



NEW EMPLOYEE ORIENTATION

May 10-11, 2016
Agronomic Building & Ramada Blue Ridge

Agronomic Building, 4300 Reedy Creek Rd, Raleigh – 919.733.2655

Ramada Inn, 1520 Blue Ridge Rd, Raleigh, NC 27607 – 919.832.4100

Reservation deadline is Tuesday, April 26, to get the group rate of \$67.30+tax. Use the group code “NC Employee Training & Orientation” when reserving your sleeping room.

Scholarship options can be found at the following webpage.

http://www.ncagr.gov/SWC/professional_development/scholarships.html

Draft Agenda

Tuesday Afternoon

- 12:30 Registration at Agronomic Building
- 1:00 Introductions
Soil and Water Conservation Partnership
- 2:30 Website Resources
- 3:30 Break
- 3:45 Open Records and Section 1619
Wikipedia for Districts
- 5:00 Break for Dinner on your own

Tuesday Evening - Ramada Meeting Room

- 7:00 Board Meeting Procedures and Review
- 8:00 PCEP – Professional Conservation Employee Program

Wednesday Morning – Break into Two Groups

- | | Technical | Administrative
Board Meeting |
|------|--------------------------------------------------------|-----------------------------------------|
| 8:30 | Detailed Training Plan | Supervisor Forms |
| | Working with NRCS Standards
and Cost Share Policies | Public Meetings |
| | Job Approval Authority | Financial Administration |

Wednesday Afternoon

- 12:00 Lunch (you pay for sandwiches brought into learning center)
- 1:00 Basics (Handling compliance, Choosing a Program includes CREP)
Group Discussions with Assigned Cost Share/CREP Staff
- 3:30 End Session