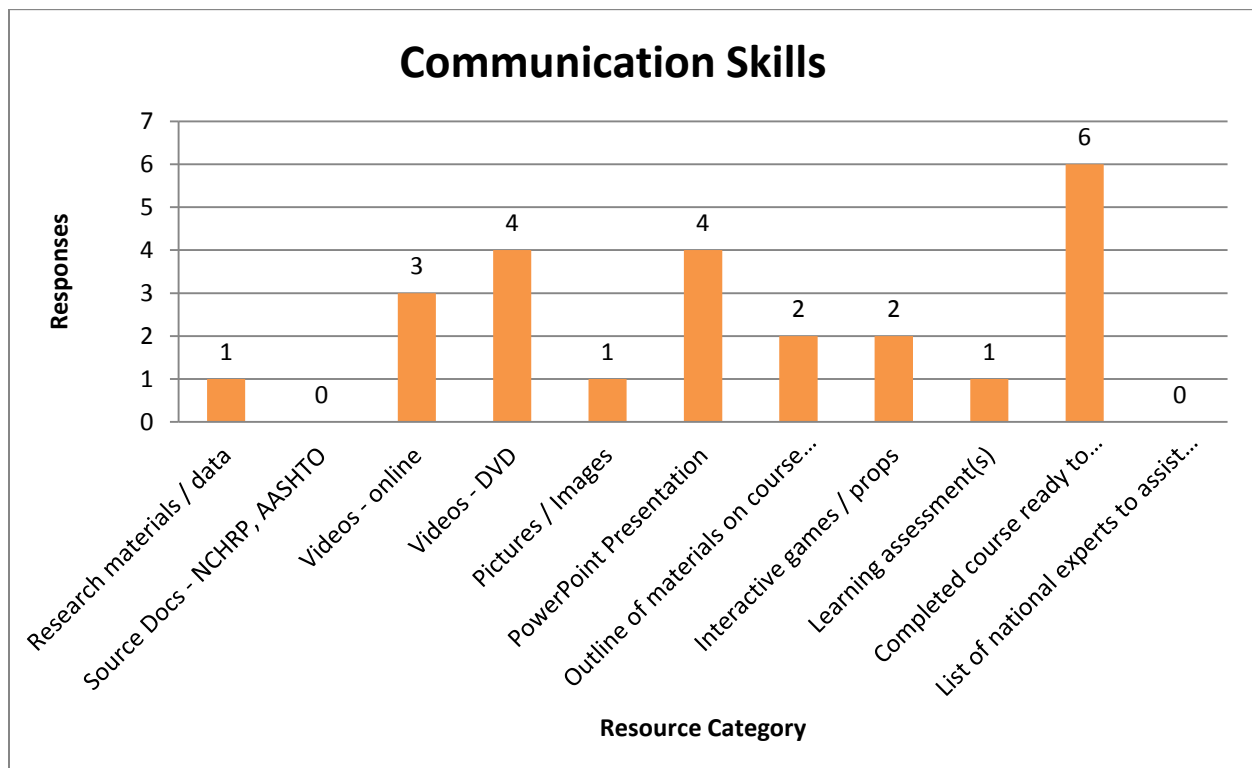
Technical Writing



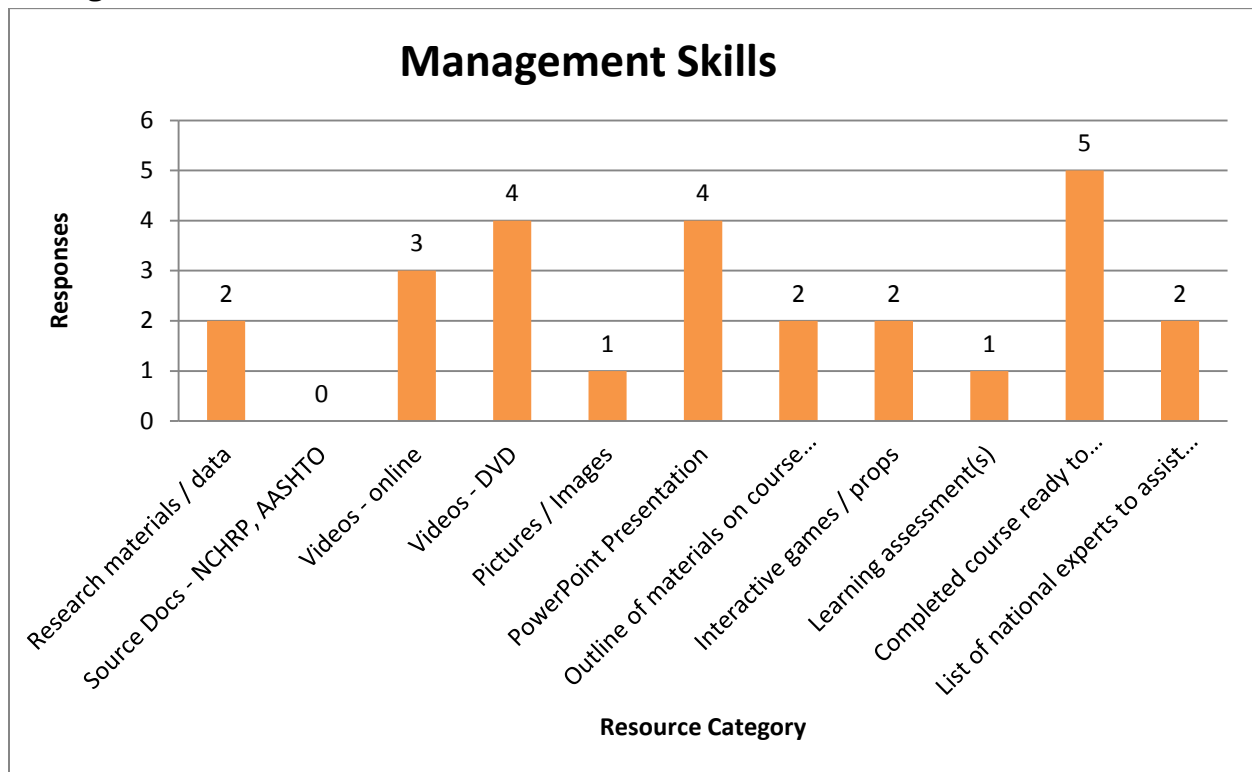
Human Resources



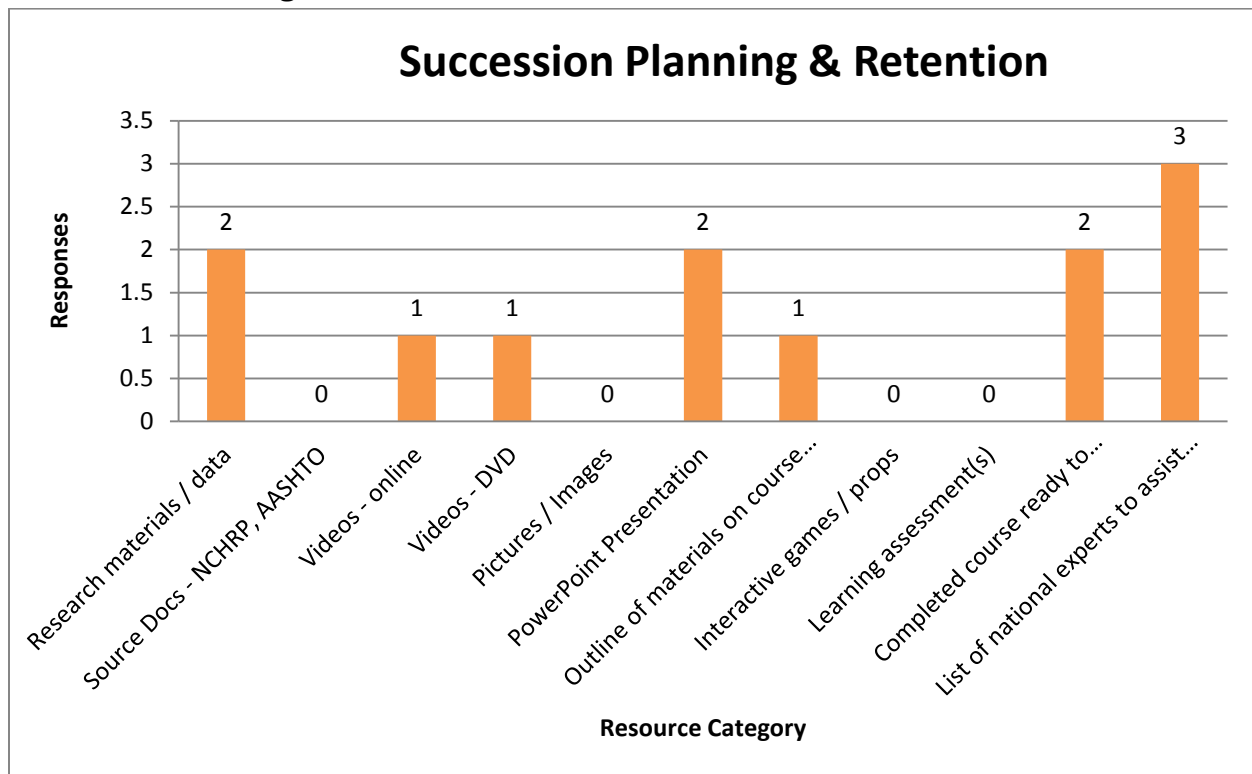
Communication Skills



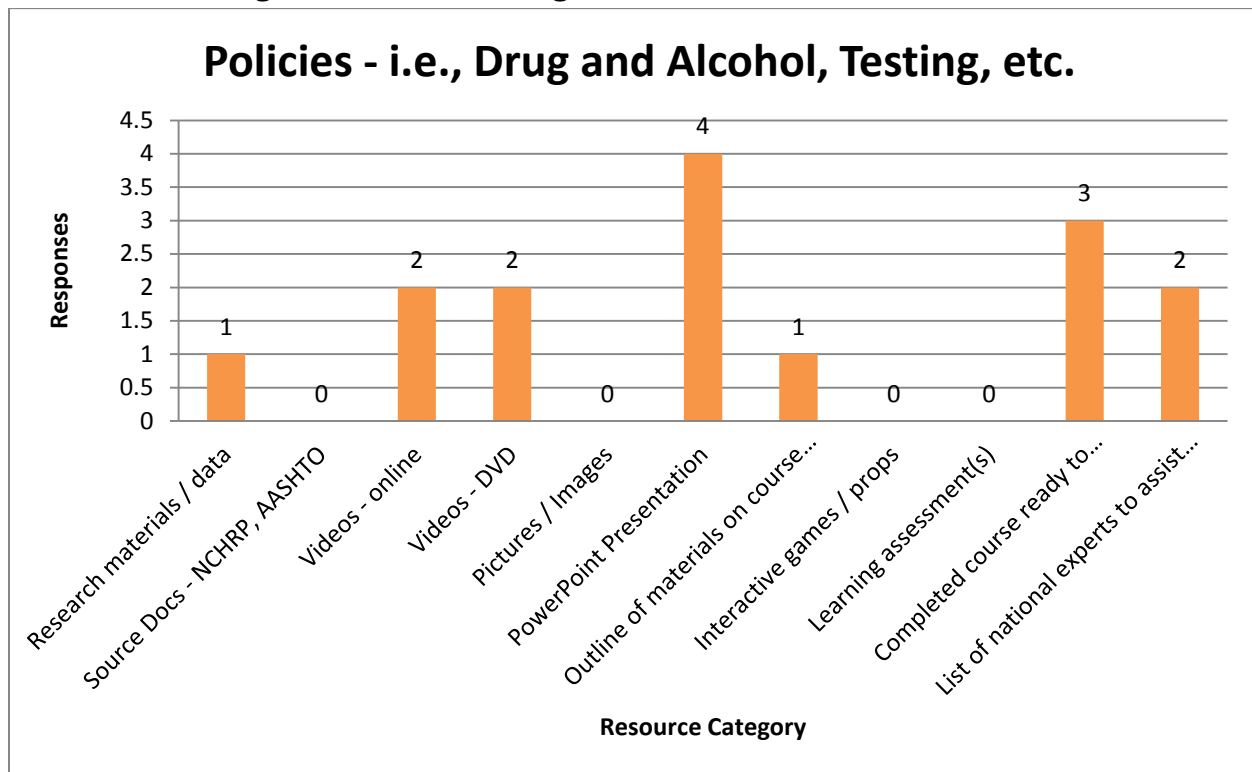
Management Skills



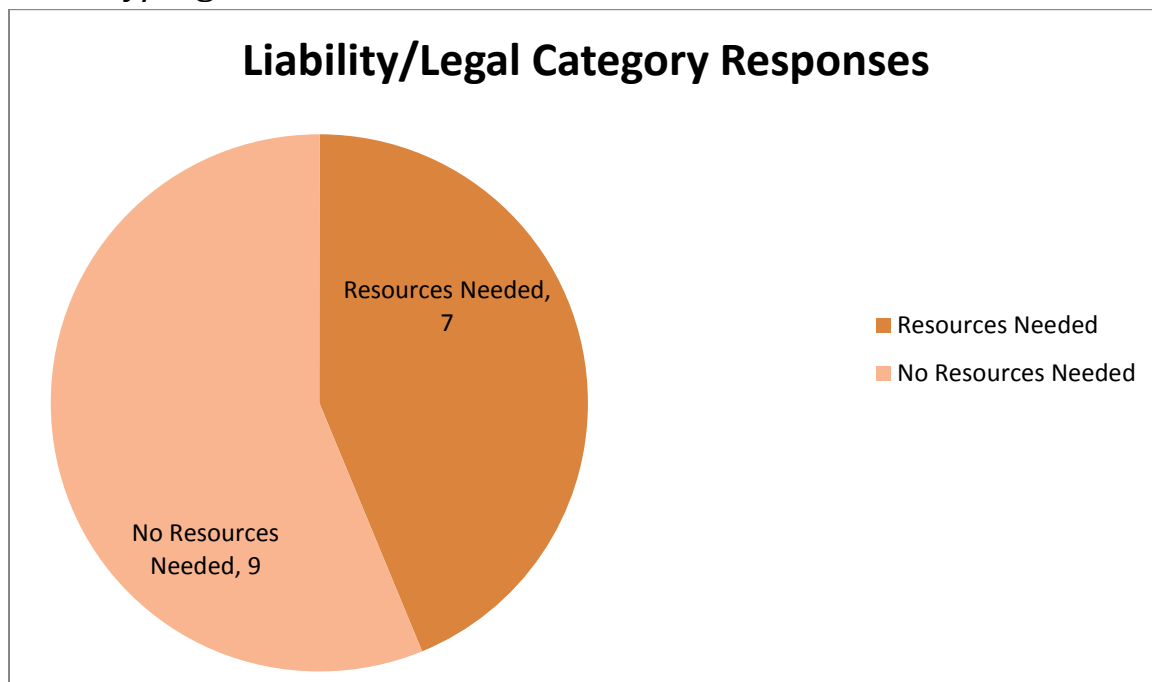
Succession Planning & Retention



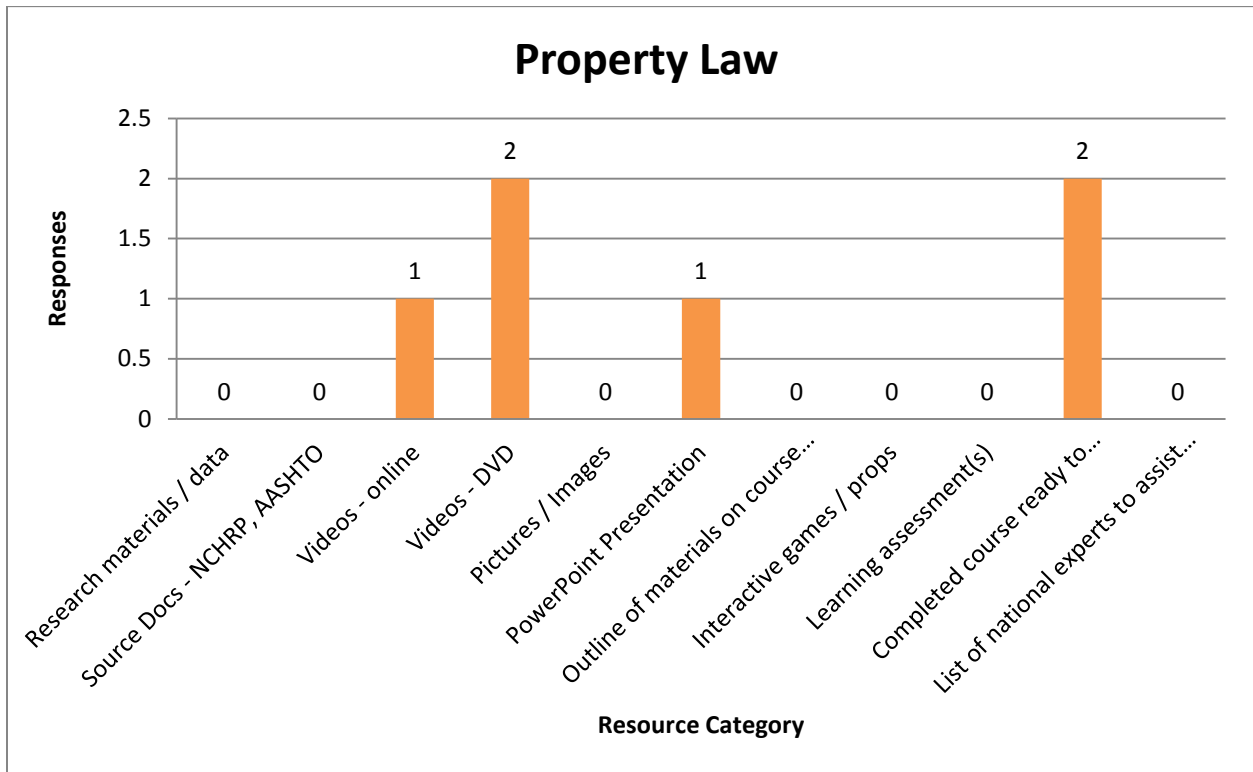
Policies – i.e., Drug and Alcohol, Testing, etc.



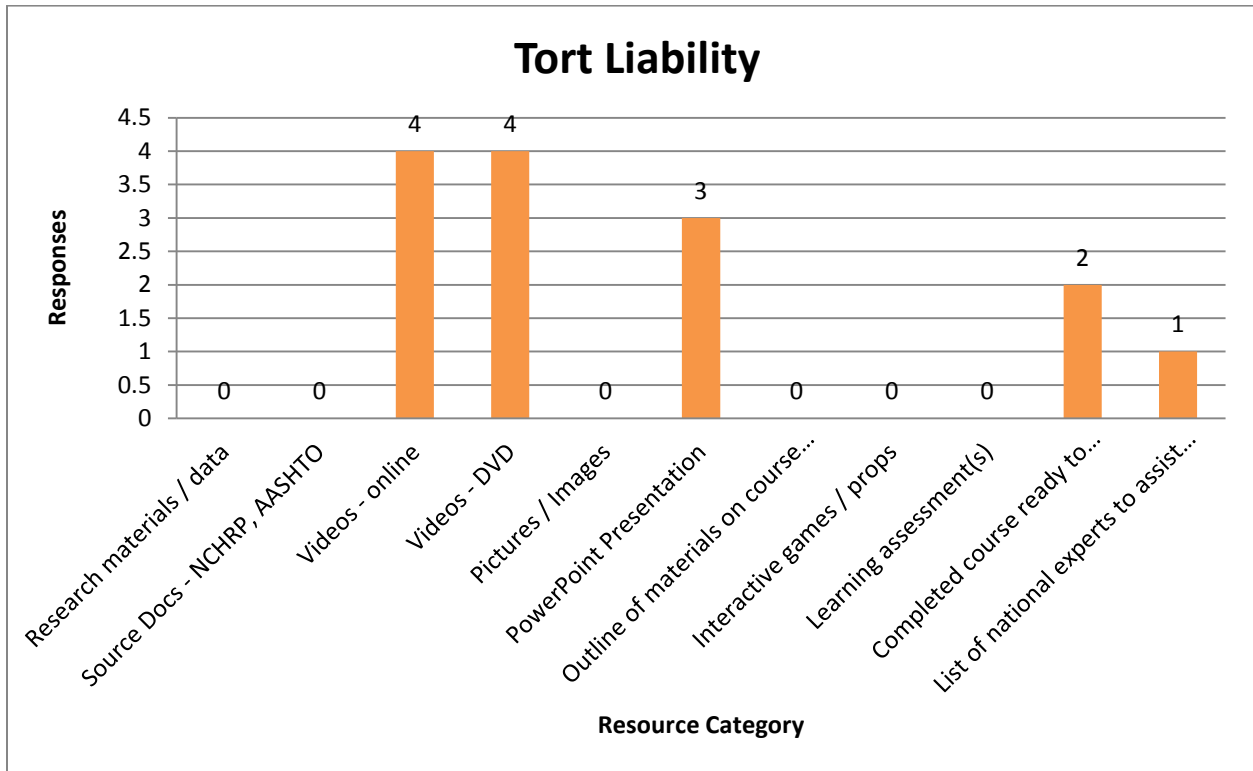
Liability/Legal



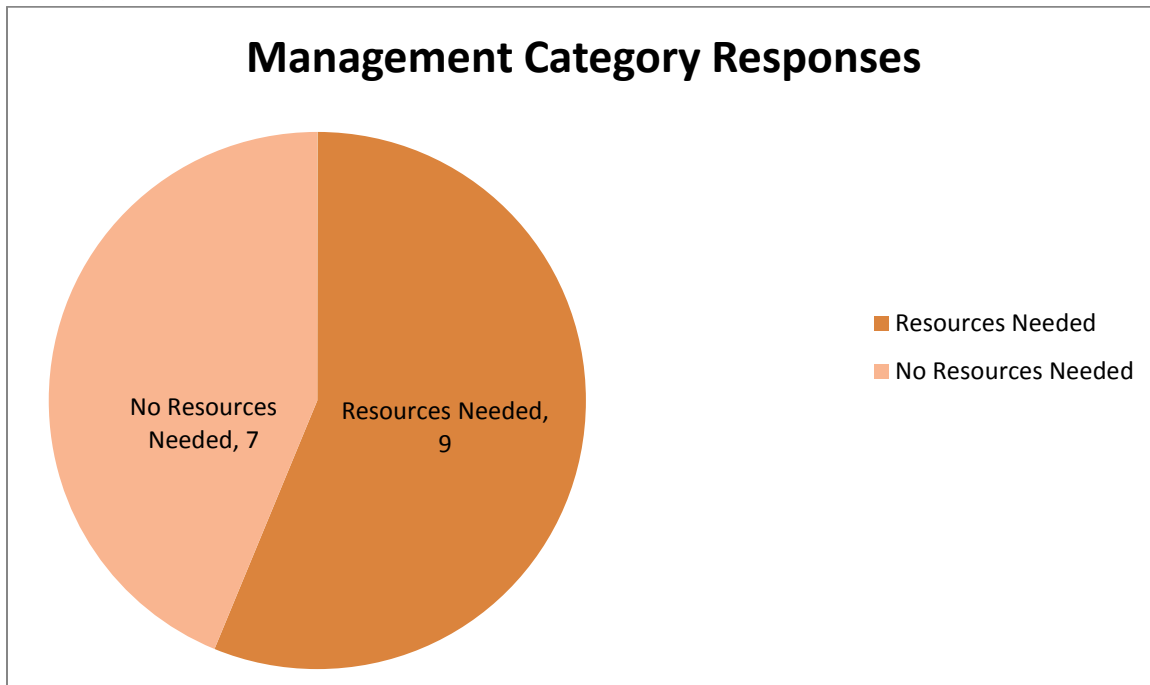
Property Law



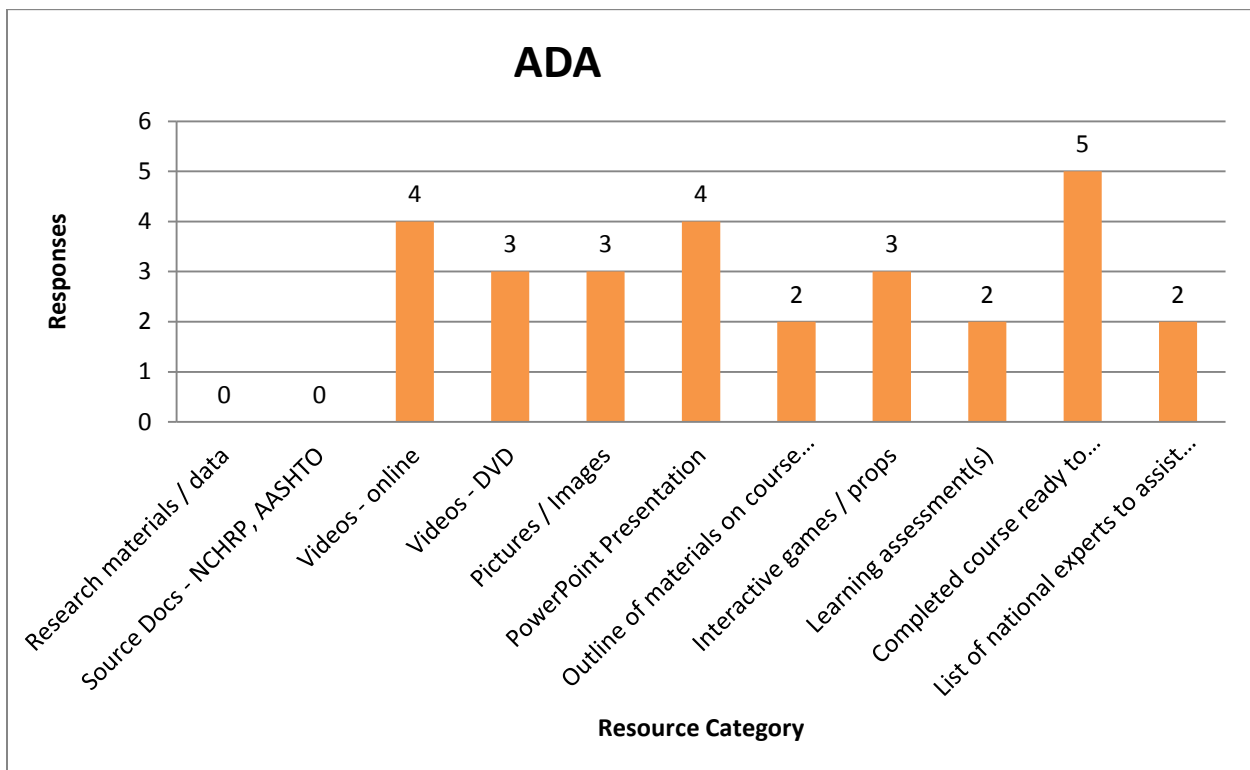
Tort Liability



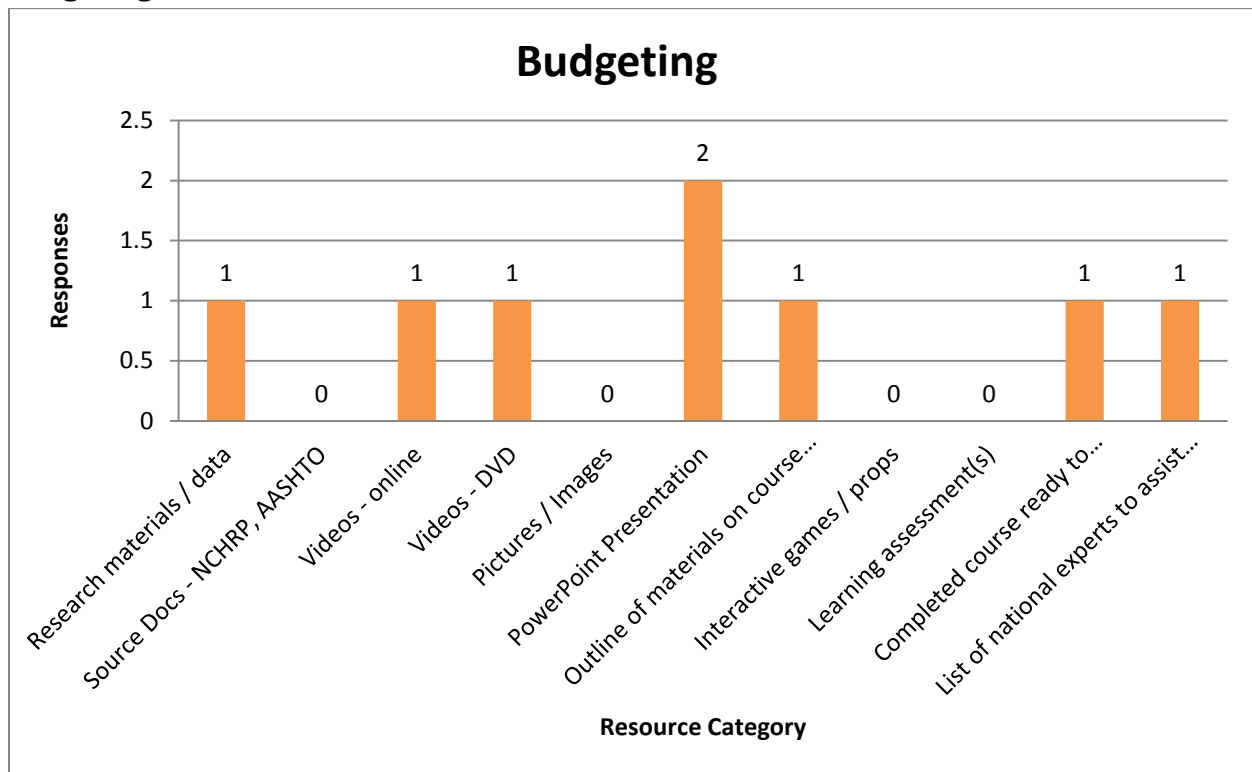
Management



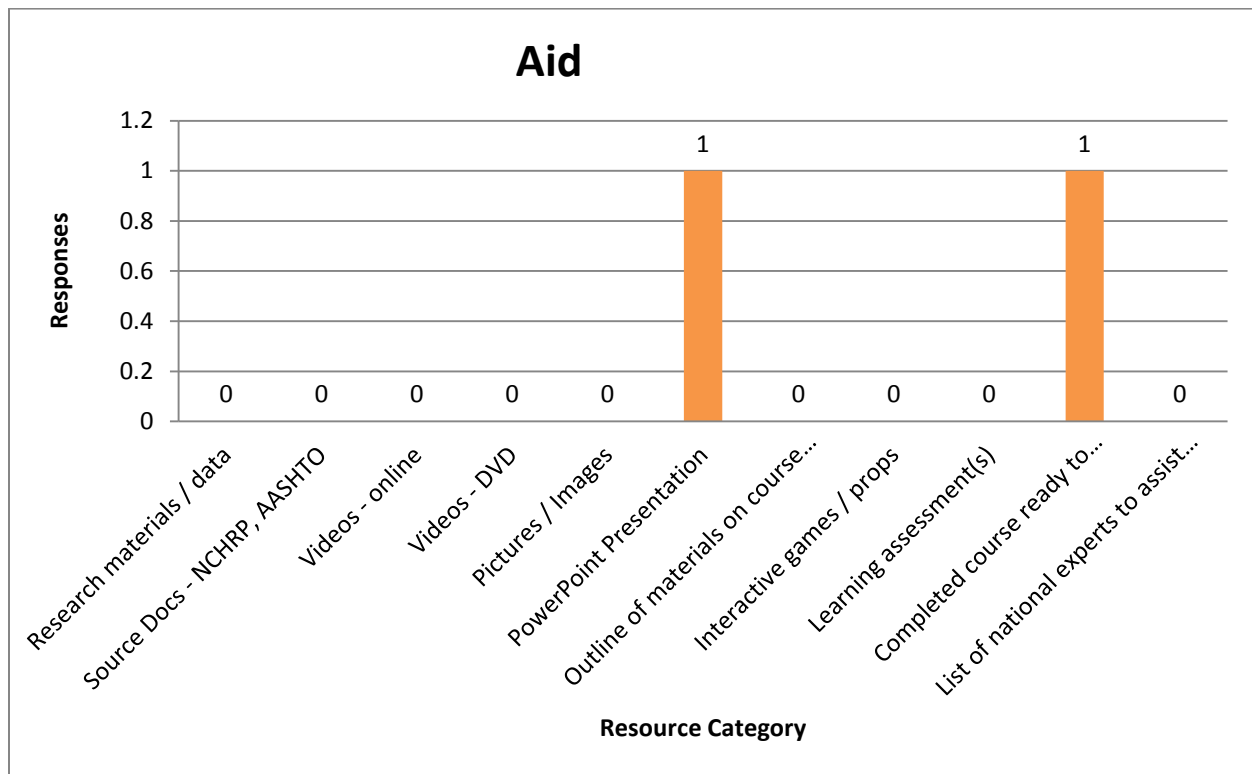
ADA



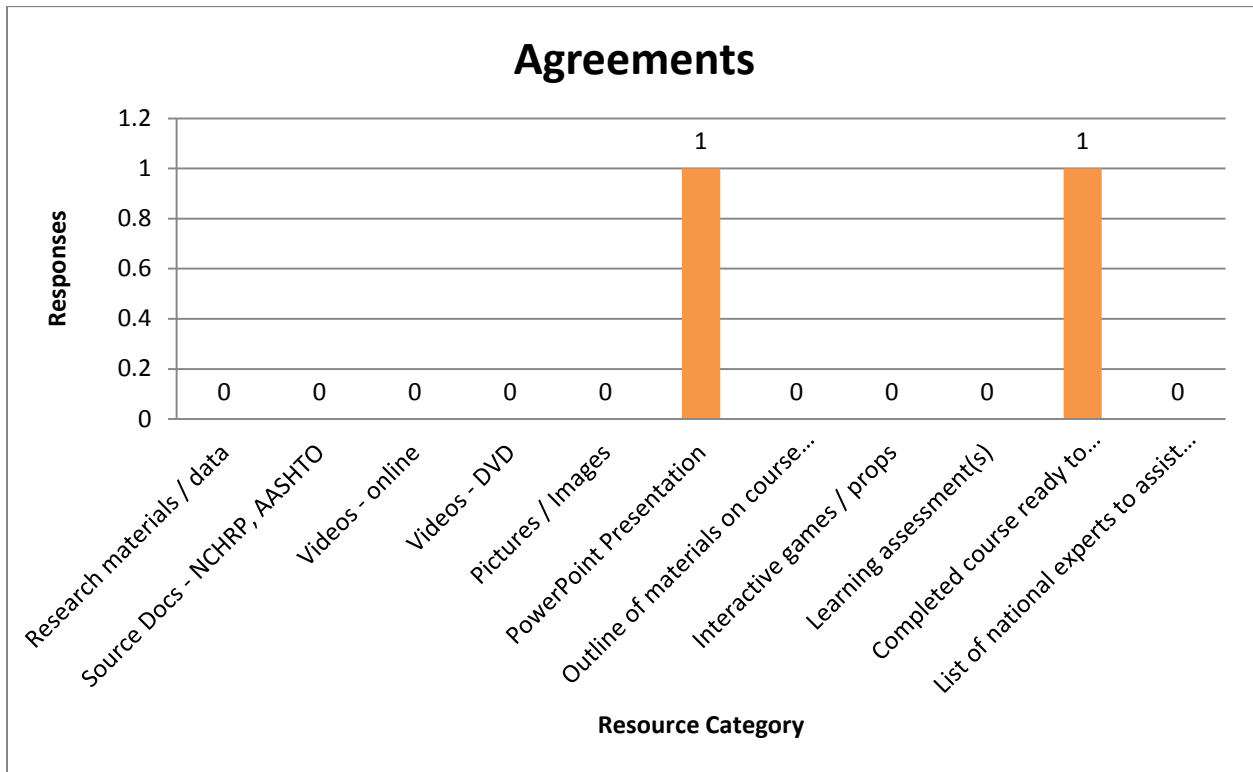
Budgeting



Aid



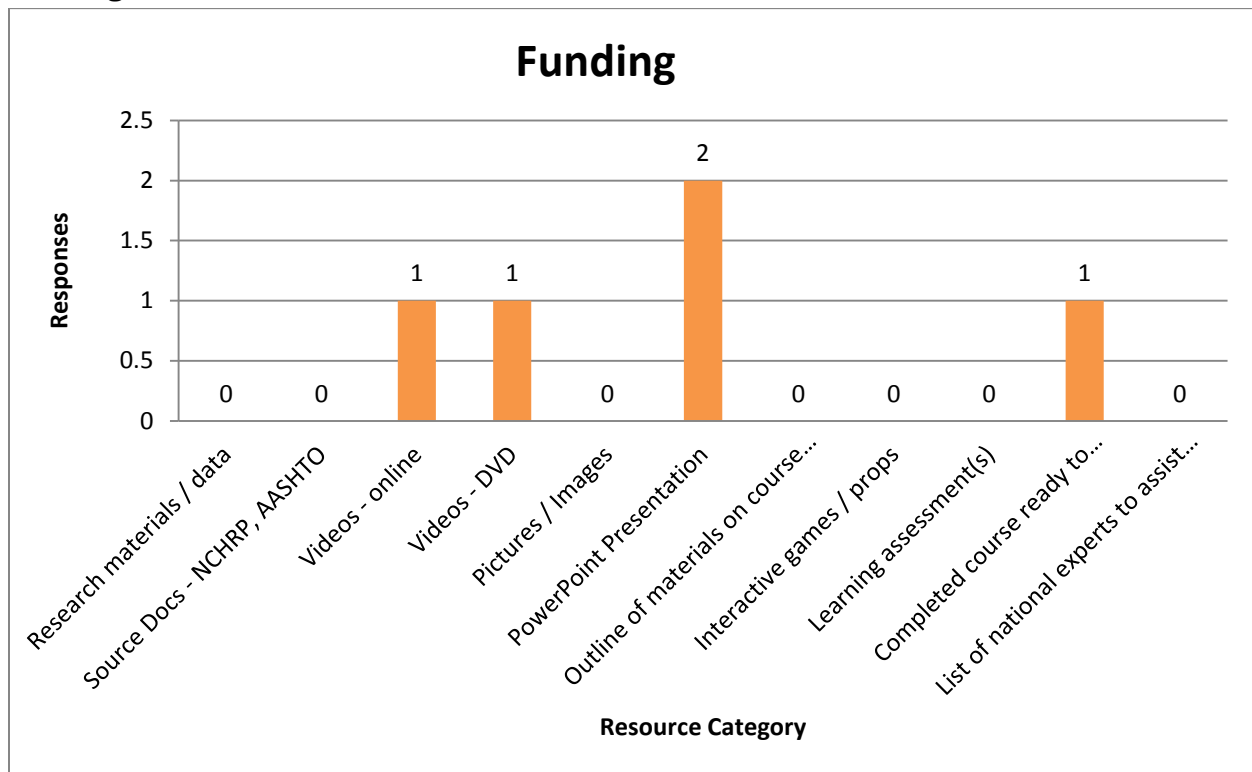
Agreements



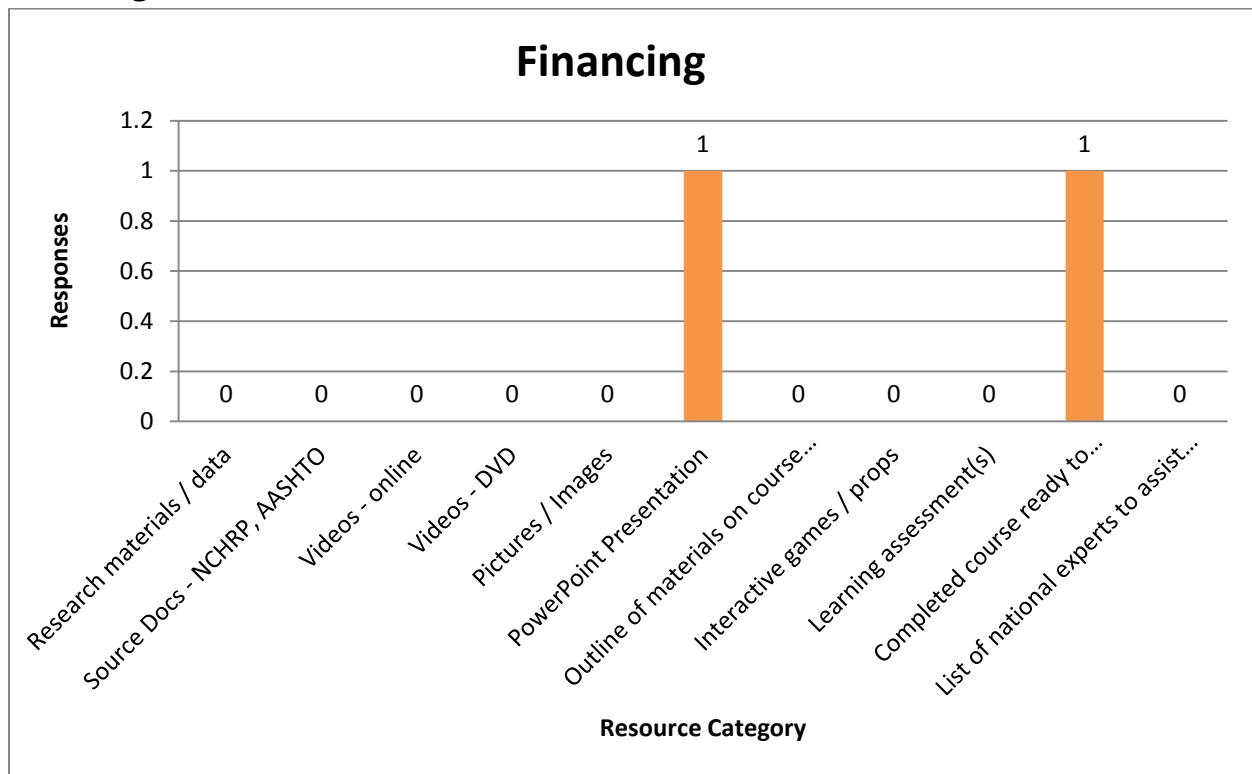
Contract Management



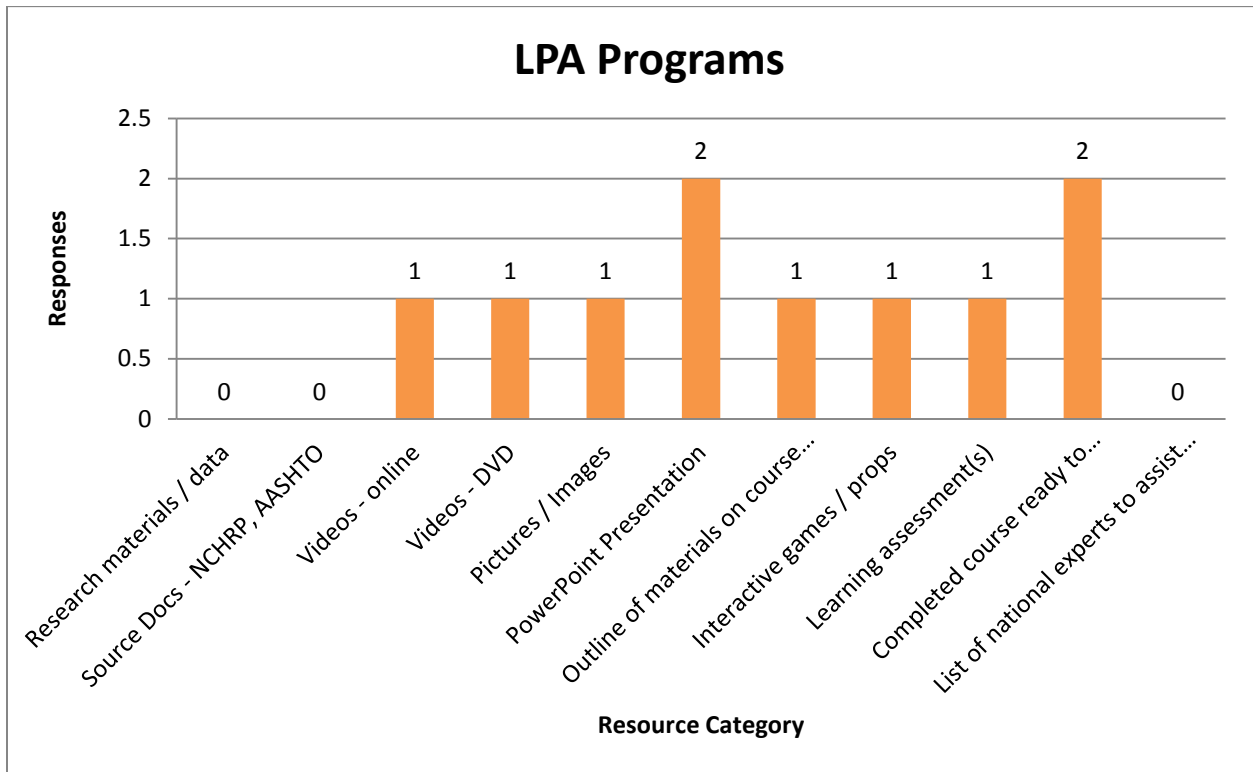
Funding



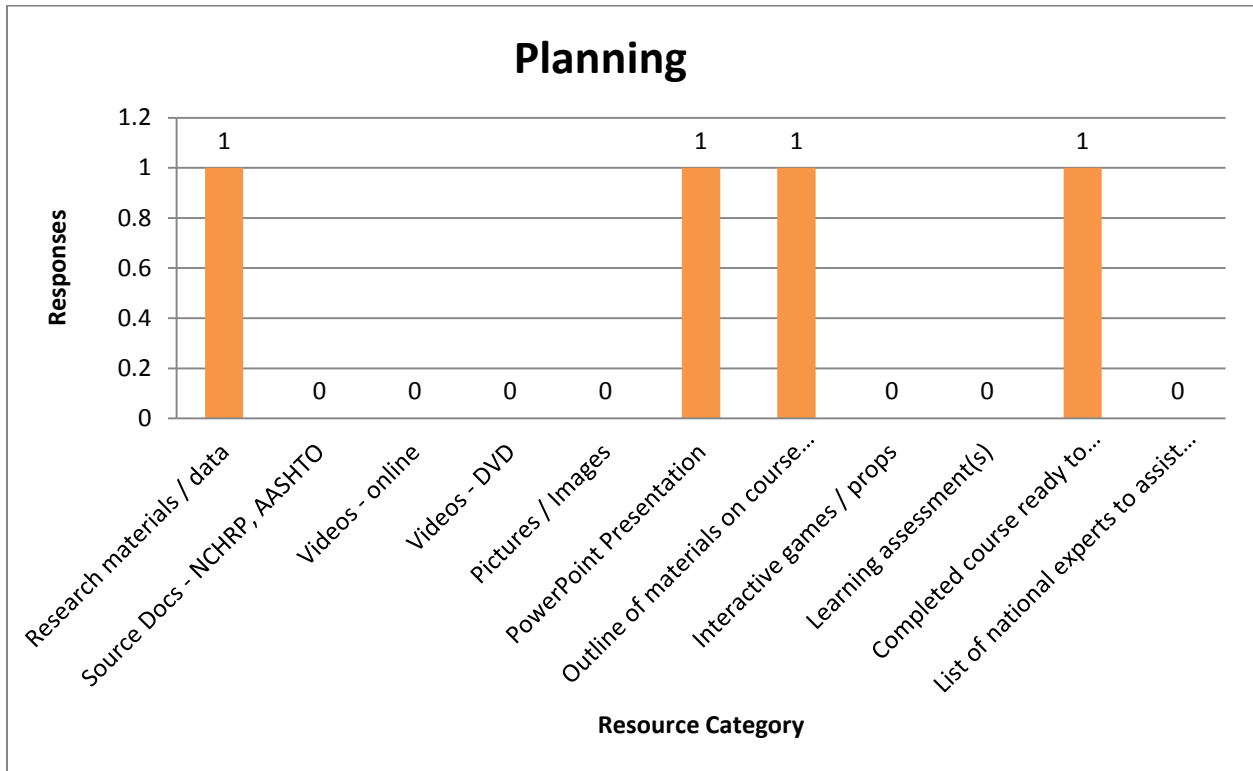
Financing



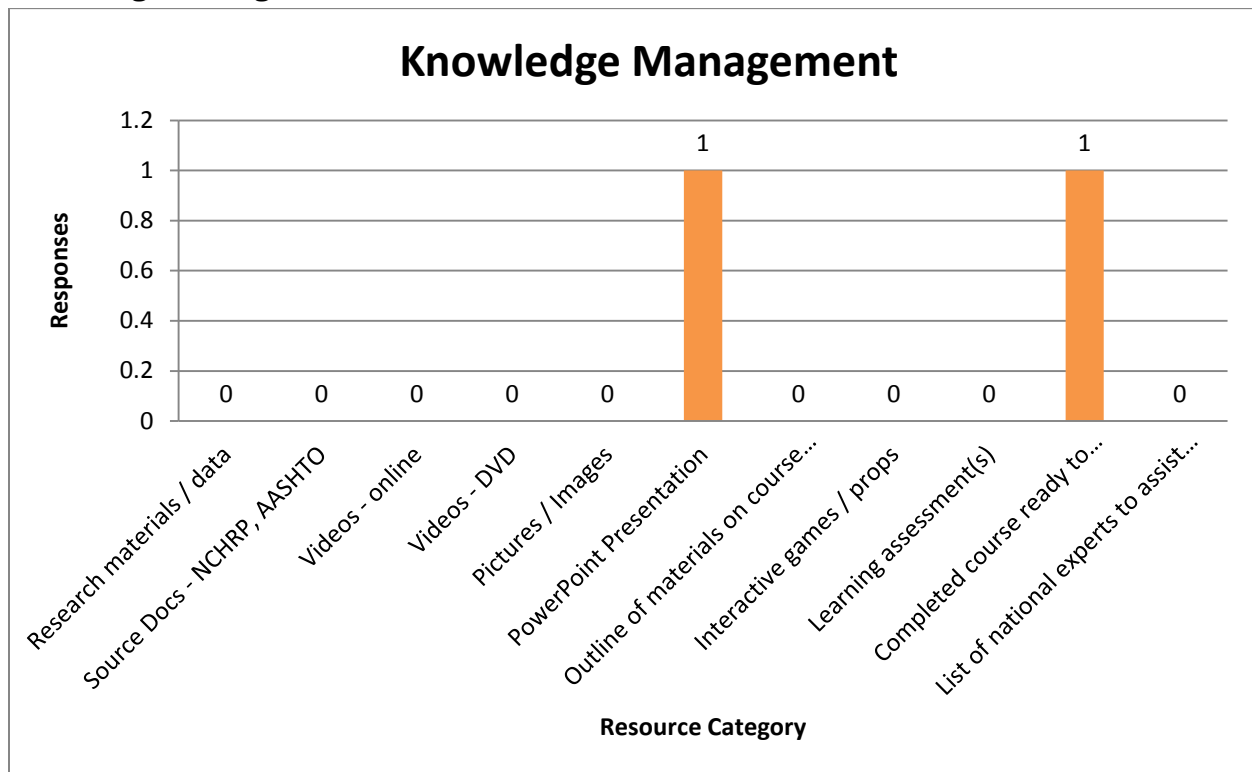
LPA Programs



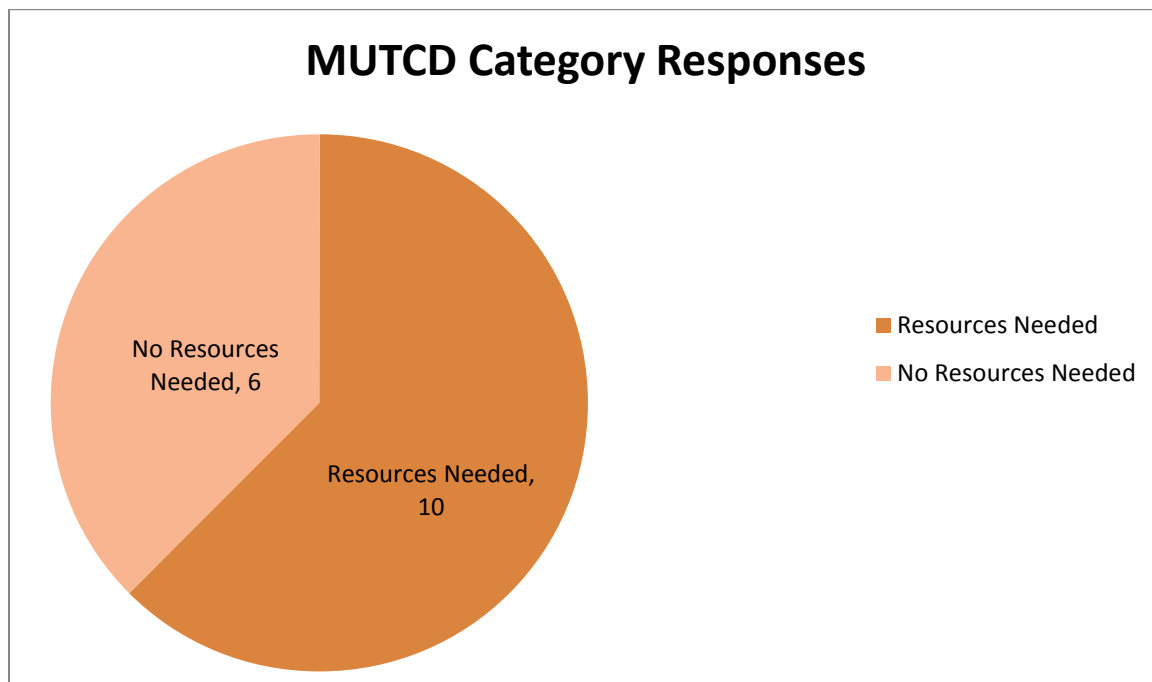
Planning



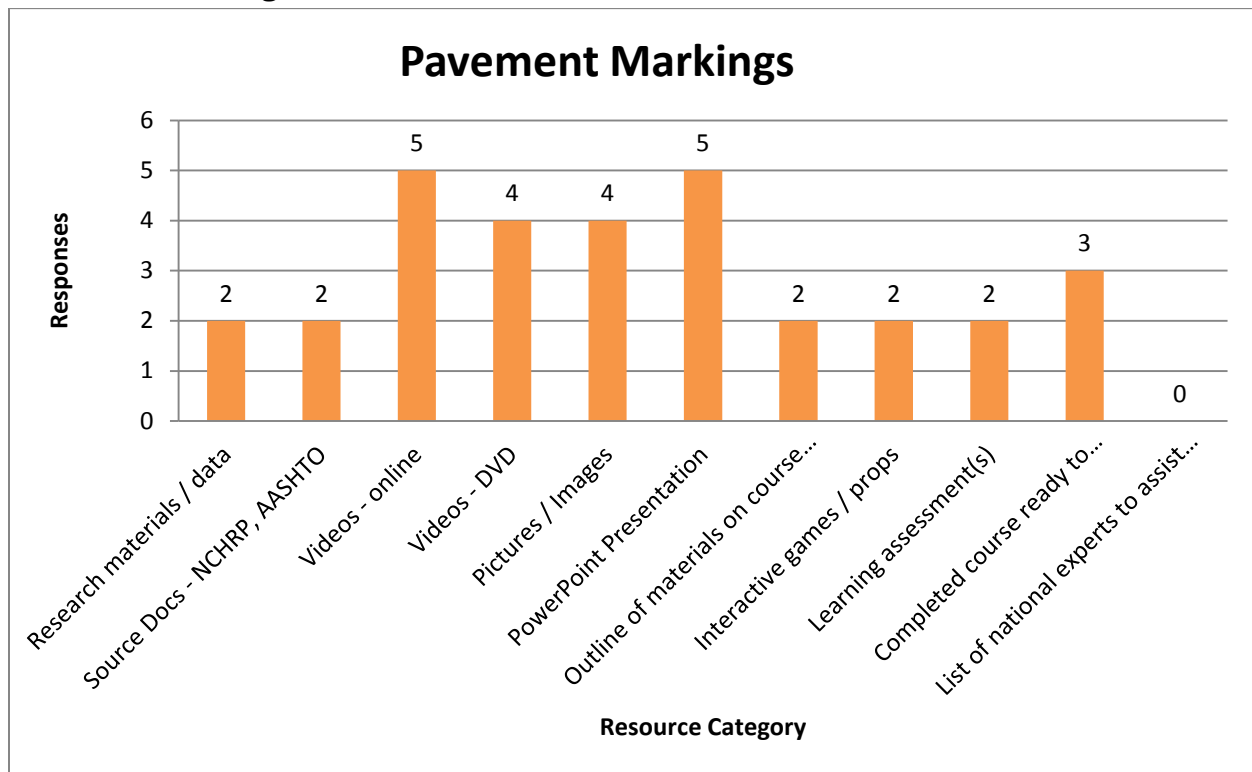
Knowledge Management



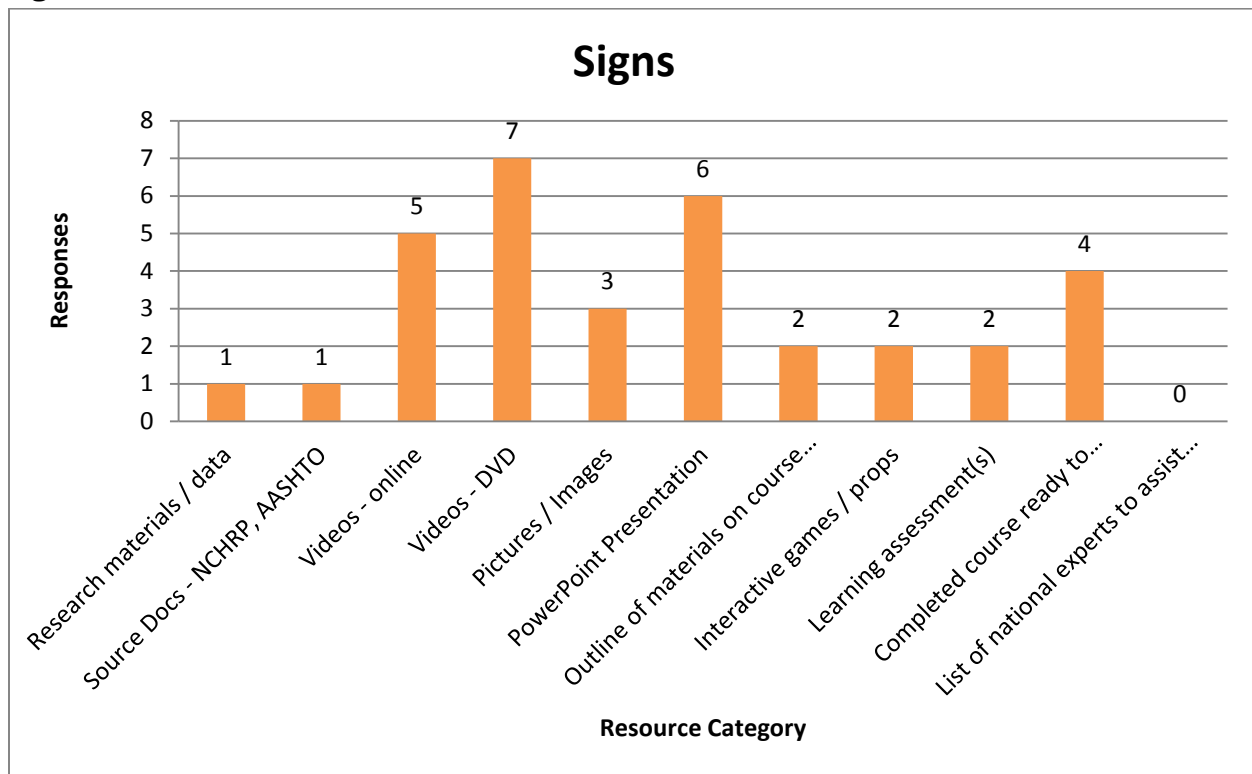
MUTCD



Pavement Markings



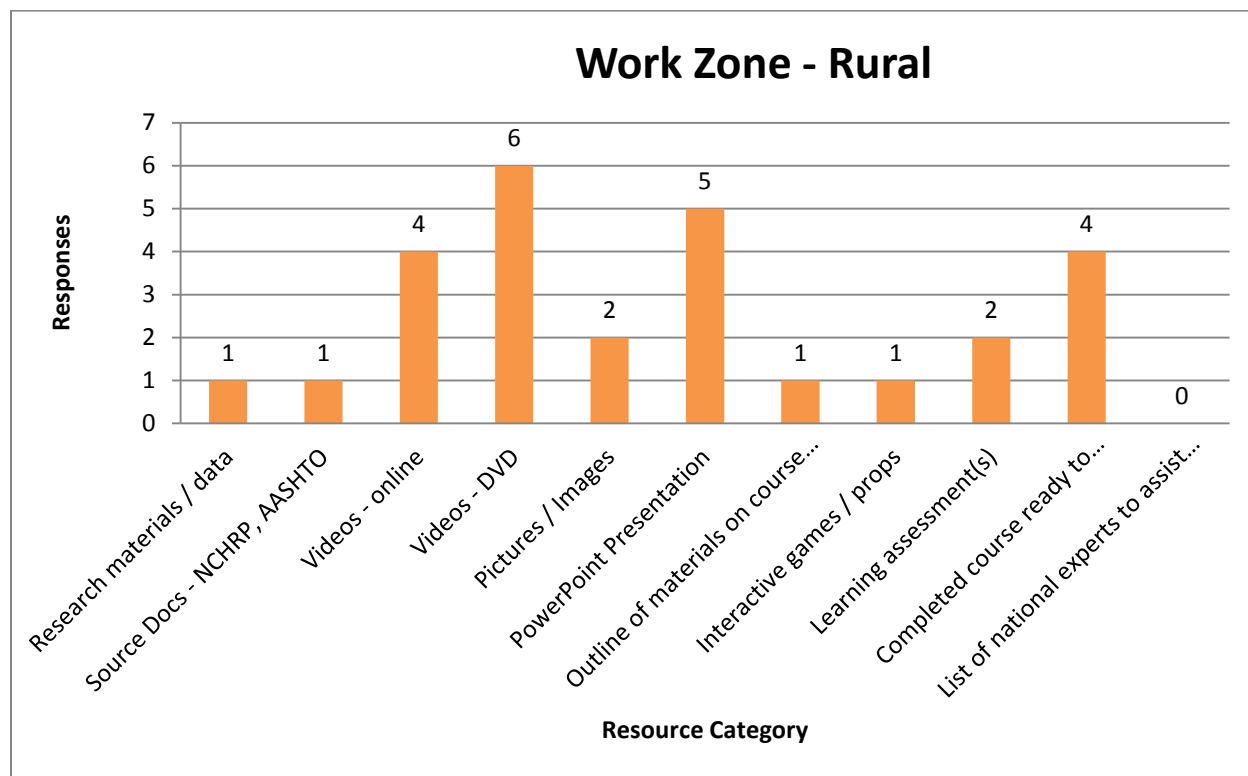
Signs



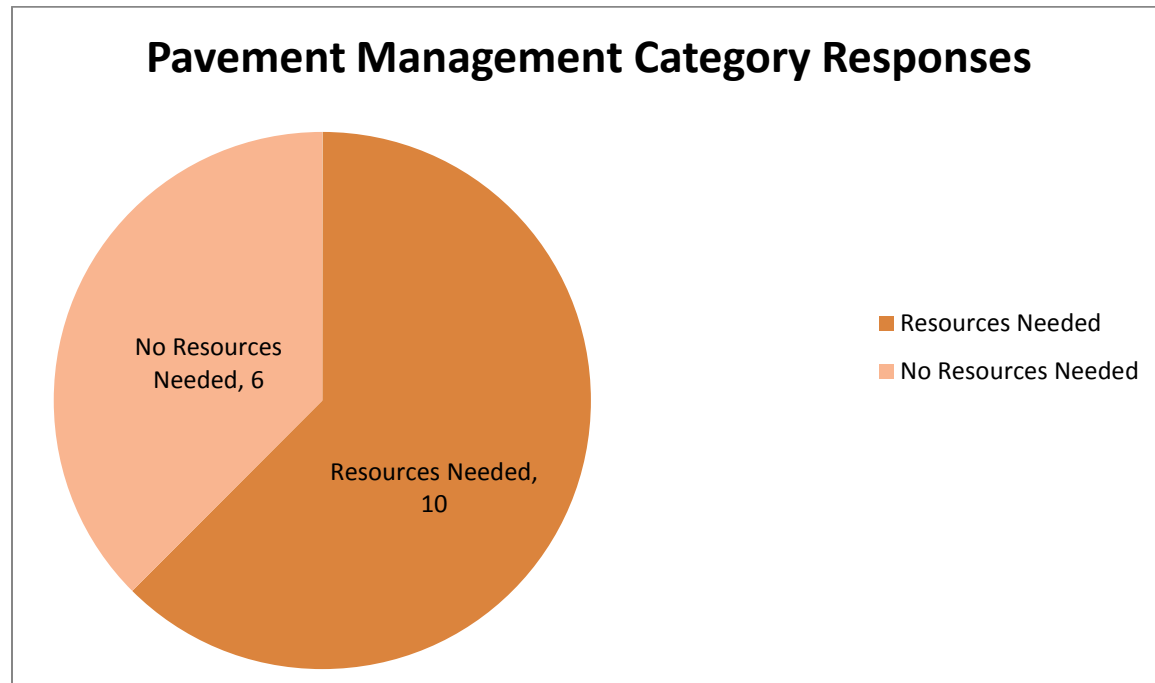
Work Zone



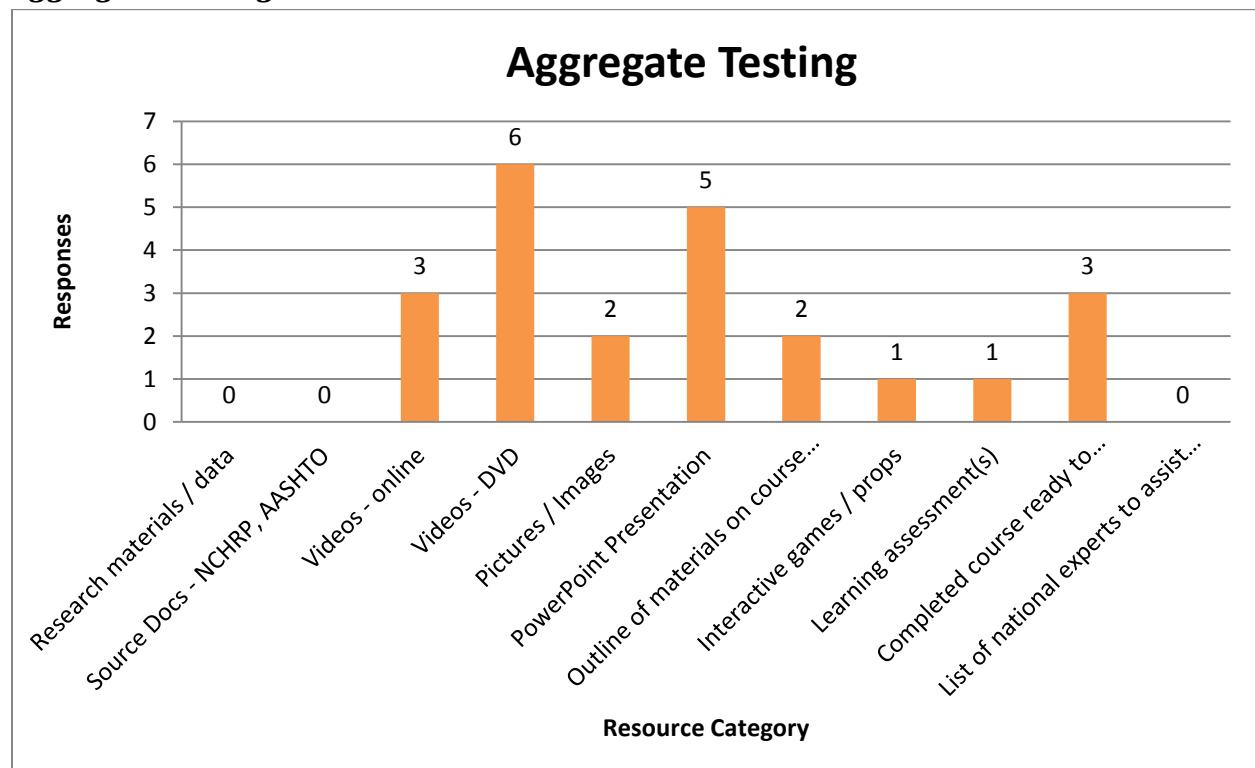
Work Zone - Rural



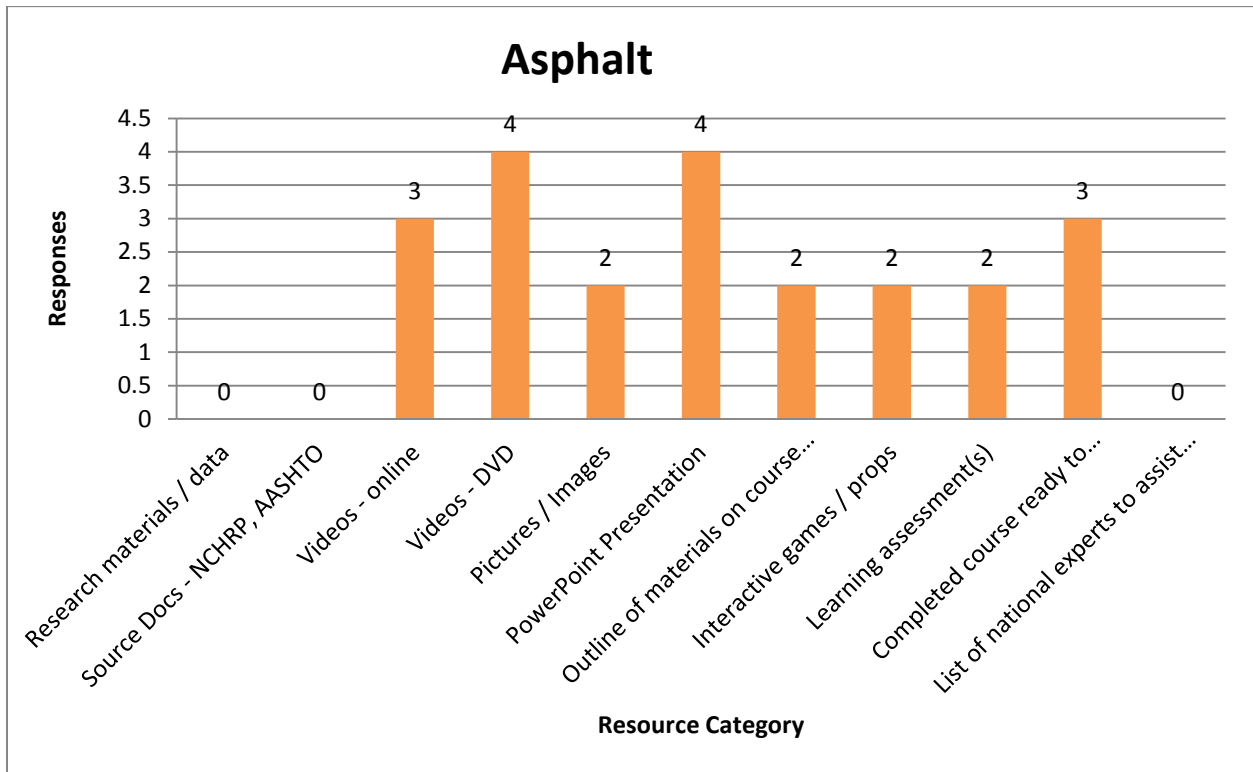
Pavement Management



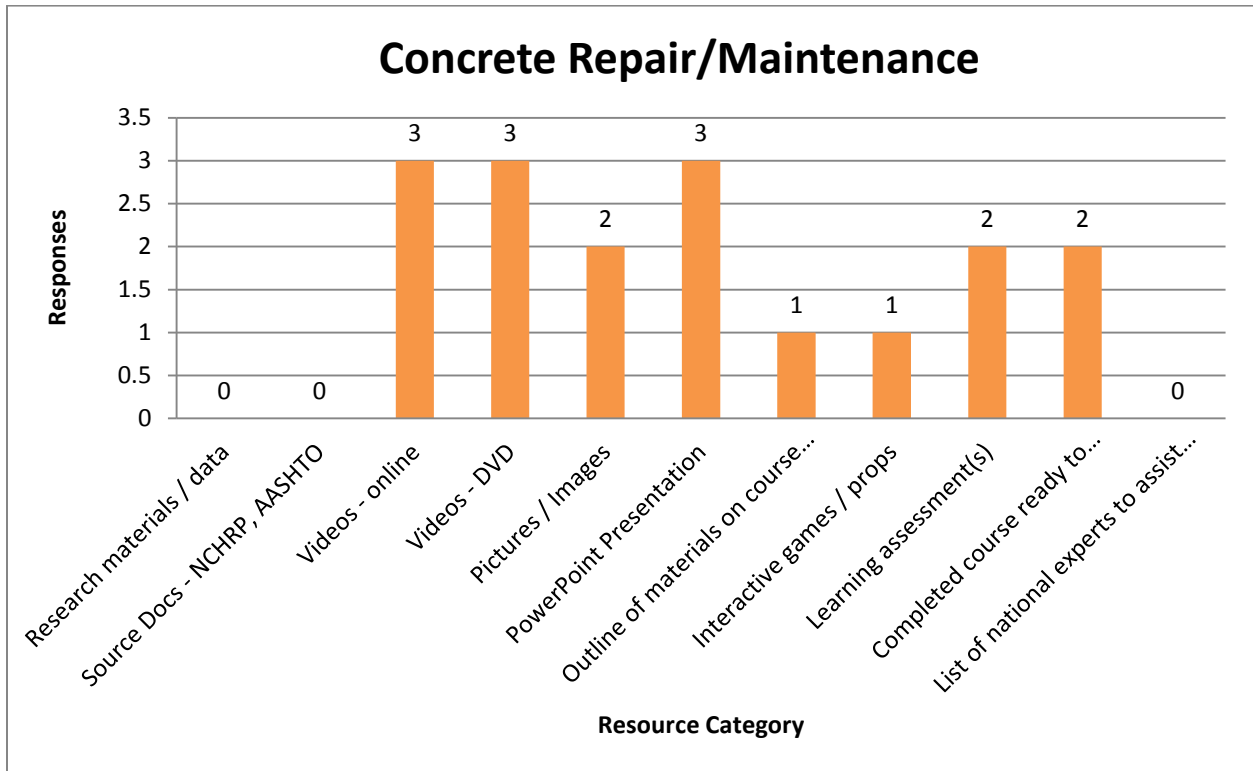
Aggregate Testing



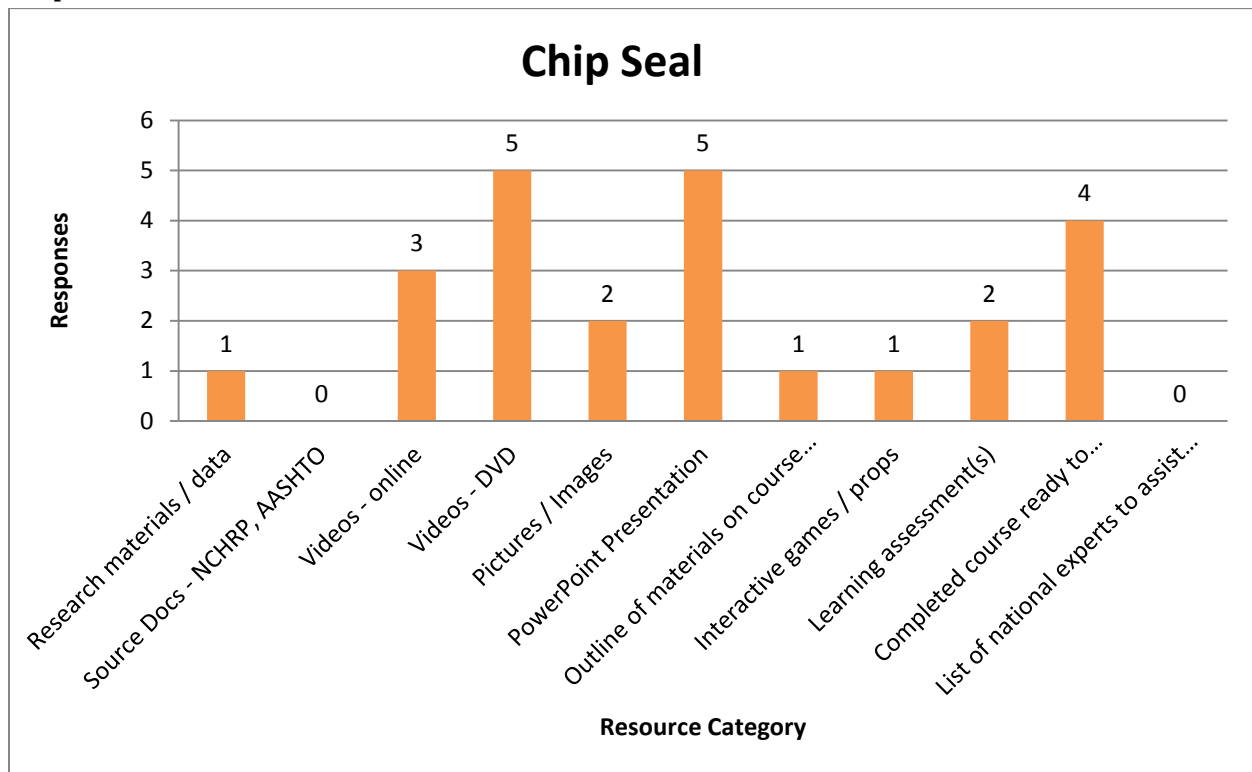
Asphalt



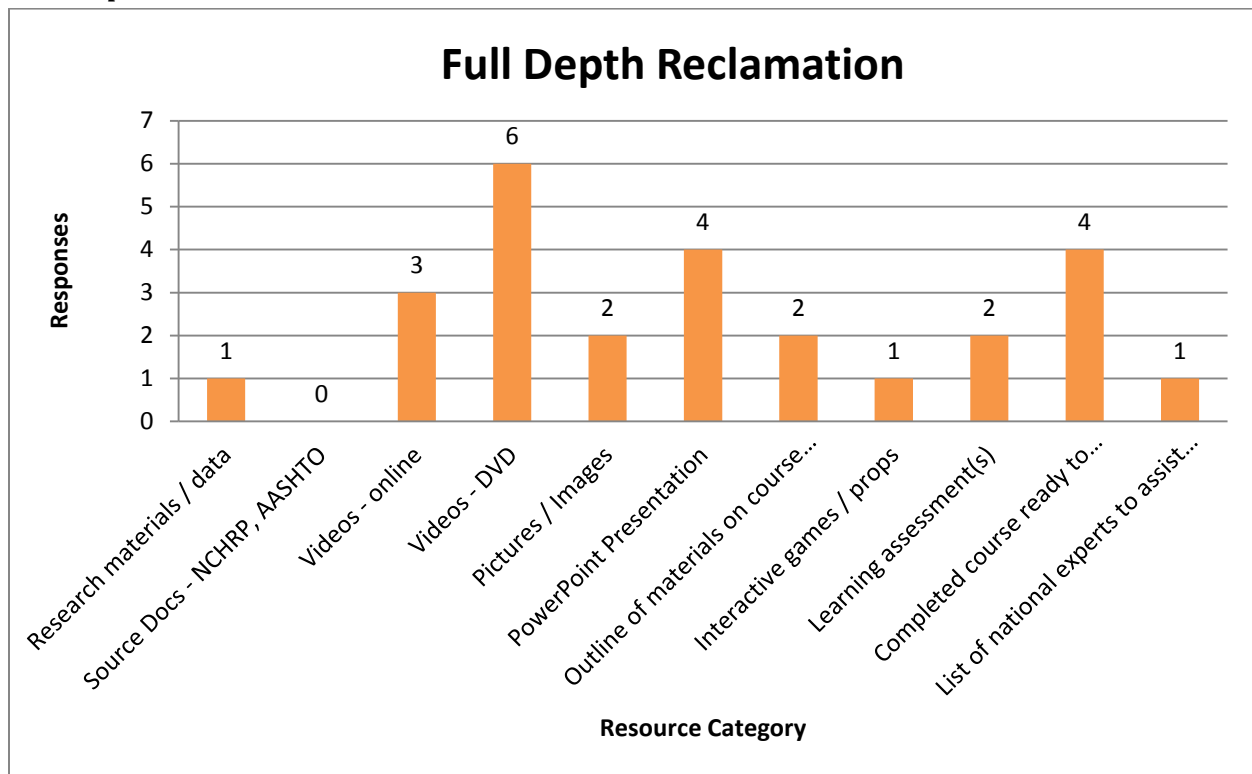
Concrete Repair/Maintenance



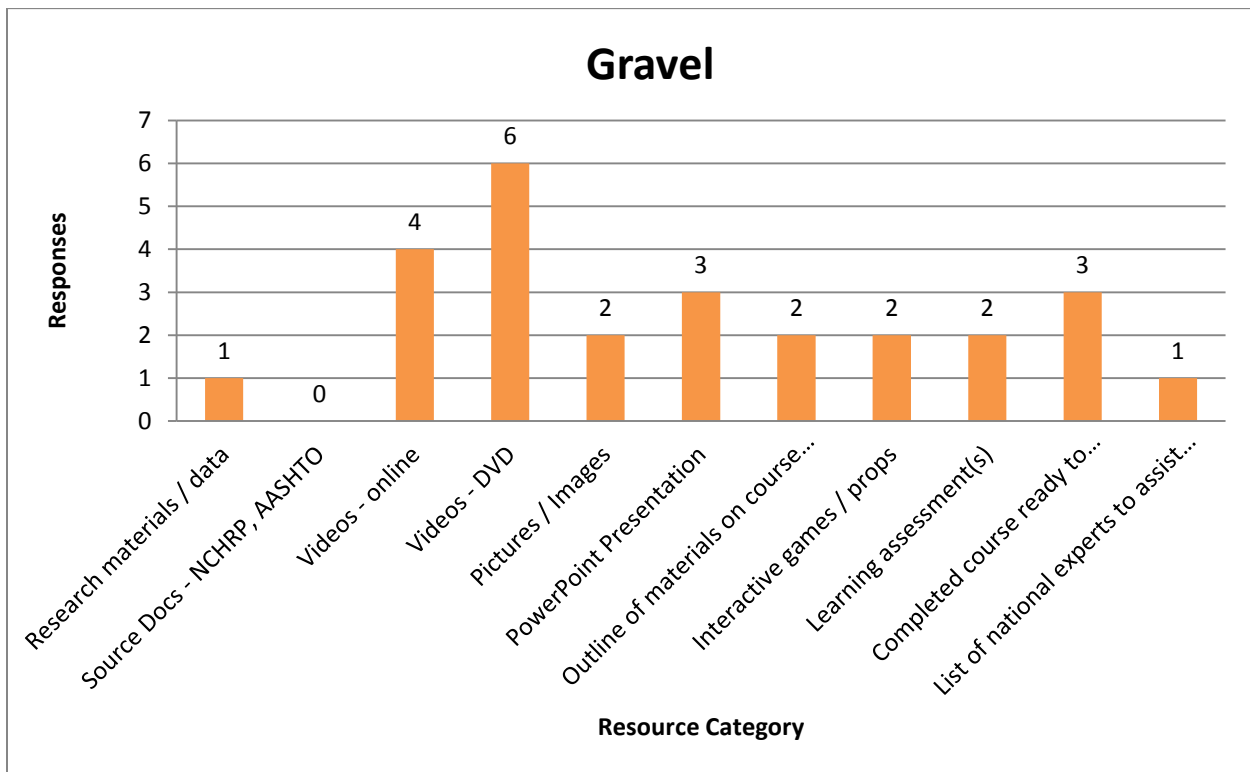
Chip Seal



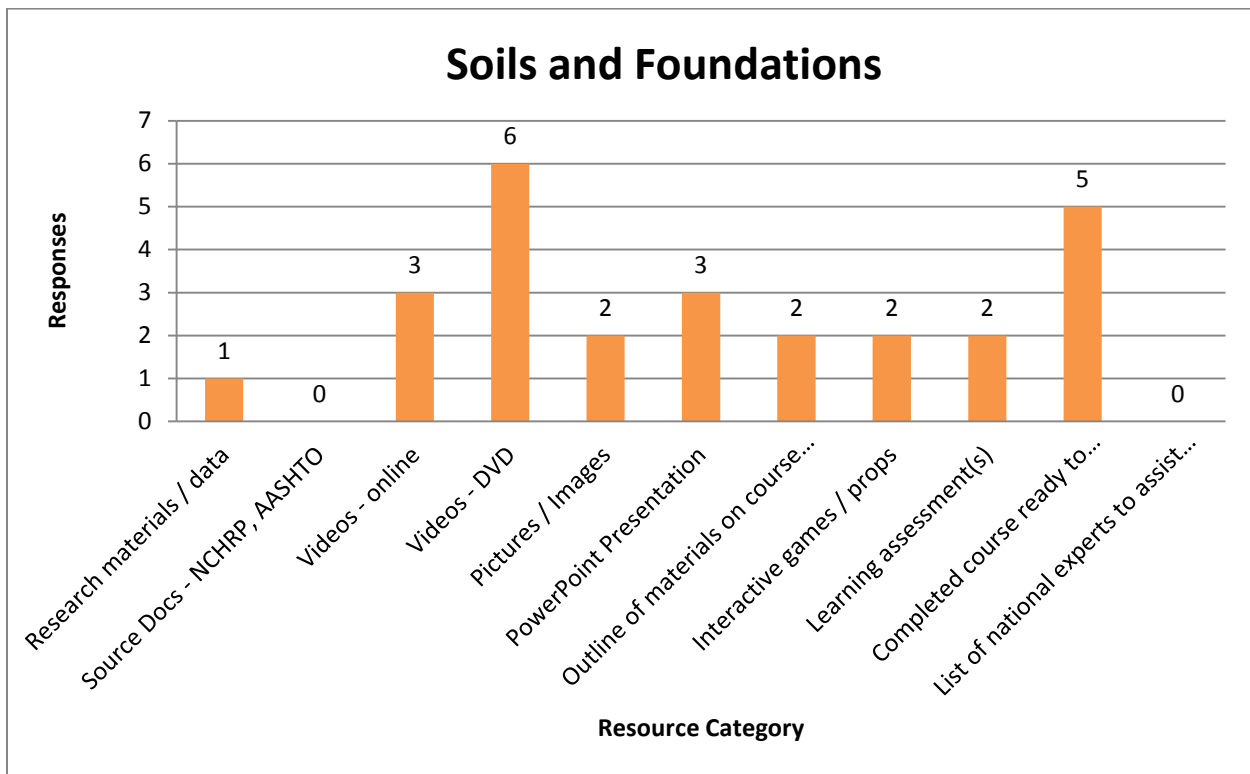
Full Depth Reclamation



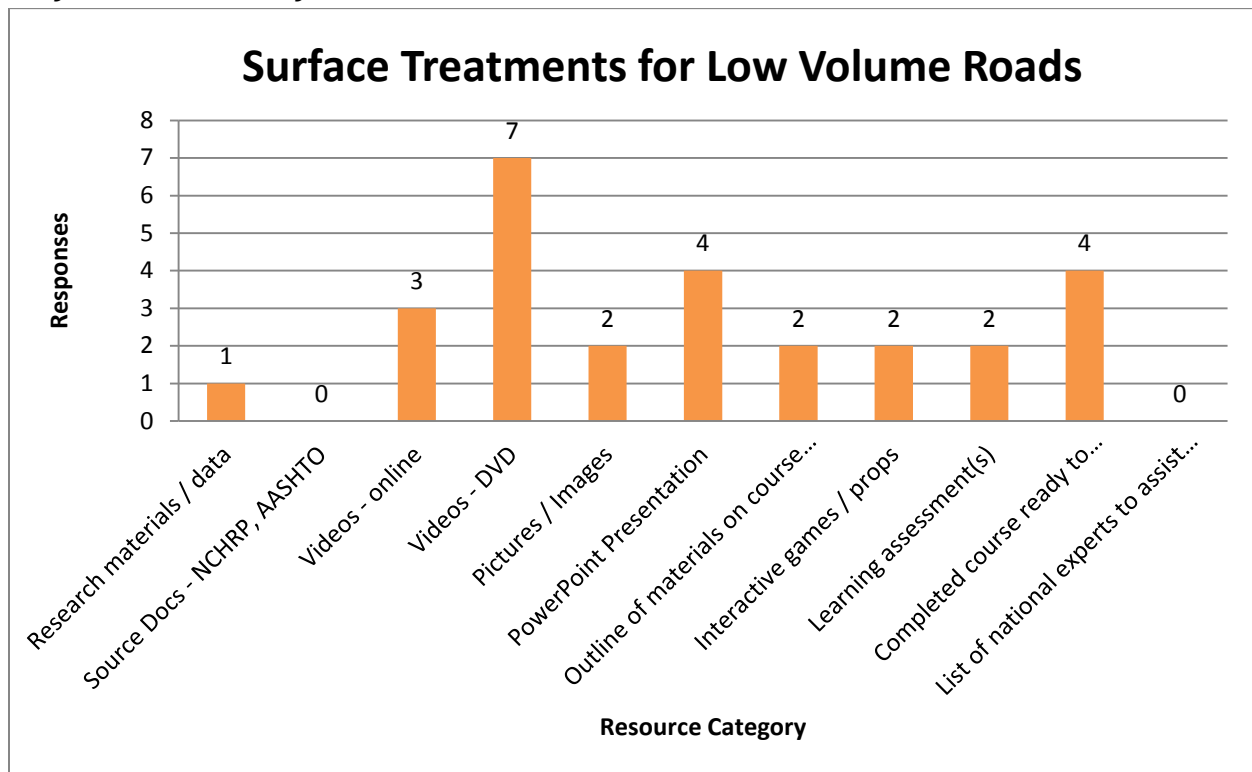
Gravel



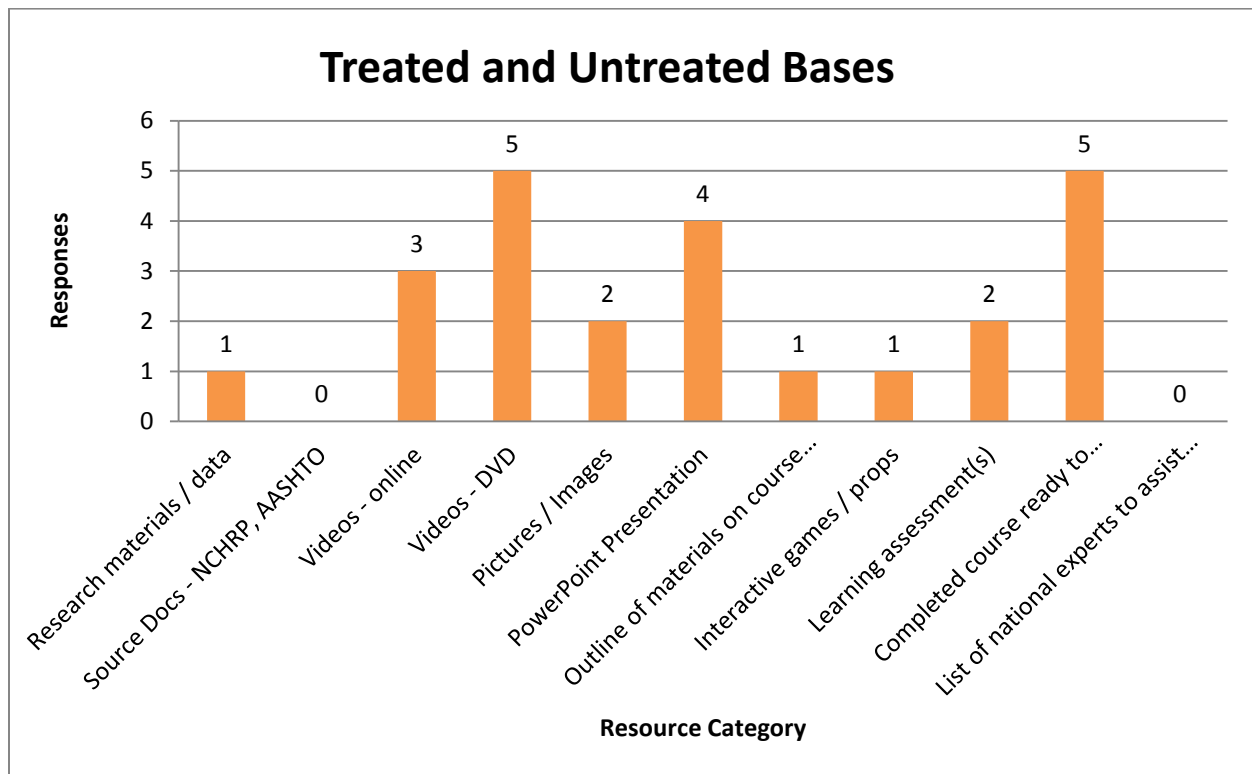
Soils and Foundations



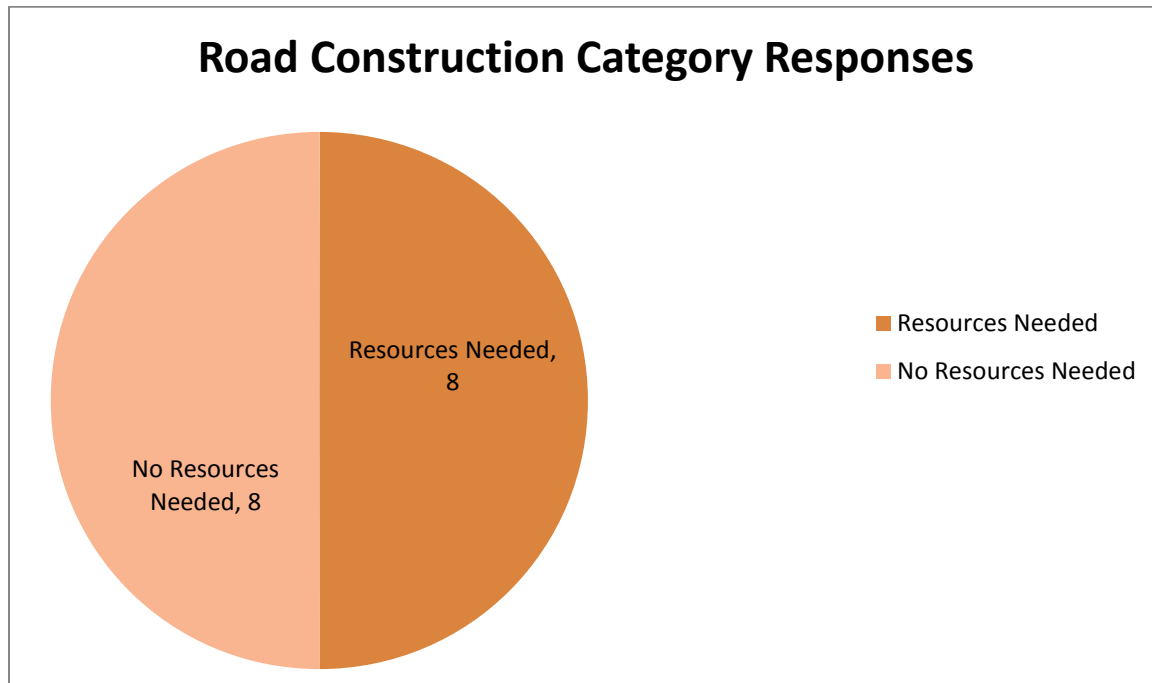
Surface Treatments for Low Volume Roads



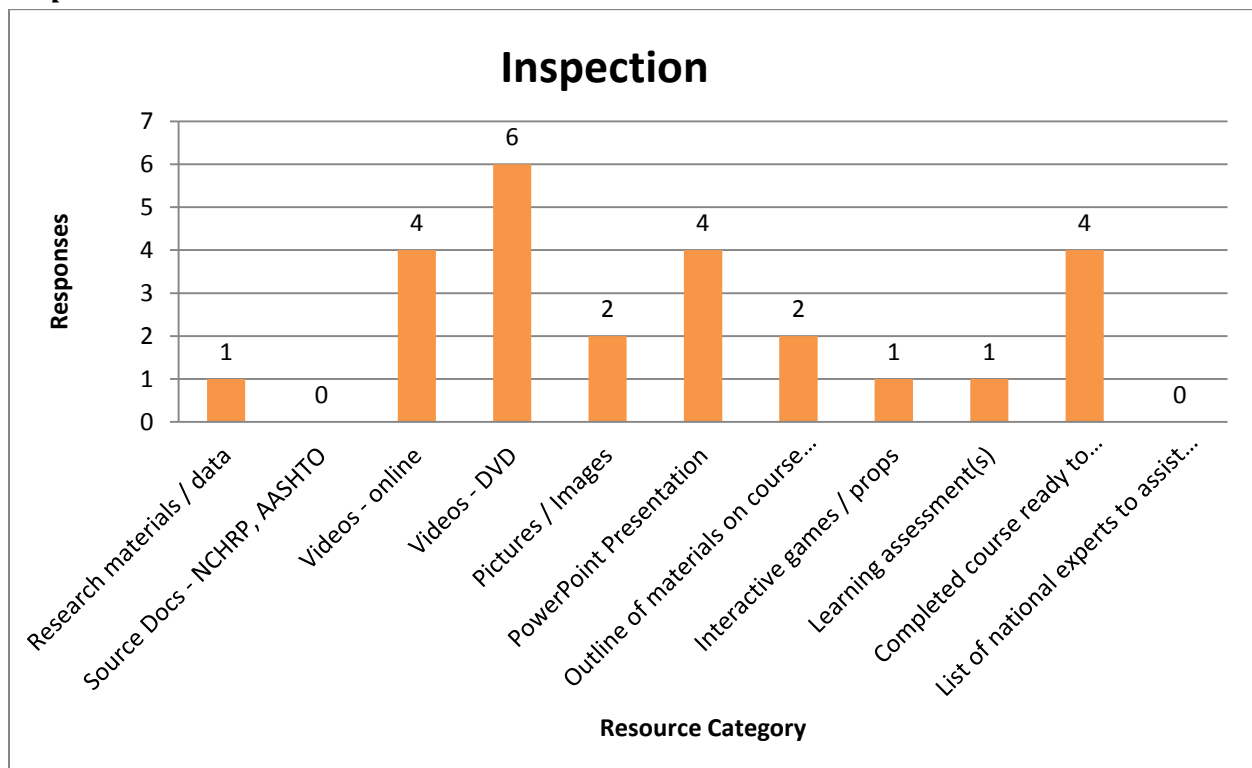
Treated and Untreated Bases



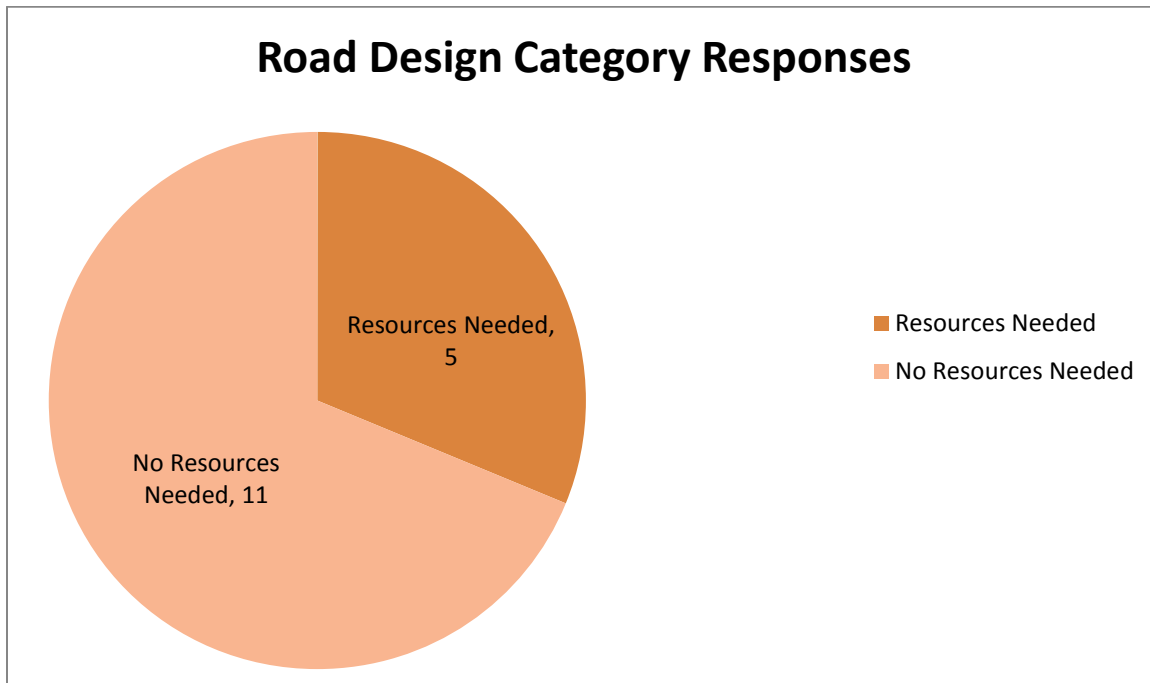
Road Construction



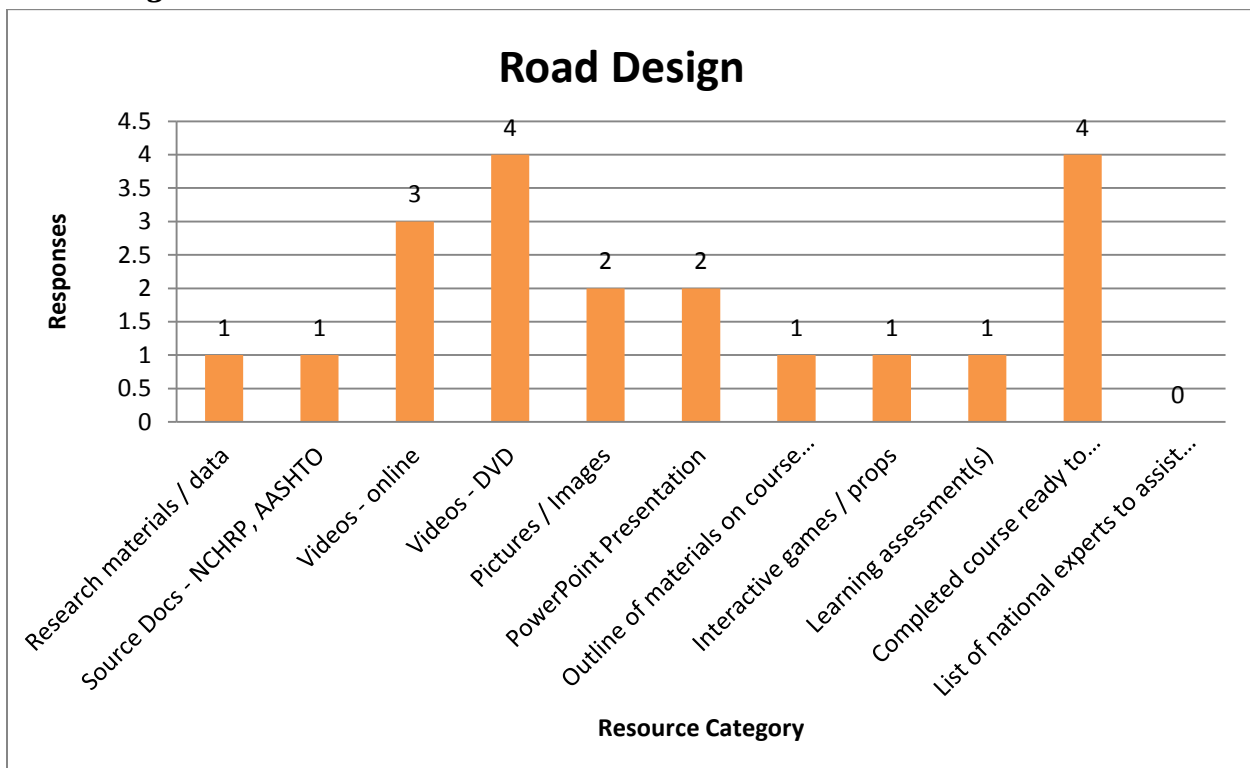
Inspection



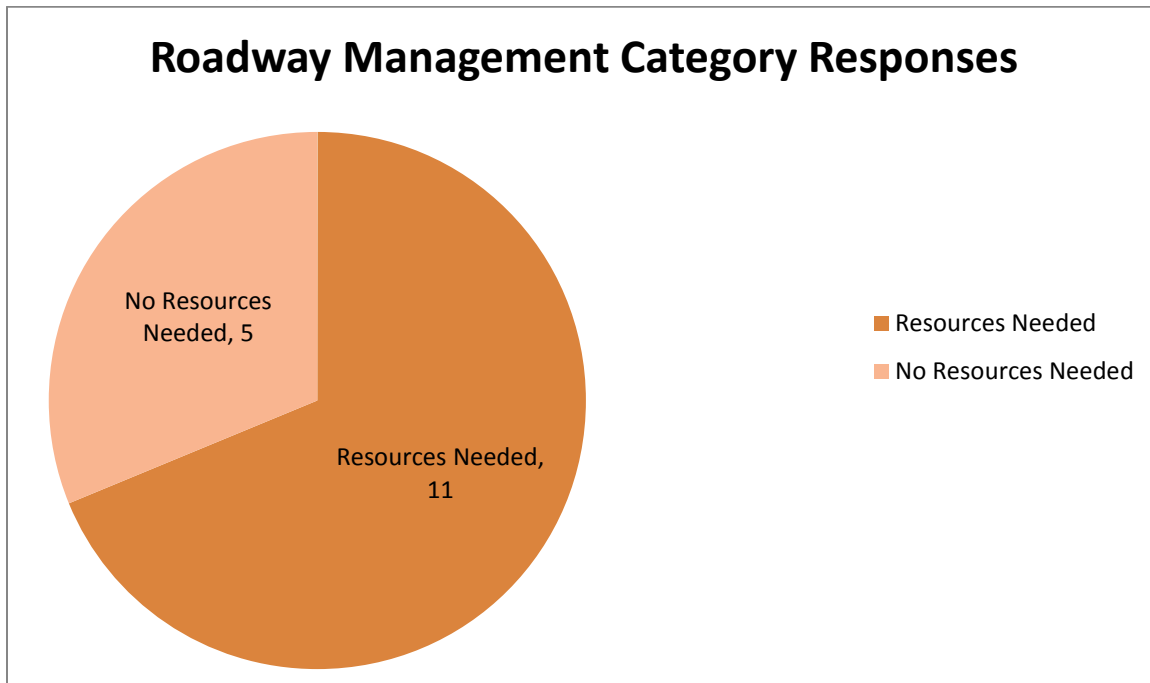
Road Design



Road Design



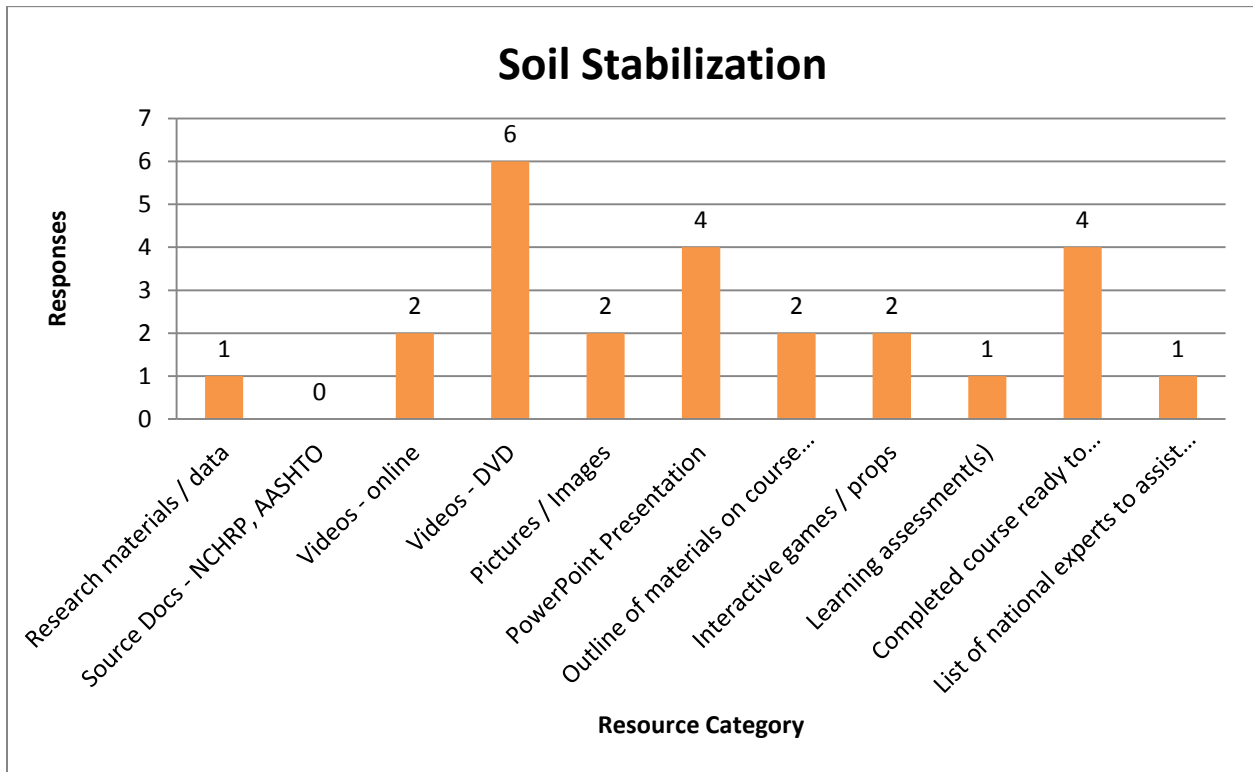
Roadway Management



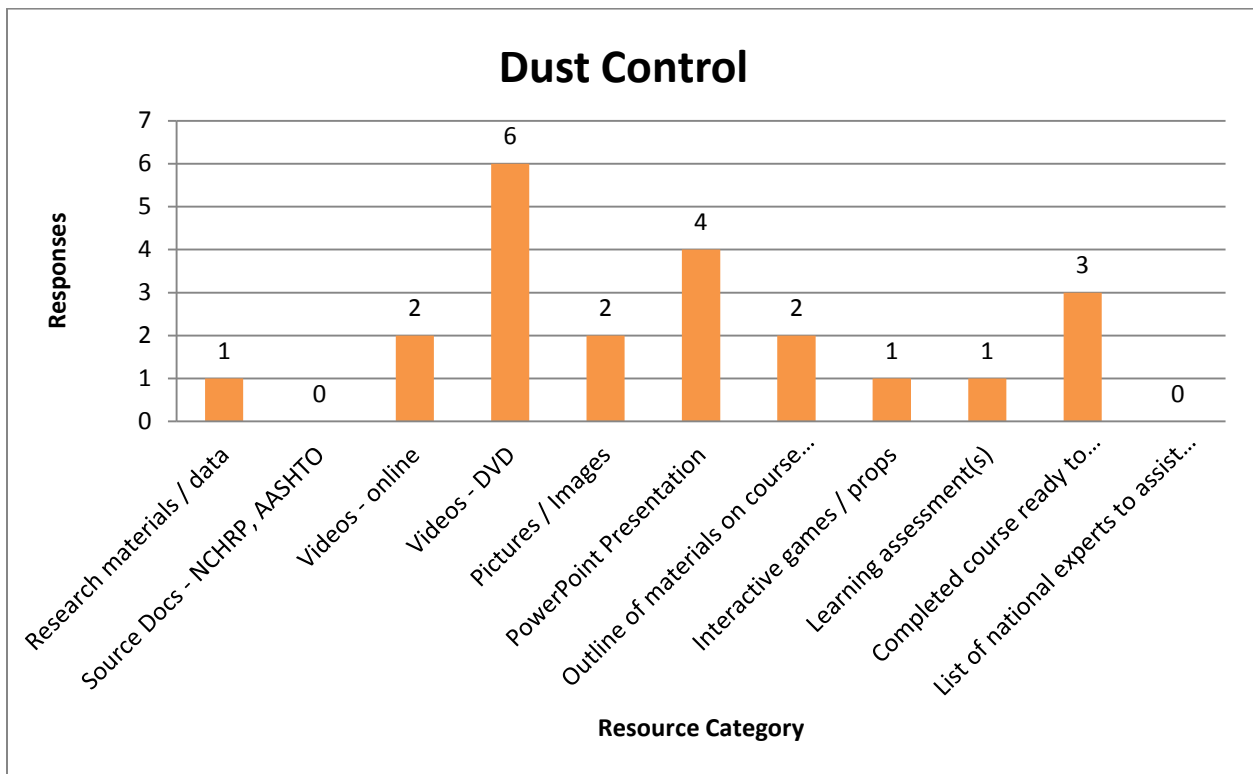
Sign Management



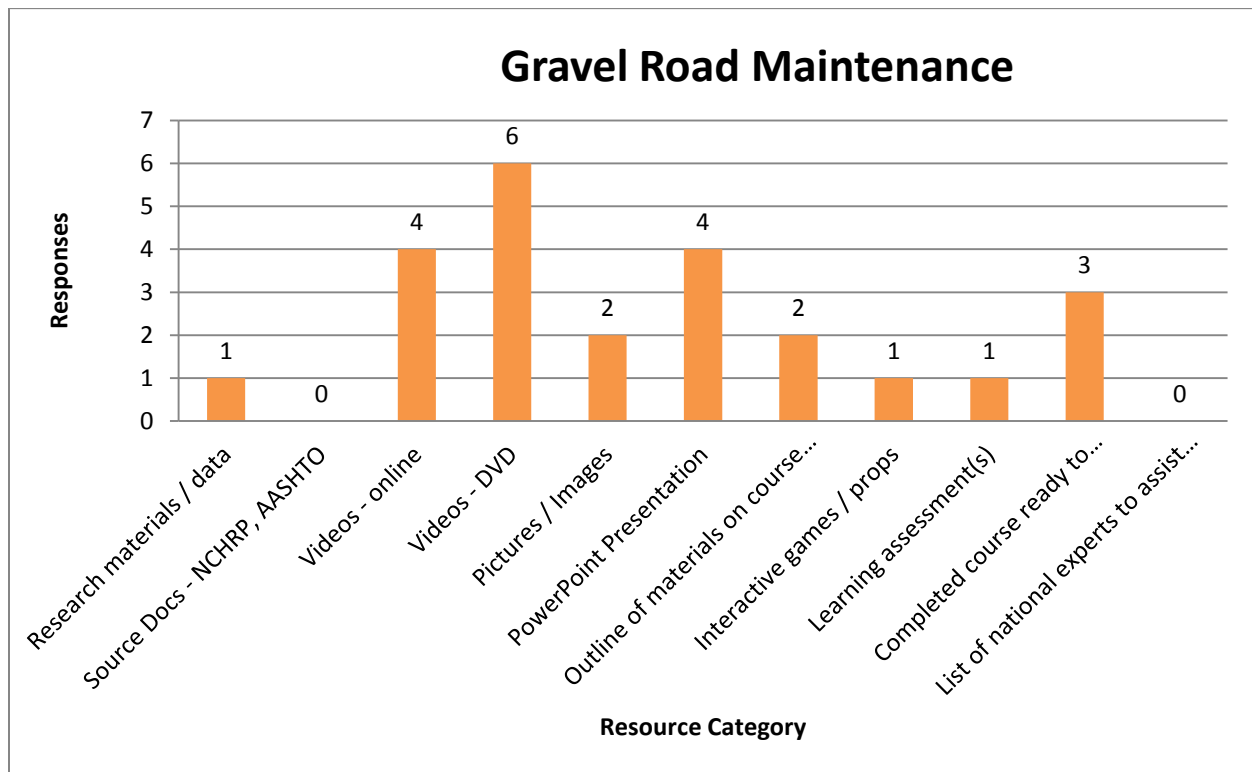
Soil Stabilization



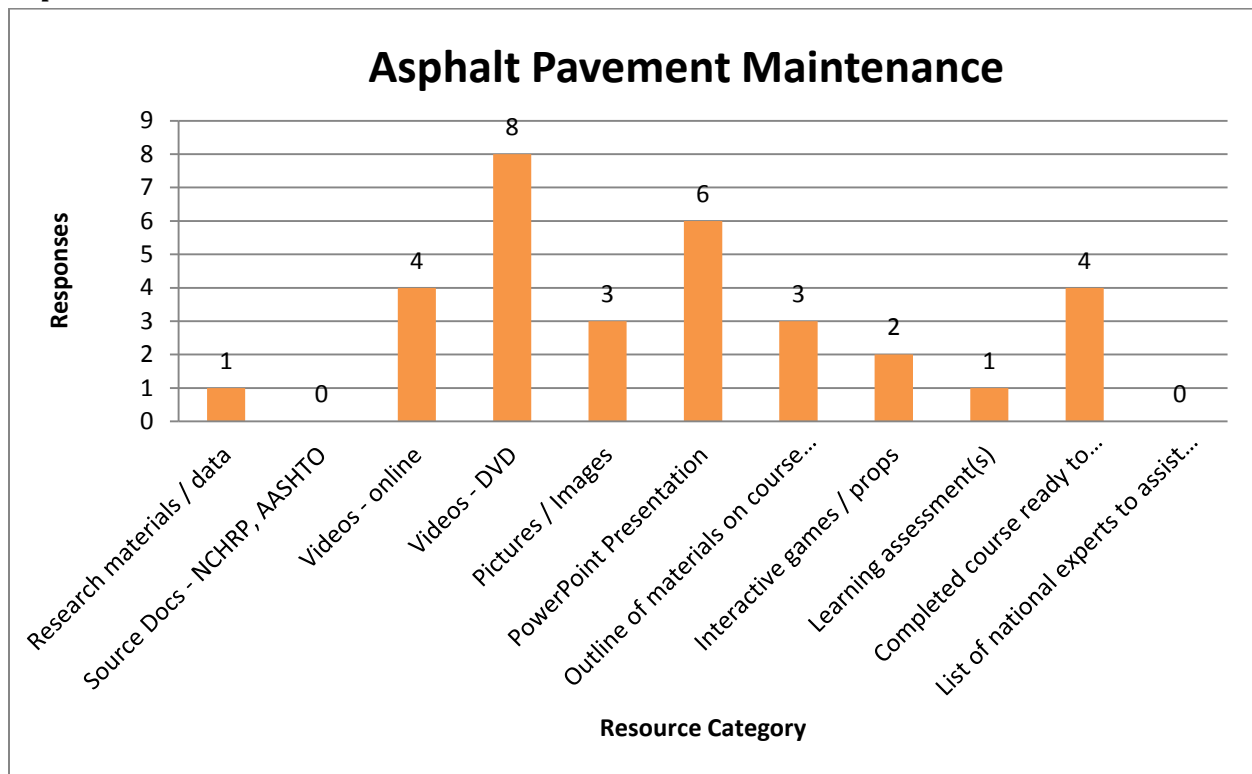
Dust Control



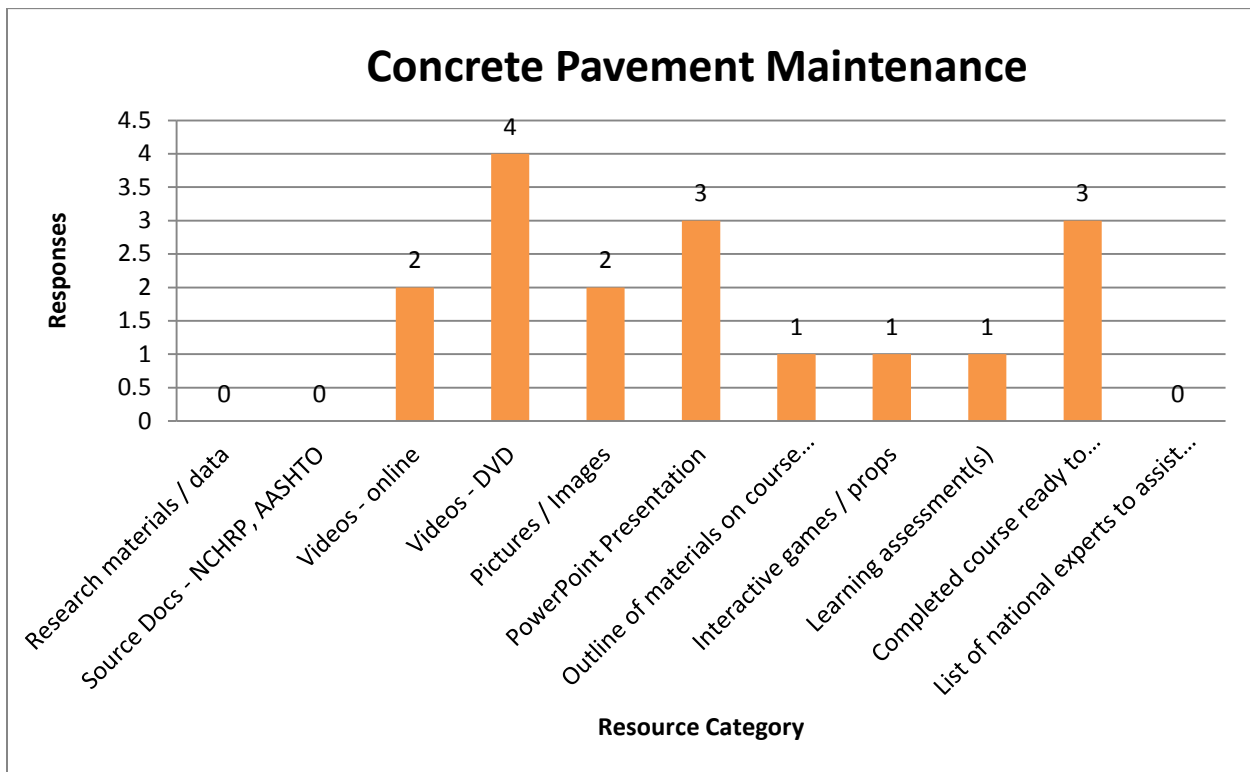
Gravel Road Maintenance



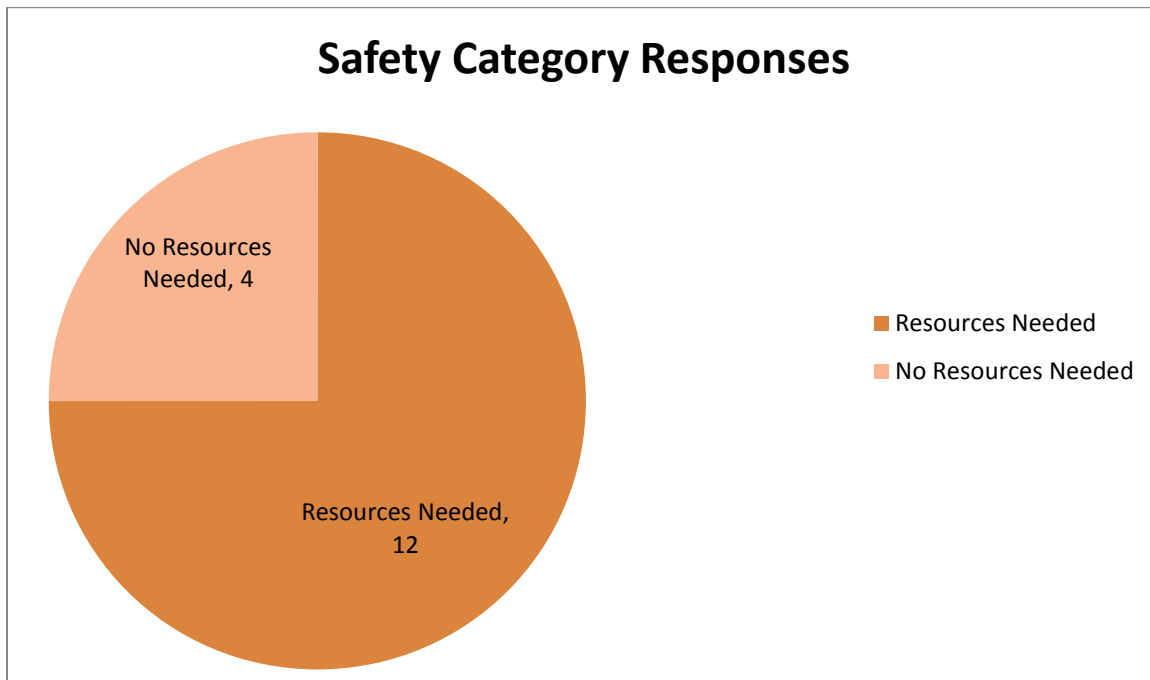
Asphalt Pavement Maintenance



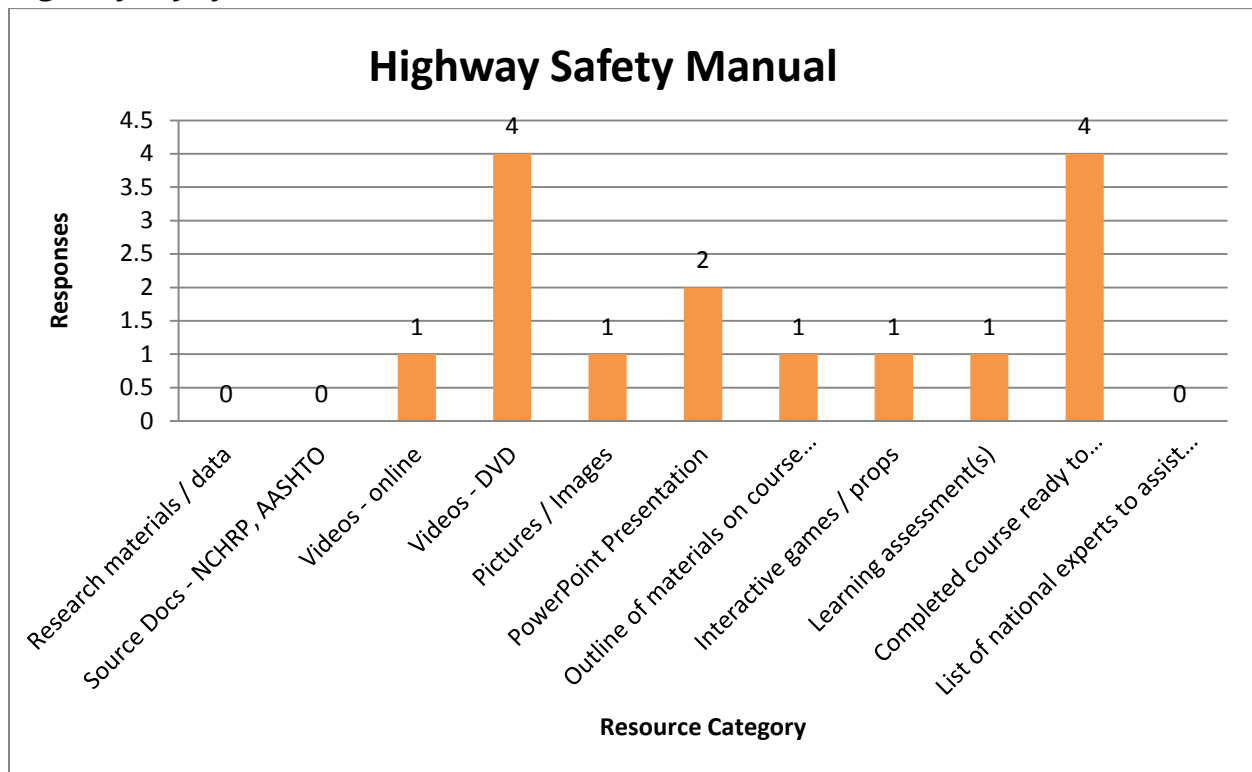
Concrete Pavement Maintenance



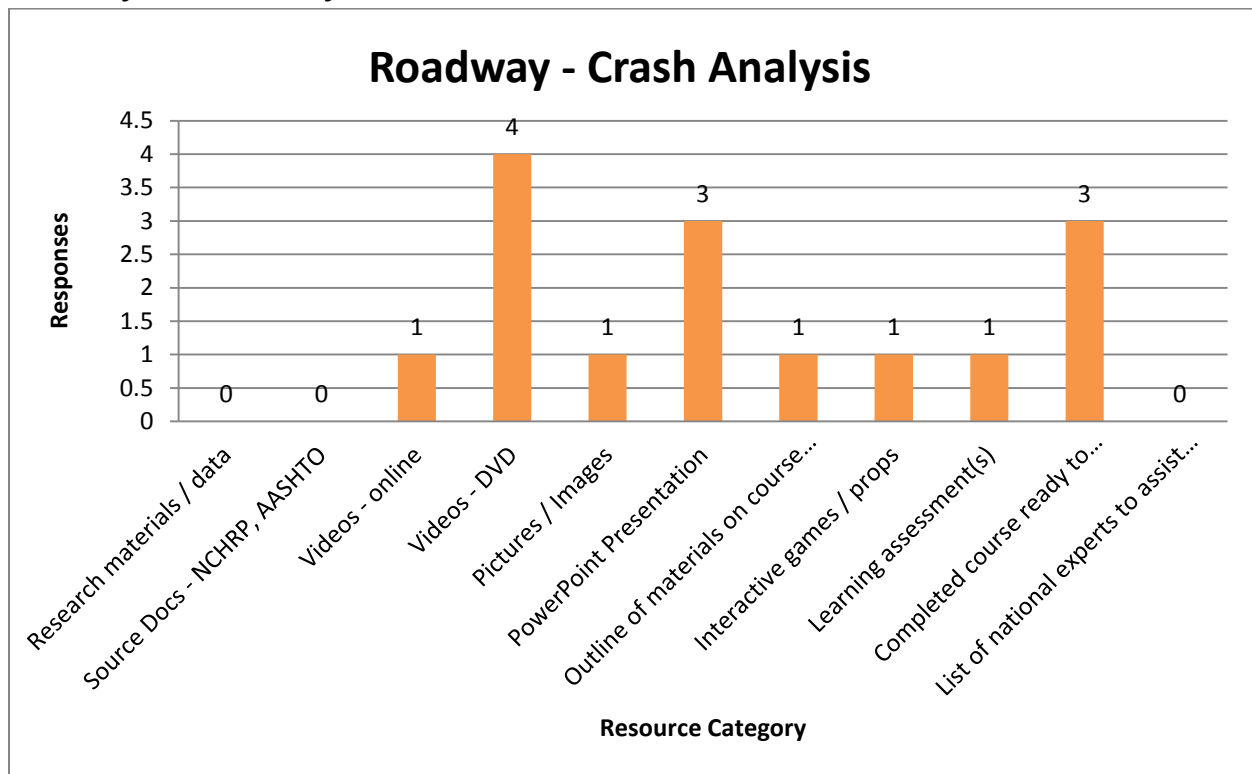
Safety



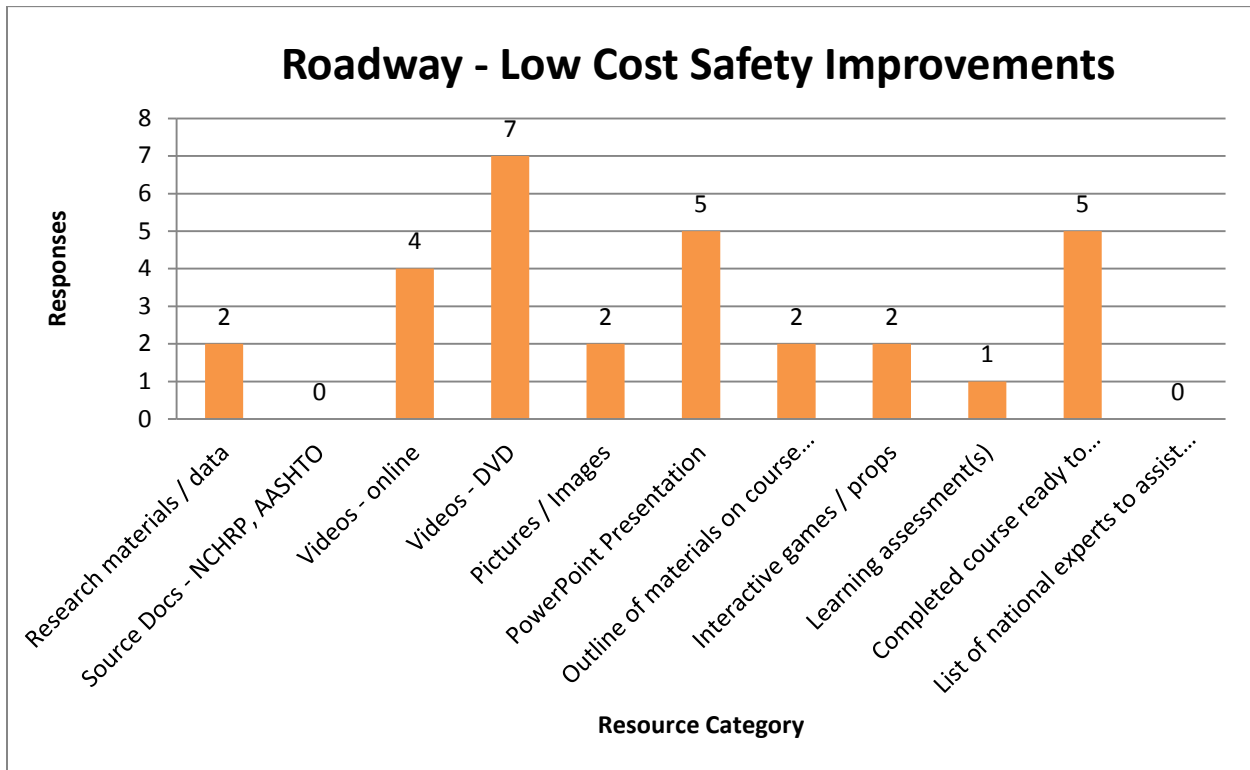
Highway Safety Manual



Roadway - Crash Analysis



Roadway – Low Cost Safety Improvements



Roadway – Vegetation Management

