



OJT NEWS— WELCOME!



**2010 Department of Transportation
On-the-Job Trainees and Apprentices**

Welcome to the debut issue of "Blueprints: The OJT Advisor", the official newsletter of The District Department of Transportation's (DDOT) On-the-Job trainee/apprenticeship (OJT) Program. This newsletter has been created to provide you with practical information to assist you in becoming a successful participant in the OJT program. You will receive bi-monthly informational updates via newsletter on training opportunities, OJT news, work/life tips and ongoing supportive services. This newsletter has

also been designed to highlight resources that are available to help build your personal and professional capacity as well as keep you informed of recent news and updates about the construction community that affect you and your fellow OJT peers.

The BOWDC would like to thank each trainee and apprentice for attending our quarterly OJT meeting. The purpose for the meeting was to establish and maintain regular corporate communication with all OJT participants. All future meetings will be held quarterly. We trust you were pleased with your experience at our last meeting and received helpful information to carry you until we meet again. Don't forget that we will conduct unannounced site visits regularly, so please remember to carry all certifications with you daily. Be on the look-out, the next meeting will be held in the fall, date and time TBA.

Crossing the Threshold:

The **BOWDC** would like to congratulate the following trainee/apprentices for recently graduating from the OJT program or completing hours for their apprenticeships:

Michael Bennett, Christopher Cropp, Richard Gibson, Eric Gillis, Joyce Lee, Laquandra Missick, Pouya Mohammadi, Davon Monyeah, Decorious Phelps, Joseph Scott, Edna Singleton, Pat Smith, Ricky Todd and Takiyah Washington.

We would also like to welcome our new trainees and apprentices into the OJT program during FY09-FY10 :

Lawrence Bradshaw, Charles Brown, Burnis Cole, Craig Edmondson, Harold Franklin, Dawn George, Antonio Green, Lajaune McCoy, Veronica Mitchell, Todd Mitchner, Ebony Moten, Ali Muhajid, Aiesha Nickens, Calvin Perryman, Gregory Seals, James Spriggs, Michael Stamos, Lauren Steward and Vernon Tyler.

Congratulations!!!!

Welcome!!!!

Quote for the Month:

**"THE ROAD TO SUCCESS IS ALWAYS
UNDER CONSTRUCTION"**

-LILY TOMLIN

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Blueprints: The OJT Advisor



***“Man must
evolve from
all human
conflict
methods
which reflect
revenge,
aggression
and
retaliation”***

***-Martin Luther
King,
Jr.***

Warm Weather Tips

Working in extreme temperatures is not only uncomfortable, it can be dangerous. When the body is unable to cool itself by sweating, several heat induced illnesses such as heat stress, heat exhaustion, or more severely heat stroke can occur. Here are 5 tips to help prevent

heat related illnesses:

1. Know signs and symptoms of heat related illnesses; monitor yourself or your co-workers,
2. Avoid caffeine and large amounts of sugar,
3. If possible, block out

direct sun or other heat sources,

4. Drink water frequently,
5. Wear lightweight, light colored, loose fitting clothes.

Stay Cool!!

GOT CONFLICTS? - Conflict Resolution Tips

Usually the natural response to conflict is "Fight or Flight". Neither of these helps to "Solve Conflicts". Here are some helpful tips to resolve conflicts:

If necessary, use a mediator to help you and the other person find a safe place in which you can have the conversation about the issues. It might help you find a lasting solution.

- Stay Calm
- Listen to the other side
- Find a positive solution



Training Opportunities and Tips



Rainy Day? No Work? Utilize the National Highway Institute (NHI), it's your source for training in the transportation industry. NHI offers several web-based courses for professionals in the highway construction industry. NHI is a part of the Federal Highway Administration and provides training that addresses the full

life cycle of the highway transportation system. In addition to web based courses, NHI offers two other types of training: Instructor-led and web-conferencing. The online courses are available 24/7. You can control the pace at which you complete the course and may return to it as many times as you wish. Although, the final exams

can only be completed for a final score once. You can access these courses from home or by visiting the BOWDC computer lab. Contact the BOWDC or visit the NHI website: <http://www.nhi.fhwa.dot.gov/home.aspx> for more information on enrollment and accessing the web-based training.