



64th Annual
AASHTO
National Transportation
Management Conference

2019 Leadership
Training

CMC
& Associates

64th AASHTO National Transportation Management Conferences

Invest in the Future, Invest in Leadership

The AASHTO National Transportation Management Conferences, now in their 64th year, provide mid-level managers in departments of transportation the skills they need to make the transition from technical to management responsibilities.

In a four-day series of workshops, participants are introduced to the tools, techniques and best 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 and 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
- Creating a nationwide network for midlevel transportation managers
- Leading change
- Team building
- Managing people in today's world
- Improving communication skills
- Learning to detect and mitigate risks in managing projects
- Professional ethics
- Evolving transportation policy



Unlock the Power of Your Management Skills

Daily sessions conducted by nationally acclaimed instructors include illustrated lectures, panel discussions, video dramatizations, case analyses and role-playing.

Each session gives participants experience in solving practical, real-life transportation management situations – and these interdisciplinary team exercises continually rate as the most valuable element of each conference.

Build Your Own Network of Advisors

Throughout the conferences, participants share experiences – both difficulties and successes that impact transportation managers – as they learn from one another on the journey of continuous managerial improvement.



Our Instructors



KIM D. WARD, PH.D., Kim has been involved in the training and consulting industry in a variety of capacities since 1990. He has over 35 years of sales, management, and executive leadership experience. His expertise encompasses organizational assessment and analysis, strategy and process re-organization, consulting, curriculum development, video script development and video talent, keynote speaking, and seminar facilitation. Kim has been instrumental in helping hundreds of organizations achieve and exceed growth and productivity objectives. Kim has authored and co-authored numerous training programs including Leading High Velocity Change; Partnering for Success; and Management Leadership in the 21st Century and Cooperation Selling™. His professional presence, personal success and ability to engage his audience has earned him an excellent reputation in several industries including communications, technology, transportation, e-commerce, staffing, automotive, office automation, medical, and distribution. Kim serves on the Professional Sales Advisory Board at Ohio University. He is also a member of numerous civic and professional organizations and resides with his family in Longwood, Florida.



THOMAS F. BARRY JR., P.E., is formerly a senior vice president at Atkins. He was a member of the Atkins management leadership team and served as a senior advisor on projects throughout the country. Before joining Atkins, he served as the Florida Department of Transportation (FDOT) Secretary from 1997 until 2003. Prior to serving as Secretary, he held the position of Assistant Secretary for Finance and Administration from 1992 to 1997.



EUGENE A. CONTI JR., PH.D., President of The Conti Group, LLC, has more than 30 years of public service and private business management experience. Conti joined his wife, Betsy, in the management consultancy in January 2013. Their practice focuses on business development and revenue growth for clients in transportation, technology, and broadband infrastructure, as well as training and coaching leaders in those sectors. Gene served as Secretary of the North Carolina Department of Transportation from 2009-2013. His management experience includes tenures as Secretary of the Maryland Department of Labor, Licensing and Regulation; Assistant Secretary for Transportation Policy at the United States Department of Transportation; and Vice President of PBS&J (now Atkins), an engineering consulting firm.

In recognition of his long-standing commitment to systemic transportation improvements, Secretary Conti was awarded the Thomas H. McDonald Award in 2012 by the American Association of State Highway and Transportation Officials (AASHTO). He earned his Ph.D. in anthropology as well as his master's degree in policy science and public affairs from Duke University.

General Information

WORKSHOP FORMAT

Each conference lasts four days, starting on Monday morning and concludes on Thursday (see typical conference schedule on page 4). Participants must attend the entire conference in order to successfully complete the program and receive a certificate and 3.0 Continuing Education Units (CEU).

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

Before each conference each participant is sent a survey of interests and training needs. The conference instructors will review these surveys and adjust the conference agenda to meet the identified interests and needs.

At each conference, participants are provided with a notebook of required and recommended reading materials that supplement the conference sessions. Every 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 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 2019 series of conferences, but no more than six from one member department/affiliate may be enrolled in a specific conference.

Nominations should be received by CMC & Associates no later than 45 days prior to the start date of each event. Nominations received after that will be accepted on a space available basis. To nominate one or more staff members, use the form on page seven or register online at www.cmc-associates.com/aashto.

TUITION PAYMENT AND REFUND POLICIES

The tuition of \$1,595 per participant includes all instructional materials and courses, three lunches, four continental breakfasts, breaks 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 within ten days of receipt of the nominations. A tuition invoice (\$1,595/participant) will then be sent to the nominator, and payment or a PO number must be received at least 30 days prior to the conference. Please note: tuition costs will be billed to the nominator, unless otherwise specified.

CANCELLATION POLICY

If written cancellation is received by CMC & Associates more than 30 days before the start of the conference, a full refund, less the cost of any materials already sent and credit card fees, will be returned. If cancellation is received at least two weeks before the conference start date, but less than 30 days from the start date, a 50% refund will be given. **No refunds will be given for cancellations received less than two weeks prior to the conference.** Qualified substitutes will be permitted provided the substitute's information has been submitted to CMC in time to approve the candidate prior to the chosen conference.



For more information, contact: Karen Crawford, Project Director for NTMC
CMC & Associates | 2713 Blairstone Lane, Tallahassee, FL 32301 | Phone: 850-224-7775 | Fax: 850-224-7704
Email: krcrawford@cmc-associates.com

Typical Conference Schedule

SUNDAY

3:00 p.m.–5:00 p.m. Registration

MONDAY

7:00 a.m.–8:00 a.m. Registration
7:00 a.m.–8:00 a.m. Continental Breakfast (provided)
8:00 a.m.–10:00 a.m. Conference Opening & Overview
Kim Ward
10:00 a.m.–10:15 a.m. Break (provided)
10:15 a.m.–Noon Critical Issues in Transportation:
Round Table Discussion
Moderator: Tom Barry
Guest Speakers: FHWA; AASHTO
Noon–1:00 p.m. Lunch (provided)
1:00 p.m.–3:00 p.m. Transportation Leadership
Challenges Tom Barry
3:00 p.m.–3:15 p.m. Break (provided)
3:15 p.m.–5:45 p.m. Leading Change Kim Ward
5:45 p.m.–7:00 p.m. Reception
7:00 p.m. Adjourn (dinner on your own)

TUESDAY

7:00 a.m.–8:00 a.m. Continental Breakfast (provided)
8:00 a.m.–9:00 a.m. Identifying Customers and Managing
Conflicting Needs Tom Barry
9:00 a.m.–10:00 a.m. Managing Projects for Success,
Part 1 Tom Barry
10:00 a.m.–10:15 a.m. Break (provided)
10:15 a.m.–11:30 a.m. Managing Projects for Success,
Part 2 Tom Barry
11:30 a.m.–12:30 p.m. Lunch (provided)
12:30 p.m.–2:30 p.m. Communication, Part 1 Kim Ward
2:30 p.m.–3:00 p.m. Break (provided)
3:00 p.m.–4:00 p.m. Communication, Part 2 Kim Ward
4:00 p.m.–5:00 p.m. Managing Multiple Priorities
Kim Ward
5:00 p.m. Adjourn (dinner on your own)

WEDNESDAY

7:00 a.m.–8:00 a.m. Continental Breakfast (provided)
8:00 a.m.–9:30 a.m. Enhancing Teamwork to
Reduce Conflict, Part 1 Kim Ward
9:30 a.m.–10:00 a.m. Break (provided)
10:00 a.m.–11:00 a.m. Enhancing Teamwork to Reduce
Conflict, Part 2 Kim Ward
11:00 a.m.–Noon Ethics in the Real World Gene Conti
Noon–1:00 p.m. Lunch (provided)
1:00 p.m.–2:00 p.m. Performance Measurement
Gene Conti
2:00 p.m.–3:00 p.m. Policy Architecture. Gene Conti
3:00 p.m.–3:15 p.m. Break (provided)
3:15 p.m.–5:15 p.m. Hiring, Developing, and Coaching
People, Part I Kim Ward
5:15 p.m. Adjourn (dinner on your own)

THURSDAY

7:00 a.m.–8:00 a.m. Continental Breakfast (provided)
8:00 a.m.–9:00 a.m. Hiring, Developing, and Coaching
People, Part 2 Kim Ward
9:00 a.m.–10:00 a.m. Disciplining Team Detractors.
Kim Ward
10:00 a.m.–10:15 a.m. Break (provided)
10:15 a.m.–11:45 a.m. Motivation Kim Ward
11:45 p.m.–12:15 p.m. Plan for Improvement and Reduce
Stress Kim Ward
12:15 p.m.–12:30 p.m. Individual Growth Plans and Summary
—Closing Remarks Kim Ward
12:30 p.m. Adjourn Kim Ward



Conference Locations



July 8-11: Tampa, FL

The Embassy Suites Tampa – Downtown Convention Center hotel's proximity to family attractions and the Tampa Convention Center. Appreciate being in downtown Tampa and connected to the Tampa Convention Center at our all-suite hotel. Be close to shopping, dining, entertainment and business. Get around town on the TECO Trolley, which you can board just outside our front door.

\$121.00 Single/ \$141.00 Double. Cut off date: 6/7/19
513 South Florida Avenue • Tampa, FL 33602 • (800) 362-2779
www.embassysuites3.hilton.com

July 29 - August 1: Austin, TX

Enjoy Texas hospitality at the Hilton Garden Inn Austin Downtown/Convention Center hotel, blocks from Austin Convention Center, 6th Street, Warehouse Entertainment District, the University of Texas and seven miles from Austin-Bergstrom International Airport. Walk to corporations such as Lockheed Martin and Morgan Stanley. Known as the 'Live Music Capital of the World,' Austin offers shopping, restaurants and nightlife.

\$145.00 Single/Double. Cut off date: 7/8/19
500 N Interstate 35. • Austin, TX 78205 • (877) 782-9444
www.hiltongardeninn.com

August 19-22: Madison, WI

The Concourse Hotel and Governor's Club is situated in downtown Madison, Wisconsin across the street from the State Capitol, surrounded by a variety of food establishments and near State Street, University of Wisconsin campus, Overture Center, Monona Terrace Convention Center and Alliant Energy Center. Located five miles from Dane County Regional Airport with complimentary airport shuttle service from 7:00 am – 11:00 pm daily. Complimentary wireless Internet access is available in your guest room.

\$127.00 Single/ \$147.00 Double. Cut off date: 7/19/19
One West Dayton St. • Madison, WI 53703 • (800) 356-8293
www.concoursehotel.com

September 30 - October 3: Spokane, WA

Experience a contemporary retreat in a prime downtown location at The Davenport Grand, Autograph Collection in Spokane. Relax and recharge in thoughtfully appointed hotel accommodations, featuring stunning 55-inch, flat-panel TVs, spacious work areas, fast Wi-Fi, marble bathrooms and gorgeous views of Riverfront Park. Explore a wealth of nearby attractions, including Spokane Arena, INB Performing Arts Center, Centennial Trail and Spokane Convention Center. When it's all said and done, socialize with friends and colleagues over specialty cocktails at our intimate lounge or scenic rooftop terrace. Designed to ensure absolute comfort, our hotel is stylish home base for your visit to Spokane, Washington.

\$117.00 Single/Double. Cut off date: 8/29/19
333 West Spokane Falls Blvd • Spokane, WA 99201 • (509) 458-3330
www.davenporthotelcollection.com

October 21-24: Annapolis, MD

The DoubleTree Hotel Annapolis is ideally located minutes from some of the greatest attractions Annapolis, Maryland has to offer. The US Naval Academy, Maryland State Capital and the historic waterfront district are just three short miles away. The hotel is within easy reach of the Westfield Mall, Festival Plaza, Annapolis Harbour Center, and several of the area's finest golf courses. The beautiful Towne Center at Parole is within walking distance of the hotel offering great shopping and dining opportunities. The Doubletree Hotel Annapolis is conveniently located between Baltimore and Washington D.C. with easy access to Route 50. Baltimore Washington International airport is just 20 miles away. Complimentary wireless Internet access is available in your guest room.

\$134.00 Single/Double. Cut off date: 9/19/19
210 Holiday Court • Annapolis, MD 21401 • (410) 224-3150
www.doubletreeannapolis.com

Nomination Form

Each AASHTO member department/affiliate may nominate a total of 12 participants for the five 2019 conferences, but no more than six individuals from each member department/affiliate may attend the same conference session.

2019 Conference Sessions: July 8-11, 2019, Tampa, FL ● July 29 - August 1, 2019, Austin, TX ● August 19-22, 2019, Madison, WI ● September 30 - October 3, 2019, Spokane, WA ● October 21 -24, 2019, Annapolis, MD

Tuition: The tuition for each four-day course is \$1,595, which includes course materials, three lunches, four continental 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 if necessary):

NAME _____ TITLE _____

STREET ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

*DEMOGRAPHIC QUESTIONS: GENDER _____ AGE _____ RACE _____

LOCATION-1ST CHOICE _____ LOCATION-2ND CHOICE _____

NAME _____ TITLE _____

STREET ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

*DEMOGRAPHIC QUESTIONS: GENDER _____ AGE _____ RACE _____

LOCATION-1ST CHOICE _____ LOCATION-2ND CHOICE _____

NAME _____ TITLE _____

STREET ADDRESS _____

TELEPHONE _____ FAX _____

EMAIL _____

*DEMOGRAPHIC QUESTIONS: GENDER _____ AGE _____ RACE _____

LOCATION-1ST CHOICE _____ LOCATION-2ND CHOICE _____

* These questions are for internal use and allow us to better understand our audience as a whole and track demographic changes over time. You may choose not to answer if you are unsure or wish not to say.

MAIL OR FAX COMPLETED FORM TO:
Karen Crawford, CMC & Associates
2713 Blairstone Lane | Tallahassee, FL 32301 FAX: (850) 224-7704

