

# **Tentative Agenda for New Manager Training**

Location: MDT (Helena) Rail, Transit and Planning Division

Conference Room A

## **Day 1**

9:00-9:15 Transit Section Introduction – Programs Overview & Staff Duties

9:15-10:15 FTA 101 Presentation – Into to the Federal Transit Administration

10:30-12:00 MDT Transit Web Resources and Grants Application

**LUNCH:** 12:00-1:00

1:00-2:30 Operating Budgets

2:45-3:30 Compliance Reviews

## **Day 2**

8:30-10:00 Electronic Reporting Guidance

10:15-12:00 Drugs and Alcohol Program

**LUNCH:** 12:00-1:00

1:00-3:00 Drugs and Alcohol Program Continued