

# Facilitators Chat Sheet

November 2008



## ADOT Partnering Office

206 South 17th Avenue, Mail Drop 175A  
Phoenix, AZ 85007  
602-712-7120

<http://www.azdot.gov/ccpartnerships/Partnering>

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## Workshop Reminders/News

### We have a new Partnering Workshop Coordinator starting on December 1, 2008.

His name is **Jason Carlson**. Jason brings knowledge, skills and abilities (KSA's) from previous training and experience that will enable him to be successful in this new position. His KSA's include working as an ADOT Construction Field Inspector, being a certified ADOT Facilitator, performing as a trainer and military experience. Specifically the ADOT construction experience will assist him in communicating with his prime customers (construction project teams) by understanding their jobs and terminology, relating to them from a construction perspective and providing feedback regarding the partnering principles and processes. He has also possesses excellent interpersonal and communication skills along with a can do positive attitude. Jason will be training with Mike Carter for the month of December and be ready to take your calls and questions in January.

The Transportation Board meeting met on Friday, November 21. The minutes will be posted next week. <http://www.azdot.gov/Highways/cns/index.asp>. Click on link: State Transportation Board Projects: choose Agendas, 2008, from left side menu to view the November construction contracts.

Please be sure to keep the Partnering Office apprised of construction workshops that you agree to facilitate. Though the transition has been mostly without issue, there have been a few instances where the Partnering Office was not notified in advance of the workshop occurring . While the Partnering Office does have mechanisms in place to ensure all projects partner, we need the communication from the orgs and facilitators in advance to effectively monitor and maintain quality control of the process. Additionally, the Partnering Office has the responsibility of notifying other internal departments of upcoming workshops, and is itself, striving to have more of a presence at the workshops as well. For your part, we ask that you remember to copy the Partnering Office with estimates (NFS), invoices and Workshop Reports. We will communicate with the orgs as well to ensure an effective and consistent notification process.

There have been some complaints recently about facilitators that are not adequately prepared to facilitate workshops. It is the responsibility of the facilitator to properly plan and prepare for every workshop facilitated. This includes, among other things, identifying and contacting key meeting participants prior to the workshop, customizing the handouts for each workshop, charter preparation and issue resolution preparation. It is inappropriate to display materials that contain information like the project name, etc from a different project. Thank you for the work you have put into building long lasting, trusting relationships through partnering and please remember to maintain that same dedication and focus moving forward.

### 2008 ADOT/AGC/ACEC Partnering Event

Please join ADOT, AGC and ACEC for the third annual Transportation Partnering Excellence Award presentation. We will recognize great transportation projects and celebrate 17 years of Partnering in Arizona. The event theme is: "Arizona Collaboration for Future Growth." The ceremony is designed to bring together leaders from agencies, industry and government to develop and enhance collaborative working relationships. Your commitment to Partnering will positively affect the quality of all aspects of future transportation efforts statewide.

## **Arizona Collaboration for Future Growth**

**Date:** Wednesday, December 3, 2008  
**Time:** 10:00 am to 2:00 pm  
**Location:** Glendale Civic Center, 5750 W. Glenn Drive, Glendale, Arizona, 85301

**We Need You!** Federal, Tribal, State, County, City, Town and other local government/public officials, highway design, construction, traffic engineering and maintenance professionals, contractors, consultants, suppliers and Council of Governments/Metropolitan Planning Organization leaders.

Attached is the agenda, please see AGC's <http://www.azagc.org> website for event and registration information. Scroll down to the bottom of the webpage and look for the Arizona flag register here button. Make your meal selection and

create a logon password for the registration page. This is how we are capturing the information needed for your name badges.

Please come early to network and see old friends!

- 10:00 – 11:00 Registration and Networking**
- 11:15 – 11:45 Keynote Speaker**  
Mike Ladino – Metro Rail
- 11:45 – 12:45 Seated Luncheon**
- 12:45 – 1:15 Collaboration**  
Janice L. Burnett, ACEC Executive Director  
David Martin, AGC President  
Floyd Roehrich, ADOT, State Engineer
- 1:15 – 2:15 Transportation Partnering Excellence Awards**  
Ana Olivares, Deputy Director of Transportation Infrastructure, Pima DOT  
Ginger Murdough, Retired Partnering Director, ADOT
- 2:15 – 2:30 Closing Remarks, Event evaluations**
- 2:30 - 3:00 Networking**



### **Facilitator Information**

In January, the Partnering Office will be meeting with the District Champions to disseminate the Workshop Coordination of the procuring the facilitator for a construction workshop. The consultant profile will be shared with those that coordinate the workshops. If you have not submitted your profile yet, please do so.

### **PEP**

The Partnering Office is always looking for ways to improve processes. We believe measurement and evaluation processes, such as the Partnering Evaluation Program, are paramount to any team or organizations success. However, we want to ensure this process is efficient and does not become a burden to those who participate in the process. We currently have a list of enhancements to the PEP database that we are working diligently to complete, but appreciate any feedback you receive regarding the ease or difficulty experienced with the entire PEP process. We welcome any feedback or experiences you have using PEP personally or that are brought to your attention during the course of facilitating partnerships.

### **About Photo Enforcement**

Motorists are spending more time in their vehicles and are traveling farther distances. That makes managing the speeds on the roadways more important than ever for the Arizona Department of Public Safety (DPS) – since speeding is a contributing factor in many collisions.

Traffic cameras have shown great potential in reducing the likelihood of crashes resulting from speeding. They have received tremendous support and have proven effective in studies. One preliminary study conducted by Dr. Simon Washington, traffic systems analyst at Arizona State University, concluded that the numbers of injury crashes related to speeding were significantly reduced when the cameras were deployed.

The success of traffic cameras in reducing crashes has led Gov. Napolitano to require DPS to expand the

program. DPS will use the traffic cameras to assist officers in reducing crashes in areas that have a justified need, such as freeway interchanges and constructions zones. The traffic cameras will include mobile and stationary units on roadways that are patrolled by the state.

<http://photoenforcement.azdps.gov/> this is an informative site, including a long list of where the cameras are located, FAQ, general questions, the ticketing process, and information how to contact them.

### **Education**

#### **Partnering Classes at HRDC - 1130 N. 22<sup>nd</sup> Ave, Phx. AZ 85009.**

Contact Michelle Fink at 602-712- 8224 for more information and to reserve your seat for classes.

**How to Make Partnering Work in the Field** class will be **December 11** from 8:00- 12:00 at the Flagstaff Training Center.

**Introduction to Partnering** class will be **January 15, 2009** from 8:00 – 12:00 at HRDC.

**Conducting a Partnering Workshop** will be on January 28 & 29 from 8:00 - 4:30 at HRDC.

#### **Introduction to Partnering E-Learning Class**

The e-learning Introduction to Partnering class is now available to those outside of ADOT. The Partnering Office will be sharing the link with contractors, engineers and suppliers. We have invited Pulice to be our first test market. We are working with Mark Soyster at Pulice in delivering the Partnering information to their employees and tracking their feedback.

#### **Acknowledgements and Retirements**

The Partnering Office CONGRATULATES **Doug Forstie** on his remarkable 35-year ADOT career, which will come to an end on December 12, 2008. Please make a point of talking to him at the Annual Event, as he has asked that there be no retirement party. We will miss Doug!

**Thank you** for your continued commitment to and support of the Partnering Principles and to our stakeholders. Partnering Consultant/Facilitators and Champions – Your feedback is important to us. We want to hear your comments! *Feedback related to the Chat Sheet can be emailed to [mfink@azdot.gov](mailto:mfink@azdot.gov)*

## **Partnering –The way ADOT does business**

