Writing that Works!
Communication Skills for Construction

Gravel Road Maintenance and Design
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March 21, 2017, Rasmussen College, Mankato Campus, 130 Saint Andrews Drive, Mankato, MN 56001
March 28, 2017, University of Minnesota, 230 Learning and Environmental Sciences, 1954 Buford Avenue, Saint Paul, MN 55108

Student class limit: 21

Registration begins at 8:00 a.m. Workshop is scheduled from 8:30 a.m. to 3:30 p.m.

Workshop Description
This one-day course provides an introduction to the importance of writing and professional skills needed for public works professionals. Course emphasis is on planning, preparing, and delivering effective and clear workplace documents to communicate with the general public and elected officials. Specific types of documents may include field construction reports, incident reports, maintenance reports, business letters, e-mail, and interoffice memoranda. Students will also be introduced to basic office applications that may be used in the preparation of documents used by public works professionals.

Course Objectives
To learn and apply the principles of effective writing at a job entry level of proficiency. After successfully completing this course, the student will be able to:

• Demonstrate the importance of proper technique, vocabulary, and structure for technical documents used by public works professionals when communicating to the general public and elected officials.

• Prepare field construction reports, maintenance reports, and effective interoffice memoranda, including e-mail and memos.

• Analyze sample public works documents, edit drafts of student work, and participate in class discussions to collaboratively explore the challenges of delivering technical information clearly to the public and elected officials.

• Use technology competently when preparing technical documents.

Who Should Attend
Individuals who need to correspond with public citizens and city and county boards/councils. You should attend if you write maintenance reports and documentation or if you are interested in becoming a supervisor, are a newly promoted supervisor, or are a supervisor who wishes to improve your communication skills.

Recommended Prerequisite
Computers will be used in this class. Please spend some time before the workshop familiarizing yourself with basic computer skills, Microsoft Office, and e-mail.

(Computers will be provided for students.)
Workshop Instructors

Ann Johnson, PE, is a University of Minnesota faculty director of the Construction Management degree program, and a workshop and course instructor for MN LTAP and the Center for Transportation Studies (CTS), also at the University of Minnesota. She is a professional engineer registered in both Minnesota and Wisconsin. Ann has served as a teaching specialist in the Civil Engineering Department for many years, teaching CADD, highway design, AutoCAD, and surveying.

Eric Johnson is an experienced bridge, grading, and concrete inspector. He has a degree in Comprehensive English Education, and before he came to work in the construction industry, he was a high school English teacher for several years. He uses the skills he developed in that role for the preparation of both technical reports and curricula for MnDOT training courses. He also serves as a contributing writer and editor for technical manuals and publications. Eric is currently teaching the PUBW 1010 course titled “Office and Professional Skills for Public Works” at North Hennepin Technical College, which is part of the Public Works Certificate curriculum.

Registration and Fees

The registration fee includes lunch, coffee breaks, and program materials. A refund of the registration fee, minus a $30 cancellation fee, will be made if cancellation is received five working days prior to the workshop. Disability accommodations are available upon request.

Professional Development Hours (6.0 PDHs)

Roads Scholar Program (1 Required)

Gravel Road Maintenance and Design

April 11, 2017, MnDOT District 6, 2900 48th Street NW, Rochester, MN 55901
April 12, 2017, Days Inn Victorian Conference Center, 1000 Highway 7 West, Hutchinson, MN 55350
April 19, 2017, Arrowwood Lodge at Brainerd Lakes, 6967 Lake Forest Road, Baxter, MN 56425

Registration begins at 8:00 a.m. Workshop is scheduled from 8:30 a.m. to 3:30 p.m.

Workshop Description

This workshop is designed to help supervisory personnel and operators better understand the materials, techniques, and equipment needed for maintaining gravel roads. Slides, videos, and group discussions will be used to review new techniques and ideas in gravel road maintenance. Attendees will learn from real-world examples and benefit from the exchange of information with instructor and other attendees.
Topics Covered
- The latest in gravel road maintenance techniques
- How to reduce washboarding
- How to choose good sources of gravel
- How to shape a gravel road, including a proper crown and shoulder
- Gravel road and equipment safety
- Gravel gradation
- How to control dust
- How to select the right equipment and cutting edges
- Fabric stabilization of weak road-base conditions
- How to develop a road improvement program
- Turning bituminous roads back with stabilization and Otta Seal
- Review of gravel road maintenance equipment
- Motor grader safety and operation overview

Who Should Attend
Supervisors, operators, and township officials responsible for maintaining gravel roads, and anyone interested in gravel road maintenance.

Workshop Instructor
John Okeson has more than 40 years in operations, supervision, and management for a rural county highway department. He has served 20 years as a township supervisor. He retired from Becker County Highway as superintendent after 42 years and is presently serving as a Becker County Commissioner.

Registration and Fees
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Professional Development Hours (6.0 PDHs)
Roads Scholar Program (1 Required)

Program and Registration Information Contact
Christine Preston, Continuing Professional Education, University of Minnesota, 612-624-4754, fax: 612-624-6225, e-mail: cceconf2@umn.edu

The University of Minnesota is an equal opportunity educator and employer. Disability accommodations are available upon request.
Printed on recycled paper with 20% postconsumer waste.
Registraion Form

Name (Last)* (First)*

Employer/Organization* Title

Address*

City* State* ZIP Code*

E-mail*

Telephone Fax

*Information in the section above is private data. Items marked by an asterisk (*) are required for identification and to establish your student record. Information is shared with the registrar’s office, your instructor, and other University offices for the purposes of record keeping, affirmative action, and reporting.

1 Writing that Works! Communication Skills for Construction—ENGR X602

(Please select location) (Please select fee)

_____March 21, Mankato (001) □ $60 Township and Tribal representatives

_____March 28, St. Paul (002) □ $70 City, County, State, and Federal representatives

_____March 28, St. Paul (002) □ $150 All others

Register online (credit card only): www.mnltap.umn.edu/writingthatworks

2 Gravel Road Maintenance and Design—ENGR X011

(Please select location) (Please select fee)

_____April 11, Rochester (014) □ $60 Township and Tribal representatives

_____April 12, Hutchinson (015) □ $70 City, County, State, and Federal representatives

_____April 19, Baxter (016) □ $150 All others

Register online (credit card only): www.mnltap.umn.edu/gravelroad

If your check is returned because of insufficient funds or closed account, or because you have made a stop payment request, you will be charged a check handling fee of $20.

Method of Payment (please check one)

☐ Enclosed is a check or money order payable to University of Minnesota.

☐ Enclosed is a purchase order or letter of authorization to bill my employer.

☐ Charge to: ☐ Visa ☐ MasterCard ☐ Discover ☐ AMEX

Account number Expiration date

Name as printed on card Signature

Register by fax: 612-624-5359

Register by mail: CCE Registration Center
University of Minnesota
353 Ruttan Hall
1994 Buford Avenue
Saint Paul, MN 55108